

**COTSWOLD DISTRICT COUNCIL**  
**REVIEW OF MEMBERS' ALLOWANCES**

Item	Current Allowance	Panel Recommendations
<p><b><u>A. Basic Allowance</u></b></p> <p>This is a general allowance paid to all Councillors. All Councillors receive the same amount per annum. This allowance is paid automatically to each Councillor on a monthly basis.</p>	<p>£4,000 per annum per Councillor</p>	<p><b>2018/19</b></p> <p>£4,500 per annum per councillor (backdated to 1/4/18)</p> <p><b>2019/20</b></p> <p>Minimum of £5,000 per annum per councillor (the Panel believe that an increase to £5,500 could be justified)</p> <p><b>2020/21, 2021/22, 2022/23</b></p> <p>To be increased annually in line with an agreed measure - CPI or staff pay awards</p>
<p><b><u>B. Special Responsibility Allowances</u></b></p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of an elected Member. Any such allowance is paid automatically to the relevant Councillor on a monthly basis.</p>		

The affected positions and sums payable are as follows:-

- Chairman of the Council
- Vice-Chairman of the Council
- Leader of the Council
- Deputy Leader of the Council
- Cabinet Member (x 4)  
(excluding Leader and Deputy)
- Chairman of the Planning and Licensing Committee
- Vice-Chairman of the Planning and Licensing Committee
- Chairman of the Audit Committee
- Chairman of the Overview and Scrutiny Committee
- Leaders of registered minority political groups

Position	Sum	Multiplier
Chairman of Council	£4,000 per annum	1
Vice-Chairman of Council	£2,000 per annum	0.5
Leader of the Council	£12,000 per annum	3
Deputy Leader of the Council	£8,000 per annum	2
Other Cabinet Member	£6,000 per annum	1.5
Chairman of Plg & Lic Cttee	£6,000 per annum	1.5
Vice-Chairman of Plg & Lic Cttee	£2,000 per annum	0.5
Chairman of Audit Cttee	£2,000 per annum	0.5
Chairman of O&S Cttee	£2,000 per annum	0.5
Leaders of registered minority political groups	£2,000 per annum divided equally between the respective group leaders	0.5

No change except:-

(i) increase the multiplier for Chairman of O&S Cttee to 1;

(ii) increase the multiplier for the minority group leader(s) to 1; with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of members in each minority group.

<p><u>C. Mileage Allowance</u></p> <p>This is an allowance paid in respect of mileage incurred by a Councillor in travelling to and from official Meetings and other approved duties.</p> <p>The rates are as follows:-</p> <p style="padding-left: 40px;"><b>Motor Cycle</b></p> <p style="padding-left: 40px;"><b>Motor Car</b></p> <p>The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by</p> <p style="padding-left: 40px;"><b>Bicycle</b></p>	<p>36.4p per mile</p> <p>45p per mile</p> <p>20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers</p> <p>45p per mile</p>	<p>No change.</p>
<p><u>D. Fares/Parking</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties.</p> <p><b>VAT receipts</b> must be produced.</p>	<p>Actual expenditure incurred</p>	<p>No change.</p>
<p><u>E. Subsistence Allowance</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred in respect of meals/subsistence when attending official</p>		<p>Simplify - reimburse reasonable subsistence costs (on presentation of receipts) for approved duties where no food is provided.</p>

<p>Meetings or other approved duties (when a meal etc. is not provided). Receipts must be produced.</p>		<p>No reimbursement for meetings at council offices.</p>
<p>Any reimbursed amount must not exceed maxima rates, which currently are as follows:-</p>		<p>Conference costs to be covered in the same way.</p>
<p>Breakfast allowance (absence from home for more than 4 hours, before 11.00 a.m.)</p>	<p>£6.00</p>	<p>No alcoholic drinks can be claimed for.</p>
<p>Lunch allowance (absence from home for more than 4 hours, including the period between 12.00 p.m. and 2.00 p.m.)</p>	<p>£8.00</p>	
<p>Evening meal allowance (absence from home for more than 4 hours, ending after 6.00 p.m.)</p>	<p>£15.00</p>	
<p>In the case of an absence overnight from a Councillor's usual place of residence (where accommodation is not provided), actual expenditure incurred shall be reimbursed, upon production of receipts, up to a maximum of</p>	<p>£85.00</p>	
<p>For such an absence overnight in London, or for the purpose of attending an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretary of State may for the time being approve for the purpose, the maximum figure against which actual expenditure incurred can be reimbursed, upon production of receipts, shall be increased by a supplementary figure of</p>	<p>£100.00</p>	

F. Child Care Allowance

A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of "door to door" travel time to and from approved duties.

The allowance is payable to any Councillor with a child or children under the age of 14 years who is/are, at the time, part of the claimant's household living with him/her and who would normally be looked after by him/her. The carer must not be someone who also ordinarily lives with the claimant as part of the household.

The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council's Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).

Actual expenditure incurred.

No change.

<p><u>G. Dependant Care Allowance</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of "door to door" travel time to and from approved duties.</p> <p>The allowance is payable to any Councillor with a dependant relative or relatives who would normally be looked after by him/her. The carer must not be someone who ordinarily lives with the claimant as part of the household.</p> <p>The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council's Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).</p>	Actual expenditure incurred.	No change.
<p><u>H. ICT Allowance</u></p> <p>An allowance to support the direct provision of ICT equipment/broadband connectivity and support.</p>	£300 per annum	No change pending outcome of review of Members' ICT.

<p><u>I. Co-optee's Allowance</u></p> <p>A co-optees' allowance is not payable, but if any non-Councillor representative of any Council Committee is required to attend a formal tribunal/hearing, (s)he be eligible to claim a daily allowance of</p> <p>In the event that such representative is required to Chair such tribunal/hearing the daily rate to be increased to</p> <p>Co-opted Members are entitled to the same travelling and subsistence rates as elected Members.</p>	<p>£50.00</p> <p>£100.00</p>	<p>No change.</p>
<p><u>J. Approved Duties</u></p> <p>A list of qualifying approved duties for the payment of travel and/or subsistence allowances.</p>	<p>Current List attached.</p>	<p>No change except to include, as an approved duty for the payment of mileage, attendance at formally-convened Parish/Town Council Meetings, Parish Meetings and/or Parish Gatherings.</p> <p>N.B. Mileage cannot be claimed where the District Councillor also serves on the town/parish council concerned.</p>

(END)