

# **MEMBERS' ALLOWANCES SCHEME**

**2007/2008**

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The current Members' Allowances Scheme for Bury Metropolitan Borough Council is set out below:-

## MEMBER'S ALLOWANCES SCHEME

The Bury Metropolitan Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, as amended, hereby makes the following scheme:

1. This scheme shall have effect for the year commencing on 1 April 2007 and subsequent years.

2. In this scheme,

"councillor" means a Member of the Bury Metropolitan Borough Council who is a councillor;

"year" means any period of 12 months ending on 31 March in any year.

### Basic Allowance

3. (1) Subject to paragraph 6 and (2) below, for each year a basic allowance of £7,474.17 shall be paid to each councillor.
- (2) A basic allowance will only be paid if a Councillor attends at least 60% of the meetings of Council, Committees, Sub-Committees and Scrutiny Panels/Commissions of which they are a member, or the training sessions which take place on designated elected member training days. Where the Chief Executive considers taking action to recover the basic allowance, the Elected Member concerned will be allowed to make representations about other activities which they performed on behalf of the Council which may have precluded them from attending the required number of meetings.

### Special Responsibility Allowance

4. (1) For each year a special responsibility allowance (SRA) shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme. In the event that a councillor receives more than one SRA only the highest allowance will be paid.

- (2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) A Councillor who is a Member of the Greater Manchester Waste Disposal Authority may receive two Special Responsibility Allowances under this scheme.

### **Renunciation**

5. A councillor may by notice in writing given to the Chief Executive elect to forego any part of any entitlement to an allowance under this scheme.

### **Part-year Entitlements**

6. (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 a year, this scheme is amended or 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.
- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then payment shall be made from the date of the change to the scheme.
- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance, and if applicable a special allowance, shall be based on the number of days in office expressed as a proportion of the total number of days in a year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2) and the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of the councillor to a basic allowance, and if applicable a special responsibility allowance, shall be based on the number of days in office expressed as a proportion of the total number of days in a year which will be calculated in two parts. Firstly, on the scheme before change and secondly on the scheme after the change.
- (5) Where a Councillor relinquishes or accepts a special responsibility for which an allowance is payable, the entitlement shall be calculated in accordance with sub section (3) above.

## **Payments**

7. (1) Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the twenty second day of each month or thereabouts (or as otherwise requested in exceptional circumstances);
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 6, the councillor is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which the councillor is entitled.
- (3) Where a Member fails to attend at least 60% of the meetings of Council, Committees, Sub-Committees and Scrutiny Panels/Commissions of which they are a Member, the Chief Executive shall take appropriate action to recover the basic allowance, subject to the terms set out in Paragraph 3(2).

## **Amendment of the Scheme**

8. (1) The Chief Executive or Director of Legal and Democratic Services, after consultation with the Leader and Deputy Leader of the Council and the Leaders of the Minority Groups, has delegated authority to amend this scheme in respect of the levels and number and type of the various allowances payable under the scheme, subject to any financial ceilings contained in the Regulations.
- (2) That the level of allowances payable under this scheme be increased annually at the same rate as the pay award agreed by the Joint Council for Local Government Services.

## **Child Care and Dependant Carers Allowance**

9. This Allowance may be claimed in respect of children aged 16 years or under or in respect of other dependants where there is medical or social evidence that care is required. Payments will not be payable to a member of the Elected Member's household. Payments will be made at either an hourly rate to be determined by Council or based on receipted actual expenditure incurred.

The total amount of allowance which an individual Member may claim in any one year will be limited to £1,200.

An hourly rate of £6 per hour will be paid.

## **Standards Hearing Panels**

10. Provision is made for the payment of out of pocket expenses and loss of earnings allowance, up to a maximum of £250, to an Independent Member who sits on a Hearing Panel.

## **Attendance at meetings of the Licensing Panel**

11. 1. Allowances for attending meetings of the Licensing Panel will only be paid to those Members who do not already receive a Special Responsibility Allowance.
2. Where a Member qualifies for payment of such an allowance, the Member would be expected to attend 10 Hearings with no allowance paid so that the allowance only becomes operative for meetings attended by a Member in excess of 10.
3. That where an allowance is paid, it be done on the following basis:-
  - £25.00 per full day
  - £12.50 – 2 to 4 hours
  - £6.00 up to 2 hours.

## **Other Allowances**

12. (1) Travelling expenses should be paid at the appropriate mileage rate for journeys on approved duties within the Borough in addition to journeys out of the Borough. (See Schedule 2)
- (2) Telephone allowances will be paid at a fixed level per month of rental to take advantage of inclusive charge to cover free local (and national) calls in the evenings and at weekends.
- (3) Subsistence Allowances will be paid in accordance with the provisions set out in Schedule 3.

### **NOTE:**

**The level of allowances payable under this Scheme is increased annually at the same rate as the pay award agreed by the Joint Council for Local Government Services. The Pay Award has yet to be determined.**

## SCHEDULE 1

### SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as special responsibilities in respect of which special responsibility allowances are payable in the amounts stated, subject to any Member who qualifies for a payment of such allowance in respect of more than one being only entitled to one (ie the highest) payment with the exception of GMWDA (See Paragraph 4(3))

<b>LEADERS/DEPUTY LEADERS</b>	<b>£</b>
Leader of the Council	23670.26
Deputy Leader of the Council	14207.10
Leader of the Second Largest Group	7813.90
Deputy Leader of the Second Largest Group	3122.47
Leader of Third Largest Group	3907.98
Deputy Leader of Third Largest Group	1562.78
<b>EXECUTIVE MEMBERS (WITH PORTFOLIO)</b>	
Quality Council (Resource and Performance)	9469.34
Children and Young People	9469.34
Health and Well-Being	9469.34
Environment and Transport	9469.34
Community Engagement and User Focus	9469.34
Safer and Securer Communities	9469.34
Learning, Skills and Employment	9469.34
<b>EXECUTIVE MEMBERS (WITHOUT PORTFOLIO)</b>	
Executive Member	5920.65
Executive Member	5920.65

## **CHAIRS OF SCRUTINY COMMISSIONS AND REGULATORY COMMITTEES**

Standards Committee	5920.65
Licensing and Safety Panel	5920.65
Audit Committee	5920.65
Planning Control Committee	5920.65
Children and Young People Scrutiny Commission	5920.65
Healthier Communities Scrutiny Commission	5920.65
Economy, Environment and Transport Scrutiny Commission	5920.65
Resource and Performance Scrutiny Panel	5920.65
Safe, Strong and Confident Communities Scrutiny Commission	5920.65
Human Resources and Appeals Panel	5920.65

## **REPRESENTATIVES ON OUTSIDE BODIES**

Chairs of the Local Area Partnerships:	
Ramsbottom, Tottington and North Manor	5920.65
Bury West	5920.65
Bury East	5920.65
Whitefield and Unsworth	5920.65
Radcliffe	5920.65
Prestwich	5920.65
Greater Manchester Waste Disposal Authority	1,728