

## Appendix C: Member Allowance Scheme

### COTSWOLD DISTRICT COUNCIL

#### SUMMARY OF MEMBERS' ALLOWANCES 2023/24

#### A. Basic Allowance

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

#### B. Special Responsibility Allowances

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.

The affected positions and sums payable are as follows:-

	<u>Rate</u>
	£5,544 per annum per Councillor
<ul style="list-style-type: none"> <li>• Chair of the Council (1x basic allowance)</li> <li>• Vice-Chair of the Council (0.5)</li> <li>• Leader of the Council (3.0)</li> <li>• Deputy Leader of the Council (2.0)</li> <li>• Cabinet Member (x 6 no.) (excluding Leader and Deputy) (1.5)</li> <li>• Chair of the Planning and Licensing Committee (1.5)</li> <li>• Vice-Chair of the Planning and Licensing Committee (0.5)</li> <li>• Chair of the Audit and Governance Committee (0.5)</li> <li>• Chair of the Overview and Scrutiny Committee (1.0)</li> <li>• Vice-Chair of the Overview and Scrutiny Committee (0.5)</li> <li>• Leader(s) of registered minority political group(s) (1.0)</li> </ul>	<p>£5,544 per annum</p> <p>£2,772 per annum</p> <p>£16,632 per annum</p> <p>£11,088 per annum</p> <p>£8,316 per annum</p> <p>£8,316 per annum</p> <p>£2,772 per annum</p> <p>£2,772 per annum</p> <p>£5,544 per annum</p> <p>£2,772 per annum</p> <p>£5,544 per annum divided equally between the respective group leaders</p>

C. Mileage Allowance

This is an allowance paid in respect of mileage incurred by a Councillor in travelling to and from official Meetings and other approved duties.

The rates are as follows:-

**Motor Cycle**

**Motor Car**

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

**Bicycle**

D. Fares/Parking

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. VAT receipts must be produced.

E. Subsistence Allowance

A Councillor is able to seek reimbursement of actual, but reasonable, expenditure incurred in respect of meals/subsistence when attending official Meetings or other approved duties (including conferences/seminars) where absence from home, including travel time, exceeds 4 hours and no food etc. is provided. Receipts must be produced.

No subsistence costs will be reimbursed in relation to attendance at meetings at any District Council offices.

Alcoholic drinks cannot be claimed for.

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

36.4p per mile 45p per mile  20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers  45p per mile
Actual expenditure incurred
Actual expenditure incurred
Actual expenditure incurred

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 them and who would normally be looked after by them. 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 Cotswold District Council, for payment direct by the Council. The Democratic Services Manager shall have the delegated authority to ensure that care costs are reasonable based upon local rates.

**G. Dependant 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 dependant relative or relatives who would normally be looked after by them. The carer must not be someone who 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 Cotswold District Council, for payment direct by the Council. The Democratic Services Manager shall have the delegated authority to ensure that care costs are reasonable based upon local rates.

**H. ICT Allowance**

An allowance to support the direct provision of ICT equipment/ broadband connectivity and support.

**I. Withholding Allowances**

Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Council and/or from their responsibilities or duties which attract a special responsibility allowance, that part of the basic

--

Actual expenditure incurred

--

£300 per annum per councillor

--

--

allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to them in respect of the period of suspension or partial suspension be withheld.

J. Renunciation of Allowances

A Member may, by notice in writing to the Chief Executive, elect to forego all or any part of their entitlement to a basic or special responsibility allowance.
