

MEMBERS'

ALLOWANCES

SCHEME

2023/2024

Agreed at Annual Council on 25th May 2022.
Figures updated May 2023.

MEMBERS' 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:

This scheme shall have effect for the year commencing on 25th May 2022 and subsequent years.

1. Basic Allowance

Subject to paragraph (part 4 part year entitlements), for each year a basic allowance of **£11,226.96** shall be paid to each Councillor.

2. Special Responsibility Allowance (SRA)

For each year an SRA shall be paid to those Councillors who hold the special responsibilities and amounts 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 with the exception of the additional SRAs paid under the 2011 GMCA Order.

3. Renunciation

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.

4. Part-year Entitlements

(i) 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.

(ii) 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.

(iii) 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 an SRA, will take effect immediately.

5. Payments

(ii) Payments shall be made in respect of basic and special responsibility allowances, in instalments of one-twelfth on the twenty second day of each month (or thereabouts) (or as otherwise requested in exceptional circumstances);

(ii) 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 4, the Councillor is entitled to, 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.

6. Indexation

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. Indexation should run for four years (2022-2026), which is the maximum length of time permitted by the 2003 Regulations.

7. Child Care and Dependant Carers Allowance

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.

- **Child care:** **maximum rate paid at real living wage (Currently £9.50)**
- **Elderly/disabled care:** **maximum rate paid at the hourly rate charged by Bury Council Social Services (Persona)**

The total amount of allowance which an individual Member may claim in any one year will be limited to £2000, receipts must be provided.

8. Audit and Standards Coopetes

An Independent Person shall receive £500 per annum.

For attendance at Meetings

Meetings over four hours	£106 per meeting
Meetings up to four hours	£53 per meeting

9. Attendance at meetings of the Licensing Hearing Committee

(i) Allowances for attending meetings of the Licensing Hearing Panel will only be paid to those Members who do not already receive a Special Responsibility Allowance.

(ii) Where a Member qualifies for payment of such an allowance, the Member would be expected to attend 6 Hearings with no allowance paid so that the allowance only becomes operative for meetings attended by a Member in excess of 6.

(iii) That where an allowance is paid, it be done on the following basis:-

- **Meetings over 4 hours:** **£106**

- **Meetings up to 4 hours: £53**

10. Other Allowances

- (i) Travelling expenses should be paid at the appropriate mileage rate for journeys on approved duties outside the Borough (See Schedule 2)
- (ii) Subsistence Allowances will be paid in accordance with the provisions set out in Schedule 2.
- (iii) A Councillor is entitled to the continued right of remuneration when they are required to take maternity, paternity or adoption leave for up to a period of 12months. Subject to the legal attendance requirements – the 6 month rule.

NB: In this scheme, "Councillor" means a Member of the Bury Council who is a Councillor; "year" means any period of 12 months ending on 31 March in any year.

SCHEDULE 1 - SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as special responsibilities in respect of which special responsibility allowances are payable:

LEADERS/DEPUTY LEADERS

Leader, Strategic Growth	£33,680.87
Deputy Leader, Health and Wellbeing	£17,682.64
Deputy Leader, Children and Young People	£17,682.64
Leader – Second Largest Group	£11,114.59
Deputy Leader - Second Largest Group	£4,445.63
Leader – Third Largest Group	£5,557.82
Deputy Leader - Third Largest Group	£1,945.55

CABINET MEMBERS (WITH PORTFOLIO)

Finance and Communities	£15,156.55
Environment, Climate Change and Operations	£15,156.55
Corporate Affairs and HR	£15,156.55
Culture, Economy and Skills	£15,156.55
Housing Services	£15,156.55

DEPUTY CABINET MEMBERS

Strategic Growth	£2,273.27
Children and Young People	£2,273.27
Communities	£2,273.27
Health and Wellbeing	£2,273.27
Environment, Climate Change and Operations	£2,273.27
Corporate Affairs and HR	£2,273.27

CHAIRS OF SCRUTINY COMMITTEES AND REGULATORY COMMITTEES

Chair of Planning Control Committee	£8,419.96
Chair of Licensing and Safety Panel	£8,419.96
Chair of Audit Committee	£8,419.96
Chair of Overview and Scrutiny Committee	£8,419.96
Chair of Health Scrutiny Committee	£8,419.96
Chair of Children's and Young People's Scrutiny Committee	£8,419.96

REPRESENTATIVES ON OUTSIDE BODIES

Greater Manchester Waste Disposal Authority	£1,500
Transport for GM Committee	£3,000

Leader's SRA under GMCA Order	£6,000
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MAYOR'S ALLOWANCE

Mayor	£17,437.32
Deputy Mayor	£4,359.38

Schedule 2 - MEMBERS MILEAGE & TRAVEL EXPENSES & SUBSISTENCE

Members are entitled to claim travelling expenses for approved out of Borough duties on Council business.

Receipts should be provided for:

Travel by bus – actual cost of the fare. where possible.

Travel by taxi – the actual cost of the fare and any reasonable gratuity will be reimbursed.

Travel by rail – actual costs of second class travel, using any cheap fares available.

Travel by air – actual cost of travel which should not exceed the rate applicable by appropriate alternative means of travel plus the amount of other savings consequent on travel by air.

Travel by car - mileage rates

Mode of Travel	First 10,000 business miles in the tax year	Each business mile over 10,000 miles in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p

Bicycles	20p	20p
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Car parking – the actual cost of car parking may be claimed.

Passenger payments – cars and vans

5p per passenger per business mile for carrying fellow Member or Council employee in a car or van

That the subsistence rates for attending approved duties outwith the Council area

Subsistence - Breakfast	£7.31
Subsistence - Lunch	£9.74
Subsistence - Evening Meal / Networking	£18.28

Making claims

Sufficient information must be given on your claim form to substantiate the mileage or other travel expenses claimed. Details of each journey related to specific duties or activities must be listed for each day. Failure to provide this will unavoidably result in delays to the processing of claims.

PLEASE ENSURE THAT CLAIMS DO NOT EXTEND BEYOND A SIX MONTH PERIOD