

# **Part 6 Members' Allowances Scheme**

Note: At its meeting on 21 November 2018, the Council agreed to adopt a Parental Leave Policy for Councillors which can be found at <http://www.sunderland.gov.uk/committees/cm15/PublicDocuments.aspx>

## **Part 6 - Members' Allowances Scheme**

### **Preface**

This booklet is intended to provide Councillors with a detailed guide to the rules governing the payment of various allowances together with details of the amounts payable and the procedures to be followed in making claims, etc.

Should any Councillor need help or advice in compiling a claim, the Director of Finance will be pleased to offer assistance.

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## **Part 6 - Members’ Allowances Scheme**

### **1. Introduction**

- 1.1 The Council, in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003, have made the following Members’ Allowances Scheme.

### **2. The Members’ Allowances Scheme**

#### **2.1 Basic Allowance**

- 2.1.1 Subject to the provisions of Paragraph 2.6 for each year (1st April to 31st March) a basic allowance as detailed in Schedule 1 shall be paid to each Councillor.
- 2.1.2 The basic allowance will be paid monthly unless prior alternative arrangements have been made with the Director of Finance.

#### **2.2 Special Responsibility Allowances**

- 2.2.1 For each year a special responsibility allowance 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.
- 2.2.2 Subject to Paragraph 2.6 and Schedule 1, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- 2.2.3 The special responsibility allowance will be paid monthly unless prior alternative arrangements have been made with the Director of Finance.
- 2.2.4 Where a member takes on special responsibilities which would entitle him to payment of more than one allowance from the Council, he will only be allowed to claim one allowance, save in relation to the Chair of the Licensing and Regulatory Committees, and the Standards and Audit Committee where the scheme provides for separate arrangements where these posts are held by the same person. The choice of which allowance is claimed will be at the Member’s discretion.

#### **2.3 Allowances for outside bodies**

- 2.3.1 Allowances are payable for the following:
- (a) Outside Bodies with Allowance Schemes from whom Members must claim directly, as shown in Schedule 2.

- (b) Outside Bodies which are recharged by the Council in respect of Allowances paid to Members for meetings convened by the body, as shown in Schedule 3.

- 2.3.2 No allowance shall be payable if such a payment would be contrary to a provision made by or under any enactment.
- 2.3.3 Those attendance allowances under Schedule 3 claimable from the City Council will be paid weekly.

## **2.4 Co-optees Allowances**

Subject to the provisions of paragraph 2.6, for each year a co-optees allowance will be paid to the Independent Chairman and Independent Members of the Standards Committee of the Audit and Governance Committee and the Port Board as specified in Schedule 1. In addition, all co-opted Members will be eligible to recover travel and subsistence costs in accordance with the Members’ Allowances Scheme.

## **2.5 Renunciation**

A Councillor may by notice in writing given to the Director of Finance elect to forego any part of his entitlement to an allowance under this scheme.

## **2.6 Part-Year Entitlements**

Details of the provisions of this Section are shown in Schedule 4.

## **2.7 Withholding Allowances**

- 2.7.1 Where a Councillor is fully or partially suspended from any duties or responsibilities which attract Special Responsibility Allowance, those allowances will be withheld by the Authority.
- 2.7.2 Where a Councillor is fully or partially suspended from their duties their Basic Allowance will be fully or partially withheld as appropriate.
- 2.7.3 Where a Co-optee is fully or partially suspended from their duties their Co-optees Allowance will be withheld as appropriate.

## **2.8 Claims and Payments**

- 2.8.1 A claim for attendance allowance as shown in Schedule 3 shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.

2.8.2 A claim for attendance allowance shall include, or be accompanied by, a statement by the Councillor claiming the allowance that he or she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the scheme.

2.8.3 Payment for allowances which are not claimed within the period specified in paragraph 2.8.1 above can only be made with the consent of the Director of Finance in consultation with the outside body.

## **2.9 Carers’ Allowances**

2.9.1 Allowances shall be paid in respect of such expenses of arranging for the care of members’ children or dependents as are necessarily incurred in the attendance at any meeting of a type specified in the Regulations or the performance of any duty specified in the regulations.

2.9.2 The allowance will be actual expenditure incurred up to a maximum of the equivalent of the current National Living Wage or National Minimum Wage hourly rate, as appropriate, dependent upon the age of the worker.

2.9.3 Payments can be made for the care of dependents including children, elderly persons or those with some form of disability.

2.9.4 Members may claim for care provided by relatives and others provided they do not live in the family home.

## **3. Travelling and Subsistence Allowances**

3.1 A Member is entitled to travelling and subsistence expenses necessarily incurred for the purpose of enabling him to perform any approved duty as a Member of the Council. The following approved duties qualify for travel and subsistence allowance: -

- a) Meetings of the Council, the Cabinet and those Committees, Sub-Committees and Panels as specified and agreed at the Annual Meeting of the Council.
- b) Meetings of those Joint Authorities, Committees, Companies, Trusts, Charities and other outside bodies as specified and agreed at the Annual Meeting of the Council.
- c) Work undertaken in connection with the Council's functions by the Leader and the Deputy Leader of the Council, the Cabinet Secretary and the Leader of the Majority Party in Opposition and the Minority Party in Opposition at the Civic Centre and elsewhere.

- d) Work undertaken by Cabinet Members, the Chairman and/or Vice Chairman of the Cabinet, Committees, Sub-Committees and Working Groups in connection with the duties of the Cabinet, Committee, Sub-Committees or the work of the departments and institutions controlled by the Cabinet, Committee or Sub-Committees.

For the avoidance of doubt, attendance by portfolio holders at relevant Scrutiny Committees, and attendance by the Chair or Vice Chair of Management Scrutiny Committee at meetings of other Scrutiny Committees shall be deemed to be an approved duty.

- e) Work associated with the Member’s activities as a Ward Councillor in connection with the discharge of the functions of the Council or any of its Cabinet, Committees or Sub-Committees.
- f) Attendance at political group meetings concerned with the Council’s functions.
- g) Attendance at conferences approved by the Chief Executive or the Director of Finance following consultation with the Leader or Deputy Leader of the Council, subject to budget constraints.
- h) Any other duty approved by the Council, or any duty of a class so approved for the purpose of, or in connection with the discharge of the functions of the Council, the Cabinet, any of its Committees or Sub-Committees. In the case of urgency approval may be given by the Chief Executive or Assistant Director of Law and Governance in consultation with the Leader or Deputy Leader of the Council.

## **3.2 Travelling Expenses**

3.2.1 The normal rates of travelling allowance are:

- a) Public Transport - ordinary fare or any available cheap fare.
- b) Rail - first class fare utilising the Authority’s established procurement arrangements, which will be operated by the Members’ Services Section. Only in emergencies should rail tickets be purchased direct by Members.

3.2.2 Other rates of travelling allowance are:

- A) Attendance at meetings at the City Hall or elsewhere in the Sunderland Area.



- i) Public Transport Rate. Please note that where a Member is claiming bus fares on a regular basis it may be cheaper to purchase a bus pass than meet individual fares. In this case the Authority would reimburse the cost of the pass. Any Member in any doubt on this matter should seek advice from the Finance Directorate.
- ii) If a motorcycle or bicycle is used, the rate payable is His Majesty's Revenues and Customs Mileage Rate. The current rates of allowance are set out in Schedule 1.
- iii) If a private car is used, the rate payable is His Majesty's Revenues and Customs Mileage Rate. The current rates of car allowance are set out in Schedule 1. An additional amount per mile is payable for each passenger not exceeding 4, to whom a travelling allowance would be payable under any enactment, as set out in Schedule 1.

Please note:

- a) Specific details of each journey made must be recorded on the expenses claim form including each journey made on ward business.
  - b) Where Members travel direct from their place of work to a meeting the mileage which can be claimed is the difference between work-meeting place-home and work-home.
  - c) Where a passenger allowance is claimed the names of any passengers carried must be shown on the expenses claim form.
  - d) Expenditure on tolls, ferries or parking fees may also be claimed.
- B) Journeys from Sunderland by Private Car. The rate payable is the car allowance at the appropriate rate as set out in Schedule 1.

C) Taxi-Cab

The rate shall not exceed:

- a) In cases of urgency or where public transport is not available or appropriate or where a member feels that their personal safety may be compromised, the actual fare and any reasonable gratuity, and
- b) in any other case, the appropriate public transport fare.

D) Hired Motor Vehicle

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it.

E) Air Travel

That the Chief Executive or Director of Finance in consultation with the Leader of the Council have delegated powers to approve air travel for Members attending appropriate courses or visits in this country, where it is advantageous to the Authority in savings and time. Unless there are exceptional circumstances the Council will book the flight direct selecting the most economic option available and utilising the established procurement arrangements in place. Where exceptional circumstances exist, these will be approved in advance by the Director of Finance and reasonable costs will be reimbursed subject to submission of receipts.

3.2.3 Travel Abroad

A specific set of separate guidelines has been drawn up for incurring and claiming travel and subsistence whilst abroad, including specific forms to be completed by Members.

The guidelines and forms are available from the Chief Executive.

**3.3 Subsistence Allowance**

- 3.3.1 A Member is entitled to a subsistence allowance where expenditure is necessarily incurred on an approved duty.

Overnight Accommodation – the allowance will not be claimable as an allowance as such, rather reasonable costs of an overnight stay (including breakfast) will be met for business class accommodation (3 star or 4 star) within and outside of London. Unless there are exceptional circumstances the Council will book the accommodation direct selecting the most economic option available and utilising the established procurement arrangements in place. Where exceptional circumstances exist, these will be approved in advance by the Director of Finance and reasonable costs will be reimbursed subject to submission of receipts.

The above approach is proposed for dealing with overnight stays (including breakfast). The subsistence rates for other meals, where necessary, are still considered appropriate and would be in addition.

In the case of absence from the usual place of residence for a continuous period which exceeds 4 hours but does not involve an overnight absence, subsistence is payable as per the table set out below:

Breakfast Allowance	£6.22
Lunch Allowance	£8.55
Tea Allowance	£3.37
Evening Meal Allowance	£10.59

The limitations on reimbursements are:

- i) for breakfast, an absence of more than 4 hours, or where the authority permits, a lesser period before 11am;
- ii) for lunch, an absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2pm;
- iii) for dinner, an absence of more than 4 hours, or where the authority permits, a lesser period, ending after 7pm.

A contribution in excess of the above amounts can be made in exceptional extenuating circumstances. Such circumstances must be approved in advance by the Director of Finance.

The current rates are shown in Schedule 1.

- 3.3.2 The above rates shall be reduced as shown in Schedule 1 in respect of meals provided free of charge by any authority or body during the period to which the allowance relates as follows:

Reduction of Subsistence Allowance for Meals Provided Free of Charge:

Reduction for Breakfast provided	£6.22
Lunch provided	£8.55
Tea provided	£3.37
Dinner provided	£10.59

3.3.3 Meals on Trains

When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meal (including VAT), may be reimbursed in full.

Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall be reduced by the sums set out in Schedule 1.

Members should also note that if they travel by the use of an Executive Ticket, which includes meal vouchers, and take advantage of the voucher facilities then the above mentioned provisions for meals on trains will also apply and subsistence allowance claims should be reduced accordingly.

Please note that:

Where Executive Tickets are used and Members do not take advantage of the meals provided, they can return the relevant portion of the ticket to the Finance Directorate and claim the appropriate subsistence allowance.

3.3.4 Residential Courses

When a Member attends a residential course or conference and the Council has paid an inclusive fee, the normal subsistence allowance shall be payable for the period from leaving home to arriving at the Centre, and from leaving the Centre to arriving home.

### 3.3.5 Subsistence When Abroad on Authority Business

Members travelling abroad on Authority business should ensure that accommodation is either booked and paid for in advance by the Members’ Services Section, or that other arrangements have been made. Subsistence for meals will be as per the table set out below:-

Breakfast	£6.49
Lunch	£8.93
Afternoon tea	£3.52
Dinner	£11.06

The Out of Pocket Allowance is currently set at £22 per 24 hour period, and is taxable.

Where meals are provided free of charge this rate will be reduced as per the table below: -

Reduction of Subsistence Allowance for Meals Provided Free of Charge:

Reduction for Breakfast provided	£6.49
Lunch provided	£8.93
Tea provided	£3.52
Dinner provided	£11.06

Members should refer to the Foreign Travel Guidelines and use the appropriate Foreign Travel Claim Forms for expenditure in these circumstances (see para 3.2.3).

## 4. Completion of Travelling and Subsistence Claims Forms

- 4.1 Claim forms can be obtained from Members’ Services within Smart Cities and Enabling Services and on completion should be returned to the Department for payment.

Members are reminded that receipts and tickets must be obtained whenever practicable (including receipts for taxis) and must be submitted with their claim forms. In exceptional circumstances where it is not possible to obtain a receipt, details of journeys etc. should be provided on your claim form.

## **4.2 Submission**

- 4.2.1 Claim forms should be completed and forwarded to the Director of Finance by noon on Monday to ensure payment by cheque or bank credit on the succeeding Thursday, for weekly paid Members. Monthly Paid Members will be paid on the 21st of each month.

## **4.3 Avoidance of duplication of Allowances**

- 4.3.1 A Councillor performing approved duties as a Member of more than one body or becoming entitled to attendance or comparable payments under any other Act must ensure that only one claim is made for that duty.

## **5. A – Telephone Allowances**

- 5.1 Members are entitled to reimbursement of the quarterly rental of their telephone, together with the Value Added Tax applicable thereto. An allowance per quarter in respect of calls is also made, as set out in Schedule 1. Where the amount in respect of calls (and V.A.T. thereon) on any quarter’s British Telecom account is less than the allowance figure the total amount will be reimbursed.

The Inland Revenue have indicated that they consider a personal allowance is derived from the provision of a telephone and from the lump sum allowance for calls. All telephone allowances are therefore subject to income tax and national insurance and are reimbursed through the Financial Resources Payroll Section. Members should submit their paid telephone accounts to the Members’ Services Section in order to claim reimbursement of the appropriate amount. The Authority is required to keep the accounts for V.A.T. purposes but a copy will be returned to Members.

Members will be able to claim tax relief for business calls made using Section 3 (iii) of the claim form mentioned in paragraph 6.2.1 below. His Majesty’s Revenues and Customs may require you to provide evidence of your claim. Members should therefore keep a record of their business calls.

## **B – Broadband Allowances**

- 5.2 Members are entitled to a contribution to the costs of broadband up to a maximum of £15 per month but members should contribute the sum of £3 per month where they access the internet for private purposes.

## **6. Income Tax**

### **6.1 Income Tax Payable**

- 6.1.1 Tax is payable on basic allowances, special responsibility allowance, attendance allowance and carers' allowances. There is no tax liability on mileage rates as rates paid in accord with His Majesty's Revenues and Customs Limits.

### **6.2 Expenses Allowances Claimable Against Income Tax**

- 6.2.1 His Majesty's Revenues and Customs has indicated that it is prepared to allow certain basic expenses, as set out in Schedule 1, subject to a formal claim being made. These allowable expenses will be granted automatically on a claim being submitted by the Member. It is, of course, open to any Member to apply for a higher allowance than the basic allowable expenses if the Member can justify this. Also, it is open to any Member to apply for any other expenses allowance for expenses incurred wholly, exclusively and necessarily in the performance of duties as a Councillor. Examples which the Inspector may be willing to consider are: -

Stationery, where the Council does not provide it;

Telephone calls in excess of the agreed allowance;

Secretarial assistance not provided by the Council;

Expenses of running a car where a Member considers he can justify to the Inspector that the running costs on Council duties exceed the mileage allowance paid;

Expenses of Ward Surgeries, other than those listed above, (e.g. rent of room), incurred in dealing with Council matters.

It is understood that any claim will be subjected to close scrutiny by the Inspector.

Members wishing to claim allowances for expenses should apply direct to the Inspector of Taxes using the appropriate form which is available from the Financial Resources Payroll Section. Please note that a separate form should be used for each year.

## **7. Insurance**

### **7.1 Members' Personal Accident Insurance**

- 7.1.1 The City Council has arranged a personal accident insurance policy for its Members, which covers death or bodily injury sustained while engaged on official business.

7.1.2 Benefits include compensation for: –

- a) permanent total disablement
- b) permanent partial disablement
- c) temporary total disablement

Additionally, damage to personal effects (limited to £200) is also provided.

7.1.3 In the event of any Member wishing to make a claim the Insurance and Claims Manager should be contacted on telephone number 07425 636331 so that arrangements can be made for the necessary claim form to be completed.

## **7.2 Members' Travel Insurance**

7.2.1 The City Council has arranged travel insurance for its Members while travelling abroad on Council business. Cover is provided for medical expenses, baggage, cash and personal public liability: details are available from the Insurance and Claims Manager on 07425 636331.

## **8. Social Security**

### **8.1 National Insurance Contributions**

8.1.1 National Insurance contributions are payable on all basic allowances, special responsibility allowances and attendance allowances, provided the aggregate amount of these allowances reaches a lower earnings limit (the current limit can be obtained from the Director of Finance) and no certificate of non-liability is produced, [This certificate is supplied, where applicable, by the local office of the Department of Work and Pensions].

8.1.2 There is an annual maximum for contribution liability for people with more than one job and, in some instances, Members in this position may be entitled to a refund of contributions; alternatively they may apply to defer payment of contributions in their capacity as a Councillor.

### **8.2 Benefits**

8.2.1 The contributions paid by Members count towards the full range of contributory benefits, including statutory sick pay, pensions payments, etc.



### **8.3 Advice**

- 8.3.1 Advice on contributions and benefits can be obtained from the local office of the Department of Work and Pensions.

## **9. Statutory Sick Pay**

Members who receive basic allowance, special responsibility allowance and attendance allowances are, subject to certain exceptions, covered by the Statutory Sick Pay Scheme.

### **9.1 Entitlement to Statutory Sick Pay**

- 9.1.1 Before Statutory Sick Pay is payable, Members must be absent for four or more days (Saturday, Sunday and public holidays are counted). Statutory Sick Pay is payable in respect of sickness on qualifying days. Qualifying days are those days on which Members could be called upon to perform approved duties, and it has been agreed that these should be the seven days in the week, Monday to Sunday. There is no payment in respect of the first three qualifying days (which are known as waiting days) in any period or linked period of sickness (i.e. no more than eight weeks before absences for sickness).

### **9.2 Members covered by the Scheme**

- 9.2.1 All Members will be covered except those over state pension age and those with allowances\* averaging less than the national insurance lower earnings limit (refer to para 8.1.1).

### **9.3 Rate of Payment**

- 9.3.1 Statutory Sick Pay is payable for up to twenty-eight weeks in any one year and is dependent on a Member’s average weekly ‘earnings’ from allowances\* over the eight weeks before sickness begins.

\* for the purposes of Statutory Sick Pay ‘allowances’ means Special Responsibility, Basic and Attendance Allowances.

- 9.3.2 The current sick pay rate can be obtained from the Executive Director of Corporate Services.

### **9.4 Simplified procedure for claiming**

- 9.4.1 The Statutory Sick Pay scheme is very complex. A simplified procedure for claiming is outlined below. Briefly, Members who fall sick should:

- Telephone the Director of Smart Cities and Enabling Services’ Directorate on the earliest day on which the office is open.
- Complete a self-certification of sickness form for sickness not exceeding seven days.
- If the sickness lasts over seven days, provide an initial medical certificate and periodic medical certificates thereafter; also, complete a self certification of sickness form on their return.

## **10. Members entitlement to Pensions**

- 10.1 Provided members are under the age of 70, they shall be entitled to pensions in accordance with a Scheme made under Section 7 of the Superannuation Act 1972. Basic Allowance and Special Responsibility Allowances will be treated as amounts for which pensions are payable. Further information and advice can be obtained from the Director of Finance. Alternatively, information on the Local Government Pension Scheme and State Pension can be found in the Members Library.

## **11. Use of Premises for Ward Surgeries**

### **11.1 Use of Council Owned Premises**

All political ward organisations may use, free of charge, suitable rooms or halls in Council owned premises which are normally bookable within their wards for the purposes of ward surgeries once per week free of charge. Further, in accordance with the arrangements now applicable under Local Management of Schools, provision has been made for the payment by the Authority of costs in respect of school lettings for Councillors’ Ward Surgeries.

### **11.2 Use of Other Premises**

A grant is payable by the Council on each occasion to any organisation which provides the use of rooms or halls by any political ward organisation for the purposes of ward surgeries or, where a Member does not belong to any political ward organisation, the use of rooms or halls by any such Member, for a total number of occasions by each political ward organisation or Member not exceeding 12 in any year. The maximum grant payable is set out in Schedule 1. Such grants are only payable upon production of an invoice for the use of the rooms or halls, or where the invoice has already been settled, upon production of a receipt.

### **11.3 System for Control and Payment of Accounts**

The following system operates within the Members’ Services Section of the Smart Cities and Enabling Services Directorate for the registration, control, and payment of accounts for the use of premises for Ward Meetings:

- i) A Register is kept within the Members’ Services Section showing for each Ward of the City the payments made by the Authority which are within the scope of the foregoing resolutions. As well as monitoring the payment procedure the register also provides Members with a guide for their own particular ward showing the number of times facilities have been used. The register shows: -
  - (a) The political ward organisation or Member on whose behalf the payment is made.
  - (b) Date of the meeting and its purpose.
  - (c) To which organisation the payment is made.
  - (d) The amount of the payment.
  - (e) Date the payment is made.
- (ii) Invoices for the use of premises are to be submitted for payment to Members’ Services Section and are to be certified as to their validity by a Member on the appropriate pro-forma which will be supplied. The certification as to validity by a Member should either be on his own behalf or on behalf of a political ward organisation. The Members’ Services Section will then enter the appropriate details within the Register and forward the invoice to the Finance Directorate for payment.
- (iii) Where an invoice has already been paid a receipt must be produced by the ward organisation or Member and settlement will be made in accordance with the procedures outlined in (ii) above.

## Schedule 1

Type of Allowance	Amount per annum £
<b>Basic Allowance</b>	8,620*
<p>*This figure is the previous level of basic allowance plus an uplift applied in line with the increase in the CPI published in February 2025.</p> <p>The Basic Allowance may be adjusted annually in line with any increase in the CPI published in the February prior to the relevant financial year, with this indexation to apply up to a maximum period of four years.</p>	
<b>Special Responsibility Allowances</b>	
Leader of the Council	37,667
Deputy Leader of the Council	25,111
Cabinet Member with Service Portfolio	20,716
Leader of an Opposition Group comprised of at least 8 members. (Where no Opposition Group has at least eight members, allowance to be paid to single largest Opposition Group or divided equally between Opposition Groups where the largest are of equal size, as applicable.)	5,000
<b>Chair of the following: -</b>	
Scrutiny Co-ordinating Committee	12,556
Thematic Scrutiny Committee	5,179
Area Committees	10,350
Combined Regulatory/Licensing Committee	8,369
Planning and Highways Committee	8,369
<b>Vice-Chair of the following: -</b>	
Scrutiny Co-ordinating Committee	6,277
Area Committee	6,277
Combined Regulatory/Licensing Committee	4,184
Planning and Highways Committee	4,184
<b>Co-optees Allowances</b>	
<b>Audit and Governance Committee -</b>	
Chair	5,000
Independent member	2,500
Mayoral Allowance	12,000
Deputy Mayoral Allowance	6,000

## Part 6 – Members’ Allowances Scheme

**Carers’ Allowance** Actual expenditure up to the maximum of the equivalent of the National Living Wage or National Minimum Wage hourly rate as appropriate, dependent upon the age of the worker. The rate applicable shall be subject to automatic increases in line with the uprating of the Adult National Living Wage and National Minimum Wage.

Motor Cycle Allowance	24p per mile
Bicycle Allowance	20p per mile
Car Allowance	45p per mile for first 10,000 mile and 25p thereafter

Passenger Supplement 5p per mile for the passenger (not exceeding 4).

In the case of absence from the usual place of residence for a continuous period which exceeds 4 hours but does not involve an overnight absence, subsistence is payable as per the table set out below:

Breakfast Allowance	£6.22
Lunch Allowance	£8.55
Tea Allowance	£3.37
Evening Meal Allowance	£10.59

The subsistence rates shall be reduced as shown below in respect of meals provided free of charge by any authority or body during the period to which the allowance relates as follows:

Reduction of Subsistence Allowance for Meals Provided Free of Charge:

Reduction for Breakfast provided	£6.22
Lunch provided	£8.55
Tea provided	£3.37
Dinner provided	£10.59

Expenses Allowances Claimable Against Income Tax -  
Use of Home as Office £135 per annum

This is the national His Majesty’s Revenues and Customs publicised rate. Allowance to be updated as and when His Majesty’s Revenues and Customs publishes a revised allowance.

Grant payable for Use of Rooms or Halls  
for Ward Surgeries £15 maximum per occasion

Telephone Calls Allowance £15 per quarter

Broadband - actual costs to be reimbursed up to a maximum of £15 per month with a contribution from each Member of £3 per month where private use is made for the facility.

## **Schedule 2**

Outside Bodies with Allowance Schemes from which Members must claim directly

1. Alliance (formerly Coalfield Communities Campaign) (claim directly for attendance allowance. Travel and subsistence may be claimed from the City of Sunderland).

### **Schedule 3**

Outside Bodies which are Recharged by the Council in respect of Allowances Paid to Members for meetings convened by the body

1. North East Regional Employer's Organisation
2. Tyne and Wear Fire and Rescue Authority

Note: Attendance allowances are payable in respect of number one above.

## **Schedule 4**

### **Part-Year Entitlements**

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 in relation to each of the periods: -
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
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 shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
4. Where this scheme is amended as mentioned in paragraph 2 and the term of office of a Councillor does not subsist throughout the period mentioned in paragraph 2(a), the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Councillor subsists bears to the number of days in that period.



5. Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her 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 he has such special responsibilities bears to the number of days in that year.
6. Where this scheme is amended as mentioned in paragraph 2 and a Councillor has during part, but does not have throughout the whole, of any period mentioned in paragraph 2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.