

NORTH DEVON COUNCIL

SCHEME OF MEMBER ALLOWANCES AND EXPENSES POLICY 2023/24 TO 2025/26

1. A **Basic Allowance** in the sum of £5,421 will be payable to all Members of the Council in 2023/24. The Basic Allowance for 2024/25 and 2025/26 will be increased by either a flat rate or be uplifted in line with the staff percentage pay award for that financial year, whichever is the higher). (NOTE: The flat rate recommended for 2024/25 is £250 and for 2025/26 is £140)
2. **Special Responsibility Allowances** will be payable to the following Council positions (Note: Members are only eligible to claim one Special Responsibility Allowance. Special Responsibility Allowances for 2024/25 and 2025/26 will be calculated each financial year):

Position	Multiplier of Basic Allowance	2023/24
Leader	2.5	£13,552.50
Deputy Leader	1	£5,421
Chair of Planning Committee	1	£5,421
Chair of Licensing and Community Safety Committee	1	£5,421
Chair of Harbour Board	0.5	£2,710.50
Chair of Governance Committee	0.5	£2,710.50
Chair of Policy Development Committee	1	£5,421
Chair of Strategy and Resources Committee	0	0
Chair of Appointments Committee	0	0
Lead Members (maximum of 6)	0.5	£2,710.50
Group Leader (there are 3) (NOTE: 2 Group Leaders currently already receive a SRA)	Governance Element of 10% Basic Allowance for each Group Leader AND 30+ Members – 100% Basic Allowance 21-30 Members 75% Basic Allowance	£542.10 £5,421 £4,065.75

	10-20 Members 50% Basic Allowance	£2,710.50
	5-9 Members 25% Basic Allowance	£1,355.25
	2-4 Members 10% Basic Allowance	£542.10
Parish Council co-optees to Governance Committee	2	
Independent Members (for consultation on complaints, and the Governance Committee) (there are 2)		£200
Co-opted Board Members (there are 4)		£200

3. Carer's Allowance

- (a) When a carer for a dependent has been engaged to allow a member to carry out an approved duty an allowance may be claimed that is equivalent to the national living wage relevant to the carer's age or national minimum wage if under the age of 25;
- (b) A carer will be any responsible adult who does not normally live with the member as part of his/her family;
- (c) An allowance will be payable if the dependent being cared for:
- (i) is a child under the age of 14; or
 - (ii) is an elderly person; or
 - (ii) has a recognised physical or mental disability who normally lives with the member as part of that member's family and should not be left unsupervised

4. Travelling Allowance for approved duties

- (a) For car travel (including fully electric cars) the HMRC approved mileage rate (which is currently 45 pence per mile) will apply to all engine sizes.
- (b) If passengers are carried to whom a travelling allowance would otherwise be payable, an additional 5 pence per mile will be paid.
- (c) The motorcycle mileage rate is 24 pence per mile (this is the HMRC approved mileage rate).
- (d) The cycle mileage rate is 20 pence per mile (this is the HMRC approved mileage rate).
- (e) In any other case, the amount of the fare for travel by appropriate public transport.

- (f) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity will be paid.

5. Subsistence Allowances for approved duties will not exceed:

- (a) In case of an absence, not involving an absence overnight, from the Councillor's usual place of residence:
- i. Breakfast Allowance of £7.33 if more than 4 hours away from normal place of residence before 11.00 am
 - ii. Lunch Allowance of £10.12 if more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2.00 pm
 - iii. Tea Allowance of £3.96 if more than 4 hours away from normal place of residence including the period 3.00 pm to 6.00 pm
 - iv. Evening Meal Allowance of £12.54 if more than 4 hours away from the normal place of residence ending after 7.00 pm
- (b) Out of pocket allowances for residential courses
- i. £5.04 per night, or
 - ii. £20.24 per week
- (c) Absence overnight from the Councillor's usual place of residence will lead to reimbursement of reasonable receipted expenditure.

6. Payment of Allowances to Suspended Members

The payment of any Basic Allowance or Special Responsibility Allowance to any Member shall be withheld should that Member be suspended from attending meetings of the Council or any of its Committees as a result of a ruling of a breach of the Members Code of Conduct.

7. Approved duties for which travelling and subsistence allowance will be paid:

- Formal meetings, Locality Forums and Member Briefings.
- Lead Member task groups.
- Chair of Committee duties, including Chair's agenda meetings.
- Leader of Council duties.
- Members' Training and other Member events arranged by the Council, including conferences.
- Meetings authorised by the Chief Executive, attendance at which is to discharge Council functions.
- Joint meetings with other Local Authorities.
- Attendance at meetings of outside bodies identified as approved duties for the purpose of payment of travelling and subsistence.

- Town or Parish Council meetings within the Member's Ward.
- The opening of tenders where a Member's attendance is required by the Constitution.

8. Indexation

The levels of the basic allowance and special responsibility allowances listed in paragraphs 1 and 2 of this Scheme will be varied with effect from the beginning of the years 2024/25 and 2025/26 by either a flat rate or be uplifted in line with the staff percentage pay award for that financial year, whichever is the higher).

(NOTE: The flat rate recommended for 2024/25 is £250 and for 2025/26 is £140)