

## **SUMMARY OF MEMBERS' ALLOWANCES 2023/24 – 2026/27**

**Cotswold District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:**

### **1. Name and Duration**

1.1. This scheme may be cited as the Cotswold District Council Members' Allowances Scheme.

1.2. This scheme shall have effect for the period financial years 2023/24 to 2026/27

### **2. Basic and Special Responsibility Allowances**

2.1. Subject to Section 3 of this Scheme a basic allowance at a rate of £5,544.00 per annum shall be paid to each Councillor. This is the starting figure for 2023/24 net of any uplift based on indexation for 2023/24 and the subsequent years (see 2.3).

2.2. Subject to Section 3 of this Scheme a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in the following Table, and the annual rate of each such allowance shall be the amount specified against that special responsibility in that table:

2.3 The basic allowance will increase annually from 1 April\* at the same rate as the percentage cost of living uplift in the national pay settlement for local government employees for that year. In the event that a cash sum, as opposed to a % increase is awarded, then the average increase in pay of those Publica staff supporting Cotswold DC and staff directly employed by Cotswold DC will be applied, as determined by the Deputy Chief Executive and Section 151 Officer. If the pay settlement is not known until after 1 April then a backdated uplift will be applied.

2.4. Any Councillor stepping down from a role with a Special Responsibility Allowance (and relinquishing all responsibility) for the purpose of taking a period of maternity, paternity or adoption leave will be entitled to receive 50% of the special responsibility allowance for up to six months. This is not contingent on the Councillor being reappointed or re-elected to their previous role at the end of their period of maternity, paternity or adoption leave.

\*The increase for 2023/24 will be deferred for 1 year.

### **3. Part-year Entitlements**

3.1. The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of the year, that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

3.2. Where the term of office of a Councillor begins or ends in the period between 1 April and 31 March, the entitlement of that Councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in the year. **This provision also applies to Co-opted Members in respect of Co-opted Member allowances.**

3.3. Where a Councillor has during part of, but not throughout, a period from 1 April to 31 March such special responsibilities as entitle them to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which they have such special responsibilities bears to the number of days in the year.

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. No more than 50% of Councillors should receive a SRA,

The affected positions and sums payable are as follows:-

- Chair of the Council (multiplier x 1)
- Vice-Chair of the Council (multiplier x 0.5)
- Leader of the Council (multiplier x 3.5)
- Deputy Leader of the Council (multiplier x 2.5)
- Cabinet Member (exc Leader & Deputy) (x 2.5)

Rate
£6,288 per annum per Councillor
<div>£6,288 per annum</div> <div>£3,144 per annum</div> <div>£22,008 per annum</div> <div>£15,720 per annum</div> <div>£12,576 per annum</div>

- Chair of the Planning & Licensing Committee (x 1.5)
- Vice-Chair of the Planning & Licensing Cttee (x 0.5)
- Chair of the Audit & Governance Cttee (x 1.5)
- Chair of the Overview & Scrutiny Cttee (x 1.5)
- Vice-Chair of the Overview & Scrutiny Cttee (x 0.5)
- Leader(s) of registered minority political groups (x 1)

£9,432 per annum  
£3,144 per annum  
**£6,288 per annum**  
**£9,432 per annum**  
£3,144 per annum  
£6,288 per annum  
divided between the  
respective group leaders

C. Mileage Allowance

This is an allowance paid in respect of mileage incurred by a Councillor **or Co-opted Member** in travelling to and from official Meetings and other approved duties **and their home address. VAT receipts are requested in support of mileage claims (except for travel by electric vehicle). Claims should be made within 3 months of the expenditure being incurred.**

The rates are as follows:-

**Motor Cycle**

**24p**~~36.4p~~ per mile

**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

45p per mile  
**5p per passenger per mile**  
~~20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers~~

**Bicycle**

**20p**~~45p~~ per mile

D. Fares/Parking

A Councillor **or Co-opted Member** 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. **Claims should be made within 3 months of the expenditure being incurred.**

Actual expenditure  
incurred

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. **Claims should be made within 3 months of the expenditure being incurred.**

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 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.

Actual expenditure  
incurred

Actual expenditure  
incurred

Claims should be made within 3 months of the expenditure being incurred.

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.

Claims should be made within 3 months of the expenditure being incurred.

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 allowance and/or special responsibility allowance, and

Actual expenditure incurred

£300 per annum per councillor paid monthly or drawn down in a lump sum

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

K. Co-opted Member allowances

A general allowance paid to co-opted members of the Council's committees and sub-committees.

£1,000 per annum

**APPROVED DUTIES**

The following are deemed to be qualifying approved duties for the purposes of payment of travel and/or subsistence allowances -

- (i) Attendance at meetings of the Council, Cabinet, Committees, Sub-Committees, Panels, Boards and Working Parties formally constituted by the Council, whether as a member of that body or as an observer.
- (ii) Attendance at meetings of the Local Government Association at National, Regional or County level, but not when held immediately before or after the Annual Conference;
- (iii) Attendance at meetings of Outside Bodies to which a Member has been appointed to serve as the Council's representative (except where such allowances are payable by the Outside Body);
- (iv) Attendance at a seminar or Away Day for Members;
- (v) Attendance at approved Conferences;
- (vi) Attendance by the Ward Member(s) at formally-convened Parish/Town Council Meetings, Parish Meetings or Parish Gatherings.

Note re (vi):

*Mileage allowance only to be paid. However, mileage cannot be claimed where the District Councillor also serves on the parish/town council concerned.*

- (vii) Attendance of Chair and Vice-Chair of Council, Cabinet and Committees, together with the relevant Ward Councillor(s), at any formal meeting organised by the District Council for the purpose of parish liaison/engagement (N.B. this does not include attendance at Parish/Town Council Meetings, Parish Meetings or Parish Gatherings);
- (viii) Attendance at Interview Panels and formal meetings to shortlist candidates for interviews;
- (ix) The giving of official evidence on behalf of the Council at judicial proceedings and planning inquiries;
- (x) Attendance of Chair and Vice-Chair of Planning (Regulatory) Committee and appropriate Ward Councillor(s) at Local Planning Inquiries and Informal Hearings, either as formal witnesses or observers;
- (xi) A visit to a Government Department (previously authorised by the Council, Cabinet or a Committee);
- (xii) Attendance at meetings of Leaders/Chairs of District Councils in the County (including as a substitute member);
- (xiii) Deputising for the Chair of the Council by any Councillor in the absence of both the Chair and Vice-Chair of the Council;
- (xiv) Attendance at the Council Offices by Chair and Vice-Chair (Council, Cabinet and Committees) for discussion with Chief Officers or their nominated representatives on the agenda for a meeting;
- (xv) Attendance at the Council Offices by Cabinet Members, in their capacity as Portfolio Holders, for decision-making purposes and/or discussions with Chief Officers or their nominated representatives;
- (xvi) Attendance by Members of an Overview and Scrutiny Committee at decision-making meetings, in order to perform their overview and scrutiny role.

(END)

