

Appendix 4a – The County Council’s Scheme for the Payment of Members’ Basic, Special Responsibility and other Allowances

1. Statutory requirements

1.1 One provision in the Local Government Act 1972 remains in force relating to County Councils:

Sections 3 and 5 of the Local Government Act 1972 respectively authorise the payment of allowances to the Chairman and Vice-Chairman of the County Council.

1.2 The primary legislation under which the main allowances are now paid is Section 18 of the Local Government and Housing Act 1989 and Sections 99 and 100 of the Local Government Act 2000. The Local Authorities (Members' Allowances) (England) Regulations 2003 issued under the Acts, prescribe the detailed controls and require authorities to make a scheme covering the payment of certain allowances to members.

1.3 This scheme may be cited as the Staffordshire County Council Members' Allowances scheme and shall have effect from 1 April 2007.

1.4 In this scheme:

- "year" means the 12 months ending with 31 March;
- "County Council election" means an election for the appointment of all elected members and does not include by-elections.

2. Basic allowance

2.1 Subject to paragraph 6, the total amount payable to each elected member for a year is set out in Table 1. The basic allowance is payable, in a year in which there is no County Council election, monthly in arrears on the 28th of each month.

2.2 In the year of a county council election the basic allowance for the month preceding the election will be adjusted to cover the period ending on the fourth day after the date of the election, this being the date of automatic retirement of elected members.

2.3 In the month of the election returning and newly elected members will then receive their basic allowance pro-rata from the fifth day after the election to the end of the month, in accordance with the Scheme already in force for that financial year.



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3. Special responsibility allowance

3.1 For each year a special responsibility allowance shall be paid to those elected members who hold special responsibilities in relation to the authority as fall within the categories specified in Table 2 to this scheme.

3.2 The special responsibility allowances shall be payable:

- a. In a year in which there is no County Council election, by monthly instalments in arrears on the 28th of each month, and
- b. In the year of a county council election the special responsibility allowance will be paid to returning members who will remain in that position until the annual council meeting. Special responsibility allowances will be paid pro-rata from the date of the annual council meeting until the end of that month.
- c. Subject to paragraph 6, the amount of each such allowance paid in the year shall be the amount specified against that special responsibility in Table 2 to this scheme.

3.3 The Chairman of the County Council, in consultation with the relevant group leader, has delegated authority to increase the allowance paid to a Vice-Chairman of a Committee to the level of the corresponding Chairman's allowance if they are required to take on the responsibilities of the Chairman for a sustained period. The Special Responsibility Allowance paid to the Chairman of the Committee will be suspended during this period unless the Parental Leave Policy has been applied.

4. Carers' /Dependents' Allowance

4.1 An allowance of the actual hourly rate of care provision up to a maximum of £15.57 per hour is payable to any elected member subject as follows:

- a. such payments may only be claimed and made in respect of children aged 16 years of age or under and/or other dependents where there is medical or social work evidence that care is required (such



- evidence to be submitted to the Deputy Chief Executive and Director for Corporate Services;
- b. allowances claimed and paid must be based on actual expenditure (up to the maximum hourly rate) and be accompanied by appropriate receipts;
- c. allowances will not be paid to reimburse the claimant for payments made to a member of the claimants' household.

5. Subsistence Allowances

- 5.1 Subsistence allowances are payable to any elected member (including a co-opted member and/or an appointed member (see paragraph 7 below) and/or an independent persons consulted as part of the Council's Standards arrangements) at the rates set out in Table 4 subject to the member certifying that expenditure has actually been incurred by the member on subsistence. The actual expenditure may be more or less than the amount claimed.
- 5.2 The appropriate charge for all meals taken at premises owned or administered by the County Council should be paid. However, if a meal is made available free of charge from any source during the period to which the allowance relates, then the appropriate amount must be deducted from the claim.
- 5.3 Where main meals (i.e. breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to a subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full, provided the time on duty meets the conditions set out in Table 4. In such circumstances, reimbursement of the reasonable cost of a meal would replace the entitlement to the subsistence rate for the appropriate period.
- 5.4 Special allowances apply if an elected member is required to be away overnight or to undertake duties abroad. The overnight allowances are set out in Table 4.
- 5.5 The Deputy Chief Executive and Director for Corporate Services will, on request, supply details of the allowances payable for duties undertaken abroad.

6. Travelling Allowance

- 6.1 Travelling allowances are payable to any elected member (including a co-opted member and/or an appointed member (see paragraph 7 below) and/or independent persons consulted as part of the Council's



Standards arrangements) in accordance with the rates set out in Table 5.

- 6.2 If elected members are using their own transport, the mileage claimed should be the mileage as calculated by Internal Audit and recorded on the on-line expenses claims system. The mileage claimed for must, if necessary, be properly justified by the elected member recording the starting point of their route, particularly if additional mileage results from, for example, authorised visits to other sites on the route.
- 6.3 When it is financially advantageous to the County Council to do so, elected members should use any transport arranged by officers to travel to meetings or site visits, etc.
- 6.4 It is possible for senior citizens to apply for and obtain the appropriate rail card entitling them to concessionary fares at about half the full price. The County Council has agreed, where "senior citizen" elected members are willing to use this privilege when travelling on County Council business, to reimburse the elected member on the first occasion used, the cost of the appropriate annual "senior citizen" rail card. The actual cost of travel must be claimed when the facility is used.
- 6.5 If the elected member uses public transport facilities, then the following rates apply:

Mode of travel	Maximum rates
Public transport (within county)	Standard rail fare or bus fares
Public transport (outside county)	Standard bus fares Standard or first-class rail fare
	Note 1: Elected members are asked to use their discretion in travelling first-class. For example, an off-peak journey to London might be comfortably managed in second-class. Travel at peak times or needing confidential discussions on route may suggest first-class as more appropriate
	Note 2: In the majority of cases elected member travel should be booked through officers and in advance to ensure the most advantageous rates. However, if urgency dictates that an elected member purchases tickets themselves, the receipt must be kept as proof for reimbursement of actual costs incurred
Taxicab or cabs	
(i) In cases of urgency where no public transport is	Actual fare and reasonable gratuity



Mode of travel	Maximum rates
reasonably available	
(ii) In other cases	Not exceeding the amount of the fare for travel by appropriate public transport. Note: In claims relating to hire of taxis or cabs, elected members should indicate in writing, the circumstances in which the expenditure was incurred; whether it was incurred on grounds of urgency or because there were no public facilities available.

6.6 The following Guidelines as approved by Full Council on 16 March 2023, will apply for the use of Toll Roads by members/co-opted members:

- a. Claims will be paid for journeys to Stafford/County Buildings for officially convened meetings commencing at or before 10am.
- b. Claims will be paid for return journeys only where the official meeting finishes after 4pm.
- c. Members wishing to claim Toll Road fees will be expected to become tag holders at no cost to the County Council and will be required to provide a print-off of their monthly invoice/receipts to demonstrate that the journey took place.
- d. Other necessary M6 Toll journeys will be considered on an individual basis. Advice should be sought from Member and Democratic Services in advance of the journey being made.

7. Co-optees / Independent Persons Allowance

- 7.1 Subject to paragraph 6, an annual co-optees/independents allowance of and £642.58 is payable to appointed members (i.e. church and parent representatives on the Prosperous Overview and Scrutiny Committee or on any Committee (whatever entitled) whose functions include the education function); including a co-opted member and/or independent persons consulted as part of the Council's Standards arrangements. In either case such amount shall be paid monthly in arrears on the 28th of each month.
- 7.2 The amount of co-optees allowance payable to any member who presides at a meeting of a Scrutiny Panel where the functions of that Committee under Section 21 of the Local Government Act 2000 relate wholly or partly to any education functions which are the responsibility of the Council's Executive, shall not be less than the minimum amount of any special responsibility allowance payable under this scheme to a person who presides at meetings of any other of the Council's Committees or Sub-Committees.



8. Renunciation

- 8.1 An elected member may, by notice given to the Deputy Chief Executive and Director for Corporate Services, elect to forego any part of their entitlement to an allowance under paragraphs 2 or 3 of this scheme.
- 8.2 An appointed member (see paragraph 7 above) or independent persons consulted as part of the Council's Standards arrangements may, by notice given to the Deputy Chief Executive and Director for Corporate Services, elect to forego any part of their entitlement to an allowance of this scheme.
- 8.3 Any such notice shall specify the effective date of renunciation and once given the notice may not be revoked otherwise than with effect from 1 April in any year.

9. Part-year entitlement

- 9.1 The provisions of this paragraph shall have effect to regulate the entitlements of an elected member to basic allowance, special responsibility allowance, and to the entitlements of appointed members (see paragraph 7 above) and independent persons consulted as part of the Council's Standards arrangements, to a co-optees allowance where, in the course of a year:
- a. this scheme is amended; or
 - b. that person becomes or ceases to be an elected member or an appointed or independent member; or
 - c. that elected member accepts or relinquishes a special responsibility for which a special responsibility allowance is payable.
- 9.2 In relation to basic allowances and special responsibility allowances:
- a. if an amendment to this scheme changes the amount to which an elected member is entitled; or
 - b. where the term of office of an elected member begins or ends otherwise than at the beginning or end of a year; or
 - c. where the special responsibilities of an elected member do not subsist throughout the year; or
 - d. where the scheme is amended as referred to in (a) above and the term of office and/or the special responsibilities of the elected member do not subsist throughout any part of the periods within the year distinguished by the payment of different amounts for these allowances; then



the entitlement to the allowances shall be calculated by reference to the proportion the number of days in each such period bears to the number of days in that year.

9.3 In relation to the Co-optees/Independent Persons allowance:

- a. if an amendment to this scheme changes the amount to which an appointed member (see paragraph 7 above) or an independent person consulted as part of the Council's Standards arrangements is entitled; or
- b. where the term of office of an appointed member or an independent person begins otherwise than at the beginning or end of a year; or
- c. where the scheme is amended as referred to in (a) above and the term of office of the appointed or independent member does not subsist throughout any parts of the periods within the year distinguished by the payment of different amounts for this allowance, then

the entitlement to the allowance shall be calculated by reference to the proportion the number of days in each such period bears to the number of days in that year.

10. Administration

10.1 All claims for the payment of:

- a. dependents' carers' allowance;
- b. travelling and subsistence allowance; and
- c. co-optees' allowance;

must be submitted to the Deputy Chief Executive and Director for Corporate Services for payment within two months of the meeting taking place. Failure to comply with this timescale will result in the allowance being forfeit.

- #### 10.1.1 Travel and Subsistence Allowance claims must be accompanied by an appropriate receipt (paper or electronic copy). For all electric vehicles (EV), please provide receipts when you use public charging points only.

- ### 10.2 Where an elected member of the County Council is also a member of another authority, that elected member may not receive an allowance from more than one authority in respect of the same duty.



10.3 The Deputy Chief Executive and Director for Corporate Services shall maintain on behalf of the authority a record of all payments made under this scheme which shall:

- a. specify in relation to each payment the name of the recipient and the amount and nature of the payment;
- b. be kept available, at all reasonable times, for inspection (free of charge) by any local government elector for the area of the authority.

10.4 A person entitled to inspect the record may make a copy of any part of it.

11. Review of allowances

11.1 The allowances payable under this scheme shall be reviewed annually based on the National Joint Council for Local Government Services annual review, and any percentage increase applied automatically.

12. Suspension or partial suspension of a member

12.1 Where an elected member of the County Council is suspended or partially suspended from their responsibilities or duties as such member in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of all, or any, of the following allowances payable to them in respect of the period for which they are suspended, or partially suspended, may be withheld:

- Basic allowance;
- Special responsibility allowance;
- Travelling and subsistence allowances;
- Co-optees allowance; and
- Chairman and Vice-Chairman of the County Council allowances.

13. Revision or revocation of the scheme

13.1 This scheme may only be amended or revoked in accordance with the provisions of Section 10 of Part 3 of the Local Authorities (Members' Allowances) (England) Regulations 2003.



Table 1 – Basic Allowance

	1 April 2023 to 31 March 2024
Basic Allowance	£10,305.13

Table 2 – Special Responsibility Allowances

Special Responsibility Allowance	1 April 2023 to 31 March 2024
Leader of the Council	£39,975.59
Deputy Leader of the Council	£29,982.24
Cabinet Member	£19,987.80
Cabinet Support Members	£13,191.84
Leader of the Principal Opposition	£19,987.80
Chair of Overview and Scrutiny Committee	£7,603.97
Vice-Chair of Overview and Scrutiny Committee	£2,662.06
Chair of Health and Care Overview and Scrutiny	£8,366.15
Vice-Chair of Health and Care Overview and Scrutiny	£3,043.15
Chair of: <ul style="list-style-type: none"> • Planning Committee • Audit & Standards Committee • Pensions Committee 	£7,603.97
Vice-Chair of: <ul style="list-style-type: none"> • Planning Committee • Audit & Standards Committee • Pensions Committee 	£2,662.06
Vice-Chair of Corporate Parenting Panel	£2,662.06
Deputy Leader of the Principal Opposition	£6,795.96
Chair of the Police, Fire and Crime Panel	£3,043.15

Elected members may only claim one Special Responsibility Allowance

Notes:

- a. These amounts follow the recommendations of the County Council's Independent Remuneration Panel.
- b. The Chairman and Vice-Chairman of the Planning Committee must also be the Chairman and Vice-Chairman (respectively) of the Countryside and Rights of Way Panel.
- c. The Chairman and Vice-Chairman of the Pensions Committee must also be the Chairman and Vice-Chairman (respectively) of the Pensions Panel.



Table 3 – Chairman and Vice-Chairman of the County Council

	1 April 2023 to 31 March 2024
Chairman of the County Council	£19,205.49
Vice-Chairman of the County Council	£9,598.96

The allowance above is paid under Sections 3 and 5 of the Local Government Act 1972 and does not affect members entitlement to a Special Responsibility Allowance.

Table 4 – Subsistence Allowances

	Up to a maximum of
Breakfast	
A duty of four hours – three of which should be before 11am	£5
Lunch	
A duty of four hours including 12noon to 2pm	£7
Tea	
A duty of four hours including 3pm to 6pm	£3
Dinner	
A duty of four hours ending after 7pm	£12
Overnight	
London allowance for overnight accommodation	£92
All other for overnight accommodation	£80
Overseas allowance per day	£10.89

Table 5 – Mileage Allowances – Cars, Motorcycles and Bicycles

	Rate per mile
All motor cars including electric and hybrid vehicles	45p
All motorcycles	24p
Bicycle allowance	20p
Passenger rate	5p per passenger

