

Part 6 Members' Allowances Scheme

Version: 5 March 2025

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Members' Allowances Scheme

1. Introduction

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires local authorities to prepare schemes for the payment of allowances to their members.
- 1.2 The 2003 Regulations (as amended) stated that authorities must establish a scheme of allowances under those Regulations by 31 December 2003. Authorities making schemes are required to make provision for the payment of basic allowances and may also provide for the payment of special responsibility allowances, dependants' carers allowances, travelling and subsistence allowance and co-optees' allowances.
- 1.3 The Council has established an Independent Remuneration Panel in conjunction with Canterbury City Council and Thanet District Council. Authorities must have regard to the recommendations made by an independent remuneration panel before making or amending a scheme in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.
- 1.4 At the meeting of the Council held on 6 March 2024 the Council duly made its Members' Allowance Scheme as set out below.

2. Commencement and Period of Scheme

- 2.1 This Scheme is made by Dover District Council pursuant to Section 18 of the Local Government and Housing Act 1989 (as amended by Section 99 of the Local Government Act 2000) and the Local Authorities (Members' Allowances) Regulations 2003.
- 2.2 This Scheme has effect from 1 April 2024 and applies to the payment of members' allowances from 1 April 2024 until 31 March 2025 and subsequent years thereafter (subject to any revocation or amendment).
- 2.3 The Scheme shall remain in force unless and until revoked by the Council with effect from the beginning of a year.
- 2.4 The Scheme may be amended at any time provided that regard is had to the recommendations of the independent remuneration panel.

3. Revocation of Previous Schemes

- 3.1 All previous schemes made by the Council for the payment of members' allowances were revoked with effect from 1 April 2024.

4. Basic Allowances

- 4.1 A Basic Allowance shall be paid to each Member of the authority who is a councillor in the amount set out in Schedule 1.
- 4.2 The Basic Allowance is intended to cover the full range of work expected of a ward councillor together with incidental expenditure on matters such as stationery, postage, telephone and broadband costs.

- 4.3 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his/her term of office as Member and councillor subsists bears to the number of days in that year.

5. Special Responsibility Allowances

- 5.1 Special Responsibility Allowances shall be payable to those Members of the authority who are councillors as hold those offices (which have special responsibilities in relation to the authority) as are specified in Schedule 2.
- 5.2 The amount of each Special Responsibility Allowance shall be as specified in Schedule 2.
- 5.3 Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her 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/she has such special responsibilities bears to the number of days in that year.
- 5.4 No Member shall be entitled to more than one Special Responsibility Allowance. Where a Member holds more than one office, then the higher of the Special Responsibility Allowances shall apply.

6. Appropriate Adjustments

- 6.1 The Section 151 Officer shall be authorised to make provision for any appropriate adjustment if necessary in respect of any Basic Allowance or Special Responsibility Allowance which:
- (a) has already been paid under the previous scheme in respect of the remainder of the year from which this Scheme has effect; or
 - (b) is to be paid in respect of any part of the year during which the previous scheme had effect.

7. Travelling and Subsistence Allowance

Travelling Allowance

- 7.1 Travelling Allowance shall be available to Members of the Council (including Co-opted members) in such amount or amounts as may be specified in Schedule 5 and subject to such conditions as are set out therein and below.
- 7.2 Travelling Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties shown below. The scheme does not allow for travelling expenses to be paid to Members arranging meetings with officers or attending to Ward work as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties.

- 7.3 For the purposes of the payment of travel expenses, all travel will be deemed to have commenced from the Member's current address or, if this is not within the administrative area of the Council, from the address through which the Member qualified to stand for election.
- 7.4 For journeys outside Kent the second-class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.
- 7.5 Attendance at meetings of the Council or of any of its committees, sub-committees, working or liaison groups, appeal panels and ad hoc meetings recorded in official minutes to which a Member has been appointed or at which she or he is acting as a Substitute for another Member.
- 7.6 Attendance at meetings of the Cabinet or of any Committee of the Cabinet or policy or project advisory groups to which a Member has been appointed or at which she or he is acting as a Substitute for another Member. Members of the Shadow Cabinet, Chairmen of Scrutiny Committees and recognised Group Spokespersons shall also be eligible to claim for attendance at meetings of the Cabinet.
- 7.7 Requested attendance at meetings of Overview and Scrutiny Committees.
- 7.8 Meetings pursuant to any Joint Arrangements with another or other local authorities whether appointed or established under the Local Government Act 2000 or any other enactment.
- 7.9 Official briefing meetings which relate to an approved meeting as set out in 1.1 and 1.2 above where officers have specifically invited the Member. This scheme does not allow for travelling expenses to be paid to individual Members arranging meetings with officers as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties. For example: visiting the Council offices to discuss with an officer a matter raised by a member of the public in the Member's Ward.
- 7.10 The Chairman of the Council, Vice-Chairman of the Council, Leader of the Council, Cabinet Members, and Shadow Cabinet Members may claim travel expenses for attending briefing meetings initiated at their request with officers as long as the meeting is related to their role.
- 7.11 Site meetings approved in advance by the Council, a committee or sub-committee, and limited to members of the committee or sub-committee in question.
- 7.12 Attending the approved duties as set out in Table 1 of Schedule 5. (Travelling arrangements should be co-ordinated to avoid duplicate claims wherever possible, particularly in instances where a Council Officer is also attending).
- 7.13 There is also a general duty permitting the Leader or nominated deputy to represent the Council at formal meetings not specified elsewhere with other authorities, official bodies or agencies for the purposes of any function of the Council.
- 7.14 Training, induction courses and seminars arranged for Members.
- 7.15 Attending the Council offices in relation to ICT equipment issued by the Council to Members.

- 7.16 Attendance at the Council Offices for the purpose of collecting paper copies of agendas that a Member has requested is not covered under this scheme.
- 7.17 The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- 7.18 The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
- 7.19 The carrying out of 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 or any of its committees or sub-committees. Provided always that the approved duties for which Members are eligible to claim travel and subsistence allowance shall not include cases where the Member is acting solely in his/her community role or carrying out ward business.
- 7.20 Co-opted and independent members of Committees, Boards and Panels receive travel allowances in the same way as elected members of the Council.
- 7.21 All claims for travel allowances must be submitted to Democratic Services within 90 days from the date on which the entitlement arises. Any claims made outside of this will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days.

Subsistence Allowance

- 7.22 Subsistence Allowance shall be available to Members of the Council (including Co-opted members) in such amount or amounts as may be specified in Schedule 5 and subject to such conditions as are set out therein and below.
- 7.23 Subsistence Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties shown below.
- 7.24 The carrying out of 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 or any of its committees or sub-committees. Provided always that the approved duties for which Members are eligible to claim subsistence allowance shall not include cases where the Member is acting solely in his/her community role or carrying out ward business.
- 7.25 Co-opted and independent members of Committees, Boards and Panels receive subsistence allowances in the same way as elected members of the Council.
- 7.26 For the purposes of subsistence allowance, a meal is defined as a combination of food and non-alcoholic drink. The allowance is for actual expenditure, and Members should provide appropriate evidence of their expenditure.
- 7.27 The Member should be absent from home or the council offices for a continuous period as per schedule 5.
- 7.28 Subsistence claims will only be paid where the Member is required to travel outside of the East Kent districts of Dover, Thanet, Canterbury and Folkestone and Hythe.
- 7.29 All claims for subsistence allowances must be submitted to Democratic Services within 90 days from the date on which the entitlement arises. Any claims made outside of this time limit will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days.

8. Dependants' Carers' Allowance

- 8.1 A Dependants' Carers' Allowance shall be available to Members of the Council (a) in such amount or amounts as may be specified in Schedule 7 and (b) subject to such conditions as are set out in Schedule 7 and below.
- 8.2 A Dependant's Carer's Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties set out. The payable cost is for the duration of the specified approved duty plus reasonable travelling time associated with it.
- 8.3 A Dependant's Carer's Allowance shall only be payable to Members in respect of the expense of arranging for the care of a spouse, partner, child, parent, or a person who lives in the same household as the Member otherwise than by reason of being his/her employee, tenant, lodger or boarder.
- 8.4 The carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or Member's spouse, or any member of the Member's family who lives at the same address as the Member; nor should it be an employee, tenant, lodger or boarder who lives at that address.
- 8.5 Payment of the allowance shall only be made on satisfactory production of an invoice.
- 8.6 Such allowances paid to a Member shall be unlimited.
- 8.7 All claims for such allowances must be submitted monthly to the Head of Corporate Services and Democracy. Any claims made outside of this time limit will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days.

9. Index Linking

- 9.1 NOT USED

10. Back Dating

- 10.1 Where an amendment of this Scheme is made which affects an allowance payable for the year in which the amendment is made, the Member's entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.

11. Repayment

- 11.1 Where payment of any allowance has already been made in respect of any period during which the Member concerned is:
 - (a) ceases to be a Member of the authority; or
 - (b) is in any way not entitled to receive the allowance in respect of that period,the Council may require that such part of the allowance as relates to any such period shall be repaid to the Council.

12. Membership of More Than One Authority

- 12.1 Where a Member of the Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

13. Electing To Forgo Allowances

- 13.1 A Member may, by notice in writing given to the Section 151 Officer, elect to forego any part of his/her entitlement to an allowance under this Scheme.

14. Claims and Payments

- 14.1 No claim is required for basic allowances and special responsibility allowances. Basic allowances will be paid equally to all Members whilst special responsibility allowances will be paid to those Members who are entitled to them.
- 14.2 Basic allowances and special responsibility allowances will be paid as follows:

- (i) To enable Members to meet one-off expenses at the start of the year following the ordinary elections of the full Council, the basic allowance will be paid as follows:
 - (a) a payment of £500 at the commencement of the year
 - (b) the balance to be paid by equal monthly payments on or about the 19th day of each month.
- (ii) Special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

For all subsequent years until the next ordinary elections of the full Council, the Basic Allowance and special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

- 14.3 In the case of Travelling and Subsistence Allowance and Dependents' Carers' Allowance claims must be submitted on the appropriate form on a monthly basis and will be paid through the Council's payroll system. In order to facilitate payment, claim forms should be completed in full detail and any appropriate receipts or vouchers must be attached. If the expenses are vatable, a VAT receipt should be enclosed if possible, to enable the Council to recover the VAT element. The declaration on the form must be completed and signed in every instance.
- 14.4 Members are requested to submit claims by not later than the 25th of each month for payment by direct credit to bank accounts on or about the 19th of the following month. A payment advice slip will be sent directly to Members and further claim forms are available from Democratic Services on request.
- 14.5 The following data must be provided to the Section 151 Officer in order to facilitate the payment:
- (i) Bank address and bank account number.
 - (ii) National Insurance number and, in the case of certain married women, a Certificate of Reduced Liability and, in the case of pensioners, a Certificate of Age Exemption, these certificates being provided by the Department of Work and Pensions.
- 14.6 In the case of a claim for Travelling and Subsistence Allowance or Dependents' Carers' Allowance such claim must be made to the Democratic Services Section within 90

days from the date on which an entitlement to the allowance arises.. Any claims made outside of this time limit will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days

SCHEDULE 1: Basic Allowance

Column 1 (Description)	Column 2 (Amount)
Basic Allowance	£5,000 pa

SCHEDULE 2: Special Responsibility Allowances

Column 1 (Description)	Column 2 (Amount)
Special Responsibility Allowances	
Special responsibility allowances of the amounts shown in Column 2 (where indicated) shall be payable in respect of the following office holders:	
Leader of the Council	£18,000 pa
Deputy Leader of the Council	£9,000 pa
Other Cabinet Members	£6,750 pa
Chairman of the Overview and Scrutiny Committee	£4,500 pa
Chairman of the Planning Committee	£4,500 pa
Chairman of the Governance Committee	£4,500 pa
Chairman of the Regulatory Committee	£1,125 pa
Chairman of the Licensing Committee	£1,125 pa
Chairman of the Dover Joint Transportation Board*	£1,125 pa
Chairman of the General Purposes Committee	£1,125 pa
Vice-Chairman of the Overview and Scrutiny Committee	£1,125 pa
Vice-Chairman of the Planning Committee	£1,125 pa
Vice-Chairman of the Governance Committee	£1,125 pa
Vice-Chairman of the Regulatory Committee	£281 pa
Vice-Chairman of the Licensing Committee	£281 pa
Vice-Chairman of the Dover Joint Transportation Advisory Board*	£281 pa
Vice-Chairman of the General Purposes Committee	£281 pa
Leader of the Main Opposition Group where the group has 10 or more members	£5,061 pa

Column 1 (Description)	Column 2 (Amount)
Leader of an Opposition Group with a membership of between 5 and 9 members	£232 pa
Leader of an Opposition Group with less than 5 members	None
Deputy Leader of the Main Opposition Group where the group has 10 or more members	£2,250 pa
Deputy Leader of an Opposition Group with less than 10 members	None
Members of the Shadow Cabinet	£2,250 pa
Members of the Licensing Committee	£315 pa

(*) The Chairmanship and Vice-Chairmanship alternate between Kent County Council and Dover District Council.

SCHEDULE 3: Civic Allowances

Column 1 (Description)	Column 2 (Amount)
Chairman of the Council	£5,300 pa
Vice-Chairman of the Council	£1,400 pa

SCHEDULE 4: Independent Person(s)

Column 1 (Description)	Column 2 (Amount)
Independent Person(s)	£927 pa

SCHEDULE 5: Travelling and Subsistence Allowance

List of approved duties attendance at which travelling and subsistence allowance may be claimed for:

Body	Number of representatives
Action with Rural Communities in Kent	2
Deal Fairtrade Steering Group	1
Deal and Sandwich Coastal Community Team	2
Dover Coastal Community Team	2
Dover Deal & District Citizens Advice Bureau	2
Dover Fairtrade Steering Group	1
East Kent Spatial Development Company	1
Industrial Communities Alliance	1
JAC Kent Downs AONB Partnership	1
Kent County Playing Fields Association	1
Kent Leaders' & Chief Executives' Forum	1
Local Enterprise Partnership Board and Executive	1
Local Government Association – General Assembly	1
Local Government Association – Rural Commission	1
Patrol (National Parking Adjudication Service)	1
Kent Police and Crime Panel	1
River Dour Partnership	1
River Stour (Kent) Internal Drainage Board	2
Sandwich & Pegwell Bay National Nature Reserve Management Committee	1
South East England Councils (Secretary & Executive)	1
Tourism South East	1

Travel expenses claims in respect of attendance at meetings of other bodies to which the Member has been appointed or any outside body to which the Member are appointed as a trustee would need to be submitted to relevant Charity/Trust not Dover District Council.

Conferences attended by Members:

Conference	Number of representatives
Local Government Association Annual Conference	3

Subsistence Allowances

Subsistence allowance shall only be paid for actual expenses incurred and should provide appropriate evidence of the expenditure. Claims shall not exceed:

- (a) In the case of absence, not involving an absence overnight, from the Member's usual place of residence:

Minimum Journey Time	Maximum amount of meal allowance
5 hours absence	£5
10 hours absence	£10
15 hours (and ongoing at 8pm)	£25

- (b) Members who are required to make overnight stays in the performance of their official duties should, wherever possible, pre-book accommodation of an appropriate standard and obtain approval from the Leader of the Council. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible a detailed VAT receipt MUST be obtained to substantiate the claim. Alcoholic drinks may not be included in any claim.
- (c) All claims for subsistence allowances must be submitted to Democratic Services within 90 days from the date on which the entitlement arises. Any claims made outside of this will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days

Travelling Allowances

The rate for travel by a Member's own car shall not exceed 45p per mile. Where a Member takes as a passenger another Member or person to whom a travelling allowance would otherwise be paid, the Member may claim an extra 1p per passenger (not exceeding 4) per mile.

- (a) The rate for travel by a Member's own solo motorcycle shall not exceed, according to the cylinder capacity of the engine, the following:

engines not exceeding 150cc	8.5 per mile
engines exceeding 150cc but not exceeding 500 cc	12.3 per mile
engines exceeding 500cc	16.5 per mile

- (b) The rate for travel by bicycle shall not exceed 20p per mile.
- (c) For journeys outside Kent the second-class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate

rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.

- (d) Second-class rail fares, bus fares, essential taxi fares and gratuities, car parking fees, tolls etc necessarily incurred may be claimed subject to the provision of receipts. Rail fares should be pre-booked wherever possible to achieve reduced fares.
- (e) All claims for travelling allowances must be submitted to Democratic Services within 90 days from the date on which the entitlement arises. Any claims made outside of this will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days

SCHEDULE 6: Index Linking Arrangements

Allowance	Index
Index Linking	
Basic and Special Responsibility Allowances and Co-optees Allowance	NOT USED
Travel and Subsistence Allowances	NOT USED
Dependants' Carers' Allowance	NOT USED

SCHEDULE 7: Dependent Carers Allowance

Column 1 (Description and Conditions)	Column 2 (Amount)
Dependants' Carers' Allowance	At actual expenditure incurred

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