

**BRISTOL CITY COUNCIL**

**ANNUAL COUNCIL**

**10 JUNE 2014**

**Report of:** Service Director, Legal Services

**Title:** Annual Report of the Independent Remuneration Panel

**Ward:** City Wide

**RECOMMENDATION**

That Council consider the report of the Members' Remuneration Independent Review Panel (IRP) and the recommendations contained therein.

**Summary**

Statute requires that the scheme which governs the allowances which are paid to members is reviewed every four years. A full review took place during 2011 and the Members Allowances Scheme was agreed in June 2011 for the period of 2011-2015.

Every year the Panel meets to ensure that the Scheme remains fit for purpose (referred within this report as 'mini review') and the appended document covers matters considered by the IRP in 2013-14. The Panel reviewed the operation of the scheme in general and considered it to be working well. This led the Panel to conclude and recommend that no substantive adjustments to the scheme are warranted at the present time.

**The significant issues in the report are:**

The significant issues in the report are set out in Appendix A to this report.

**Policy**

1. The policy and procedure for the Members Independent Remuneration Panel are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to the regulations.

## Consultation

### 2. Internal

Consultation with Party Group Leaders, Mayor and Whips prior to the panel meeting on 12<sup>th</sup> November 2013 and at the Party Group Leaders meeting on the 12<sup>th</sup> November.

### 3. External

No external consultation required

## Context

4. The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)*. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to set up and maintain an advisory Independent Remuneration Members' Allowances Panel to review and provide advice on members' allowances. All Councils are required to convene their Allowances Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

4.2 The Panel was given general terms of reference, namely to review the Bristol City Council's Members' Allowances scheme and to make recommendations to the City Council on the appropriate form and level of remuneration:

- For all elected members (i.e. the basic allowance for councillors and the Mayor's allowance)
- For special responsibility allowances;
- Childcare and dependant's carers' allowances for councillors;
- Travel allowances;
- Allowances for co-optees;
- Any other issues covered by the 2003 Regulations.

## Proposal

5. At their meeting of 12<sup>th</sup> November and since via correspondence, the Independent Remuneration Panel considered the current scheme and other issues that raised by Members or via legislation changes. The scheme was altered nominally in terms of language and formatting and items placed on a work programme for the next full review.

6. The next review of the Members Remuneration Scheme will be a full review to take place at the end of the Summer 2014 with recommendations to Full Council around January 2015 for the 2015-

2019 period.

## **Other Options Considered**

7. Officers discussed with the Chair the proposal for an urgent consideration of pensions changes prior to Summer 2014 however this was not considered efficient given the timeframe for the next full review commencing in July 2015. The panel also noted the boundary review project and possible changes to the council's constitution but these were insufficiently developed for the panel to be able to assess them when settling their recommendations. If Council has resolved to amend its committee structure earlier in this agenda it could, if minded, request the panel to review its recommendations in light of those changes.

## **Risk Assessment**

8. The recommendation is for the scheme to continue without adjustments. To not approve the recommendation would mean the scheme would continue in its current form.

## **Public Sector Equality Duties**

- 9 a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
  - i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
  - tackle prejudice; and
  - promote understanding.

9 b) Public Sector Equality Duties are taken into account by the Panel as part of its deliberations.

## **Legal and Resource Implications**

### **Legal**

Legal comments contained throughout the report.

**(Legal advice provided by Shahzia Daya, Service Manager and Deputy Monitoring Officer)**

### **Financial**

#### **(a) Revenue**

As stated there is no change to current budgets at this time so no Financial implications.

#### **(b) Capital**

Not applicable

**(Financial advice provided by Andy Elvin, Pay and Benefits Team Leader)**

### **Land**

Not applicable as not within the remit of the Panel

### **Personnel**

Aside from the pay decisions clearly articulated in this report, there are no further Human Resources implications arising from its content  
(Personnel advice provided by Alex Holly, People Business Partner)

## **Appendices:**

Appendix A – The report of the Independent Remuneration Panel

Appendix B – The recommended Members Allowances and Expenses Scheme 2011 – 2015 as amended.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Background Papers:**

Please note the Members Allowances Scheme can viewed as part of the constitution on the web page <http://www.bristol.gov.uk/page/council-and-democracy/constitution> or via the Councillor Allowances and Payments page

at <http://www.bristol.gov.uk/page/council-and-democracy/councillors-allowances-and-payments#jump-link-6>

**APPENDIX A**

**Members' Allowances  
Scheme 2011-15**

**For**

**Bristol  
City Council**

---

**A Report by the**

**Independent Remuneration  
Panel for 2014-15**

**Mr Michael Cole (Chair)**

**Mrs Julie Hart**

**Mrs Rosa Hui**

**Mr Julian Legg**

**Mr Peter Langan**

**Mrs Geralyn Meehan**

**MAY 2014**

## Introduction: The Regulatory Context

1. The Panel was convened under legal provisions set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692) ["the Regulations"]. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to set up and maintain an advisory Independent Remuneration Allowances Panel to review and provide advice on Members' allowances. All Councils are required to convene their Independent Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme (MAS).
2. The Panel was given general terms of reference to make recommendations to the City Council on the appropriate form and level of remuneration:
  - For all elected members (i.e. the basic allowance for councillors and the Mayor's allowance);
  - Special responsibility allowances;
  - Childcare and dependant's carers' allowances for councillors;
  - Travel allowances;
  - Allowances for co-optees;
  - Any other issues covered by the 2003 regulations.
3. Regulations expect schemes to be reviewed every four years and for Bristol City Council the next full review is due in municipal year 2014-15 for a scheme to be agreed for the years 2015-2019. In the intervening years the Panel meets once a year to consider any issues that have arisen during the year. Under the existing scheme allowances are subject to an annual inflationary uplift in line with the agreed officer pay award.
4. The Panel has regard to:
  - The roles which councillors were expected to fulfil and the differing roles and responsibilities of particular councillors;
  - The current method of local administration (in Bristol this is now the elected mayor and cabinet arrangement);
  - Practice amongst other local authorities in the UK;
  - The current statutory framework for the remuneration of councillors and the scope which the council has to establish and vary its own arrangements, and any commentary on that (from the Council's external auditor, the Local Government Association, the Local Government Management Board and other interested parties);
  - The previous recommendations made and the decision taken by the City Council in respect of the last review.

## The Panel

5. Bristol City Council appointed the following to its Independent Remuneration Panel, namely:  
  
**Michael Cole**, Management Consultant, Justice of the Peace, Head of Branch Operation and Sales Force - Bradford and Bingley Bank (retired)  
  
**Julie Hart**, Member Management Team, Lloyds TSB, Management (retired), Company Director.

**Rosa Hui**, Deputy Lieutenant of the City & County of Bristol and Director of Bristol and Avon Chinese Women's Group.

**Julian Legg**, Director, Rebound IT Ltd

**Peter Langan**, retired Circuit Judge

**Geralyn Meehan**, Head of HR Policy and Special Projects, Employment Tribunal member

## Background.

6. The history of reports since the established Members Allowances Scheme in 2011 and future timetable for the reports of the Independent Remuneration Panel is:

Date	Activity
<b>June 2011</b>	<b>Full Review. Members Allowance Scheme of 2011 – 2015 agreed by Full Council</b>
March 2012	'Mini' review considered recommendations agreed by Full Council
September 2012	Review of the role of Mayor following change in governance arrangements. Report deferred by Full Council until after the election.
January 2013	Deferred report presented to Full Council, recommendations agreed/amended.
May 2013	'Mini' review considered recommendations of no change to Members Remuneration Scheme agreed by Full Council.
Between September 2013 - Jan 2014	Mini Review 2014
<b>Between September 2014 – Jan 2015</b>	<b>Full Review 2015-2019</b>
Between September 2015 – Jan 2016	Mini Review 2016
Between September 2016 – Jan 2017	Mini Review 2017
Between September 2017 – Jan 2018	Mini Review 2018
<b>Between September 2018 – Jan 2019</b>	<b>Full Review 2019-2024</b>

## Methodology

7. The Panel met on 12<sup>th</sup> November 2013. Prior to the meeting, the Mayor, Whips and Leaders were asked for any comments or issues that they wished to be raised.

## Members remuneration scheme - update

8. Within the 2014/15 'mini' review, the Panel considered :

- It was noted that the minimum wage increase had been updated within the scheme. A change to the wording was proposed to indicate that the Dependent Carers Allowance was paid 'as per the minimum wage' but not specify the rate.



- It was reported that officers had received a 1% pay rise as applied to local government officer pay rates. Following discussion by the Party Group Leaders prior to the Panel's meeting no objections had been received and therefore the pay rise was applied as accorded within the MRS.
- The term 'Political Opposition Leaders' was changed to 'Political Group Leaders' as well as factual changes such as job titles and where information could be found.
- Due to the abolition of the Standards Committee, references to payment to the Chair of Standards Committee were removed.
- It was highlighted that there was an ongoing boundary review due to report to Full Council in 2014. At their meeting of the 12<sup>th</sup> November the Panel noted the results of the questionnaires sent to Councillors regarding their time spent in the role. The Panel agreed that if required, they would reconvene in the New Year to consider any changes to the number or role of Councillors. If no developments were forthcoming at that time, the Boundary Review would be considered as part of the full review for 2015-19.
- Further to the November meeting, the Panel were informed of Government legislation 'The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014' which removed access to the pension scheme for Councillors and other elected office-holders from April 2014 and introduced transitional protection for members in the current Scheme for the term of office which members were serving on 1 April 2014. It was agreed to update this information under paragraph 33 of the scheme and to consider the change as part of the next full review.

### **Implementation of Panel recommendations**

9. The Panel recommends that the current Members Allowances Scheme should continue unchanged in 2014-15 subject to the above.

### **Future Review – 2015 – 2019**

10. The Independent Remuneration Panel has outlined issues and changes that would be considered within the next full review commencing summer 2014. These are in response to legislative changes, previous discussions of the Panel and requests from Councillors/the Mayor. These are:

#### **Future Work Programme**

- Labour group request that the Chair of Public Rights Of Way and Greens Committee be paid an Special Responsibility Allowance.
- Party Group Leaders/Whips suggestion that an Special Responsibility Allowance for Licensing Committee members could aid availability of members.
- General checks that the Members Allowances Scheme continues to link with the Employees Expenses & Benefits Scheme and other information is up to date.
- Checks that IT payments were still relevant and appropriate under current policy and also in relation to average costs (broadband and equipment)

- Lib Dem Councillors request that consideration be given to legislative changes to Councillors membership of the Local Government Pension Scheme of 1st April 2014 disadvantaging some Councillors over others.
- Party Group Leaders/Whips suggestion to assess the allowance for the role of Assistant Mayor under the Elected Mayor governance system.
- Implications of possible changes from the boundary review 2014

**Appendices** –

Appendix A - Members Allowances Scheme 2011 – 2015 as amended, showing alterations through 'track changes'

Please note the Members Allowances Scheme can viewed as part of the constitution on the web page <http://www.bristol.gov.uk/page/council-and-democracy/constitution> or on the Councillor Allowances and Payments page at <http://www.bristol.gov.uk/page/council-and-democracy/councillors-allowances-and-payments#jump-link-6>

# **BRISTOL CITY COUNCIL**

## **COUNCILLORS AND CO-OPTEEES**

## **ALLOWANCES AND EXPENSES SCHEME**

**1 April 2011  
to  
31 March 2015**

# **CONTENTS**

- INTRODUCTION**
- BASIC ALLOWANCE**
- CO-OPTees ALLOWANCE**
- SPECIAL RESPONSIBILITY ALLOWANCES**
- PAYMENT OF ALLOWANCES**
- TRAVELLING ALLOWANCES**
- DEPENDANT CARE ALLOWANCE**
- PENSIONS**
- INCOME TAX / NAT. INS / STATUTORY SICK PAY**
- SUBMISSION OF CLAIMS**
- METHOD OF PAYMENT**
- ICT EQUIPMENT AND TELEPHONY**
- STATIONERY**
- FUTURE CHANGES**

  

- APPENDIX A - RATES OF PAY**
- APPENDIX B - SPECIAL RESPONSIBILITY**
- APPENDIX C - DEPENDANT CARERS'**

## INTRODUCTION

1. Members' and co-optees allowances are governed by legislation -*The Local Authorities (Members' Allowances) (England) Regulations 2003*. This can be accessed on the city council's web site. Requests for copies can be made through Democratic Services x 22390.
2. Local authorities can only adopt allowance schemes after considering recommendations made by an independent panel. This current scheme was adopted by the full Council following consideration of the report of the Members' Remuneration Independent Review Panel June 2007. Copies of all the panel's reports (and the decisions taken by the full Council) can be accessed on [www.bristol.gov.uk](http://www.bristol.gov.uk).
3. The current scheme was adopted by the full Council on 21 June **2011** for a period of four years, commencing April 2011.
4. The allowances scheme covers:
  - basic allowance (paid to all councillors);
  - special responsibility allowances (paid to some councillors);
  - travelling expenses
  - dependant carers allowances;
  - pensions (for councillors);
  - co-optees (and appointed member) allowances.
5. The principles (as appropriate) of the officers *Expenses, Benefits and Travel Policy* apply to councillors and co-optees. Copies of these documents can be inspected on the city council's intranet.
6. In accordance with the regulations, at the end of a financial year, details of **all** allowances paid and claimed (travel and dependant carers) by councillors and co-optees, for the preceding year, will be published at [www.bristol.gov.uk](http://www.bristol.gov.uk).
7. In accordance with the provisions of the 2003 regulations (para 4 (3), if a councillor is suspended or partially suspended the part of the basic allowance and special responsibility allowance payable may be withheld.

### **BASIC ALLOWANCE** (for councillors)

8. The same basic allowance is payable to each councillor. The allowance realistically remunerates councillors for time spent at meetings [*outside bodies, informal and briefings etc*], casework; i.e. all duties the public would expect a councillor to carry out. The allowance also covers the cost of travel within the city as well as incidental costs (such as the use of their homes).

## **CO-OPTEE ALLOWANCES**

(for co-optees and appointed members)

9. All persons appointed (including statutory co-optees) to serve as co-optees or appointed members on scrutiny commissions and the Standards Committee and Audit Committee are entitled to receive a co-optees allowance. The allowance recognises time devoted by such persons in preparing, attending and participating at committees they have been appointed to serve on. The allowance is also intended to cover the cost of travel within the city.

**Note:** The allowance is **not** payable to co-optees who are employees of the city council.

## **SPECIAL RESPONSIBILITY ALLOWANCE (SRA)**

10. Some councillors are entitled (over and above the basic allowance) to receive a special responsibility allowance in recognition of the **significant additional responsibilities** carried out over and above that remunerated as being a councillor (basic allowance).
11. Details of the current SRA scheme are set out in appendix **B**.
12. SRA payments are also made to Elected Members (that have been trained within the current municipal year) to sit on Appeals Committees when the following trigger points are reached;

Attendance at a training session and 2 appeal hearings - £150

Attendance at a training session and 5 appeal hearings - £300

Attendance at a training session and 7 appeal hearings - £400

Attendance at a training session and 10 appeal hearings - £550

Where additional trigger points of 12, 14, 16, 18 and 20 Appeals Committee meetings per year are reached, the agreed rate of £50 per meeting is applied.

## **PAYMENT AND CLAIMING OF ALLOWANCES**

13. All allowances will be paid automatically on the last working day of each month (claims are not necessary), apart from payments for attendance at Appeal Committee Hearings which will be paid at the end of each municipal year and in November.
14. Allowances are treated as income and therefore subject to any tax, national insurance deductions and / or benefits relative to earnings. Detailed information regarding taxation etc. can be found in the officers *Expenses, Benefits and Travel Policy*.
15. A councillor or co-optee may, by notice in writing to the Strategic Director, Business Change, forego any part of his / her entitlement to an allowance.

16. Co-optees will be paid (*pro-rata*) following the return of the correct paperwork. Details of payments to Councillors (including those with a Special Responsibility Allowance) can be found in the *Statement of Arrangements for Payments to Members*, which can be found on the Councillors Allowances and Payments page of the Internet.
17. Claims for expenses (over and above the basic and special responsibility allowance) must be made by completing the *Councillor and Co-optee Expenses Claim Form for Travel and Dependant Care Allowance*. Copies of the forms can be obtained from Democratic Services or Members Support Offices, or via the Intranet.

## TRAVELLING ALLOWANCES

### Travel allowances

18. **The cost of travel within the city is covered by the councillors basic allowance and the co-optees allowance** (subject to the exception regarding the use of taxis by persons who have special needs - see para 27 below).
19. For the purposes of travel (outside of Bristol), set out below are specific details of those aspects of the above two officer policies which may affect councillors and co-optees.
20. Travel costs outside the city can only be claimed in respect of **approved duties**, which include:
  - meetings / conferences / visits approved by the executive or a committee of the council;
  - meetings of bodies to which the Outside Bodies Committee has nominated representatives.

### General information relating to travel

21. The City Council's Green Initiative aims to promote greener, cleaner travel choices and reduce the reliance on the car.
22. Generally, tickets for public transport (bus, coach, rail, air etc) in respect of Councillors should be ordered through the appropriate Members Support Office (for Non-Executive Members) or the Assistant Mayor PAs (for Assistant Mayors) and from the Council's corporate travel services provider.
23. For journeys beyond "greater Bristol" (the boundary of the former County of Avon), the train should be used where possible.
25. For journeys in **excess of 120 miles**, councillors / co-optees will be reimbursed the cheapest means of transport regardless of which form of transport they used to undertake the journey.

25. **Bus / coach:**  
The cost of tickets (subject to receipts) will be reimbursed.
26. **Rail:**  
The cost of tickets (subject to receipts) will be reimbursed. The most economical class of travel must be used. This will normally be period return, although the use of day return or “savers” may be available at lower cost.
27. **Taxi:**  
***Special Needs - Use of Taxis within Bristol***  
Councillors / co-optees who cannot drive or access public transport (e.g. bus) on account of their impairment are entitled to use taxis for the purposes of carrying out their duties. This is a reasonable adjustment under the Disability Discrimination Act. Arrangements for taxis must be made via members’ support offices or democratic services and payment will be made by the city council via invoice.  
***Outside of Bristol***  
The cost of taxi fares (subject to receipts) will be reimbursed **subject to reasonable use.**
28. **Cycle:**  
The appropriate Inland Revenue mileage allowance will be paid -see appendix **A** attached.
29. **Car:**  
Subject to the conditions outlined above in respect of travel over 120 miles, councillors and co-optees may claim mileage rates for travel (in respect of approved duties) outside of Bristol. The rates are based on Inland Revenue rates, and are set out in appendix **A**.

### **Conferences**

30. Costs of approved attendance, accommodation, subsistence and travel should be booked and invoiced to the city council.

### **Out of pocket expenses**

31. Claims (for which it is not normally possible to obtain receipts) may be made in respect of reasonable out of pocket expenses during the course of an overnight stay. Examples of such expenses are parking meters (but not fines), taxis, tube fares, incidental costs of residential training courses reimbursed at the scale allowance and telephone calls from public call boxes. Claims must be limited to the actual amount of expense incurred and not claimed as a round sum allowance. All items should be itemised and described as fully as possible.

### **DEPENDANT CARE ALLOWANCE**

32. Any councillor or co-optee who is responsible for the care of any



dependant person is eligible to be paid an additional allowance per dependant, per hour in respect of the performance of any approved duty (see appendix C). Dependant care allowance is also payable for travel time not exceeding 1 hour before, and 1 hour after, the performance of the approved duty.

**It is necessary to provide receipts to enable this allowance to be paid.**

## **PENSIONS**

33.

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 removes access to the pension scheme for Councillors and other elected office-holders from April 2014 and introduces transitional protection for members in the current Scheme for the term of office which members were serving on 1 April 2014.

## **INCOME TAX / NATIONAL INSURANCE / STATUTORY SICK PAY**

### **Income Tax**

34. Basic, special responsibility allowances and the co-optees allowances are classed as income and are subject to taxation. Recipients are expected to make returns to the *Inspector of Taxes* so that a correct tax code is provided to enable payments to be processed through the normal payroll procedures.
35. Councillors are reminded to keep their own records of expenses claims and reimbursements for income tax purposes.

### **National Insurance**

36. Contributions for national insurance are payable whether or not the councillor has other employment or self-employment. There is, however, an annual maximum for people with more than one job and a councillor in this position may apply to their local contributions agency office for a Form CA27A. This should be sent to Deferment Services in the National Insurance Contributions Office who in turn can issue form CA2700. This will authorise an employer to deduct primary NICs at a rate of 2% on all earnings from the Earning Threshold (ET) for that tax year. A deferment certificate is only valid for the specified tax year and a new application is required for each subsequent year if the circumstances continue.
37. Some councillors may be exempt or liable to reduced rate contributions:
- a) married women and certain widows who have elected (or are treated as having elected) to contribute at the reduced rate;
  - b) men aged over 65 years and women aged over 61 on a rising

scale to age 65.

38. Councillors who come within these categories should apply to their local contributions agency office for a *Certificate of Exemption* or a *Certificate of Age Exemption*. When this certificate has been received it should be forwarded to the Strategic Director, Business Change. Unless these certificates are received the director has to deduct full Class 1 contributions.
39. National insurance contributions are assessed on a monthly basis. Allowances must be treated separately from any other income received from any other employment or business.

### **Benefits**

40. Full details of the benefits which are receivable by contributors to the state pension scheme can be found in D.S.S. leaflet FB1 "*Family Benefits and Pensions*" which is a regularly revised outline guide to all national pensions and other social security benefits.

### **Statutory Sick Pay**

41. Employers are responsible for paying statutory sick pay (SSP) to their employees for up to 28 weeks of sickness absence in a tax year, on behalf of the DFSSH.
42. For the purposes of this scheme councillors are generally classed as employees.
43. If you are sick for four days or more and are unable to attend council meetings you should contact payroll and ask for a self certification form.
44. A doctor's medical certificate must be supplied to payroll services for sickness absences which are for eight days and above in addition to the self certificate.
45. SSP may be payable to you as a councillor even if you are receiving SSP payments from another employer. Any payments made will be processed through the payroll system.
46. Some exclusions from SSP payments are:
  - a) an employee whose average basic and special responsibility allowances paid over the previous two months are less than the lower monthly earnings limit for National Insurance contribution liability. (As stated in appendix A this can only relate to councillors who forego their allowances);
  - b) an employee who has received certain state benefits in the previous eight weeks (this includes maternity benefit).

## SUBMISSION OF CLAIMS

47. Claims forms may be obtained from the Members Services Offices or from Democratic Services. Alternatively it may be downloaded from the Members webpage on the Intranet.
48. City council payroll staff are not permitted to make out a councillors / co-optees claim but will be pleased to give assistance and advice. There is also an obligation on councillors / co-optees to complete the forms in accordance with statutory requirements which include **in particular the full description of approved duties**.

### Resolving doubts about approved duty

49. Councillors are asked **not** to make claims for any duty or function where there may be doubts as to whether it is an *approved duty*. In the case of any difficulty of interpretation, councillors should refer to the Head Of Legal Services.

## METHOD OF PAYMENT

50. Payments for councillors basic, special responsibility and cooptee allowances will be made automatically on the **last working day of each month** (no claims will be necessary).
51. Claims for all other allowances (except Appeals Committee) should be made within two months of the date on which the approved duty was carried out. Payments will be made monthly when claims are received.
52. Payment will be made by Credit Transfer - direct payment into the councillors' / co-optees' bank account / building society account. Payment will generally be credited to these accounts on the **last working day of each month**. A pay advice slip will be sent to each councillor/ co-optee.
53. Councillors / co-optees should inform payroll services of the bank or building society details including personal account number on the *method of pay* form which the payroll team will supply.

## ICT EQUIPMENT AND TELEPHONY

54. All councillors are entitled to the following:
  - a personal computer installed in their home **or** a laptop with a docking station and a black and white/mono printer
  - a Council centrex phone line installed in their home **and/or** a mobile device - telephone or a Blackberry
  - Council broadband **or** an allowance of up to £15 per month for using their private broadband for Council business. This is managed through a Use of Home Broadband Protocol.

## **STATIONERY**

55. Councillors basic stationery needs are met. This includes pens, paper/pads, business cards, printer cartridges etc and these are supplied via their Group Office.

## **FUTURE CHANGES**

56. The basic councillors, special responsibility and co-optees allowances will be automatically increased (w.e.f. 1 April) in line with any officer pay increases, and will be rounded up / down (for the purposes of monthly payments to £0.00, £0.25, £0.50, £0.75).

## **ASSISTANCE / FURTHER INFORMATION**

If you have any queries please contact:

for **Payroll issues**

Mrs Lynne Golbourne  
x 21681

Co-optees:

Democratic Services  
x 23740

Councillors

Relevant Group Office

**RATES - 2013 / 2014**

**The maximum rates that can be reimbursed are currently as follows:**

**BASIC COUNCILLORS ALLOWANCE**

(£11,530 per annum)                      £ 960.83  
per month

**CO-OPTEEES ALLOWANCE:**

(£577 per annum)                      £48.08  
per month

**TRAVELLING ALLOWANCES**

(Outside of Bristol and under 120 miles)

Car            45 pence per mile

Bicycle    20 pence per mile

**DEPENDANT CARE ALLOWANCE**

Paid as per the minimum wage  
on submitted receipts

The basic and Special Responsibility Allowance (SRA) rates will increase on 1 April 2014 in line with officer pay increases.

**SCHEDULE OF SPECIAL RESPONSIBILITY ALLOWANCES**  
(Effective from 1 April 2014 - 31 March 2015)

All Councillors are entitled to the basic allowance of **£ 11,530**

SRA's are paid over and above the basic allowance.

The co-optees allowance is **£577 per annum** paid pro-rata from date of their appointment.

Group	SRA £ (in addition to the basic)	SRA RECIPIENT <i>(subject to <b>not more</b> than 50% (35) of councillors receiving a SRA)</i>	No of SRA's
1	6 66395 (no basic applied)	Elected Mayor - <i>George Ferguson</i>	1
2	21277	Deputy Leader of the Council - <i>n/a in Mayoral Structure - discontinued</i>	0
3	20266	Assistant Mayors (i.e. all cabinet members)	6
		Lord Mayor	1
4	12158	Political Group Leader(s) <i>(subject to minority parties holding at least 10% of the seats on the Council)</i> <b>Councillor Gary Hopkins - Liberal Democrats</b> <b>Councillor Helen Holland - Labour</b> <b>Councillor Mark Weston - Conservative</b>	3
5	6080	Deputy Lord Mayor Chairs of Scrutiny Commissions and OSM Board: -	1
			6
			7
		Chairs of regulatory committees: <i>Development Control committees</i> Licensing Committee - <i>Public Safety &amp; Protection</i> - <i>Audit Committee</i> -	
		Chairs of Select Committees - <i>none</i>	
		Group Whips: <b>Councillor Christopher Jackson</b> <b>Councillor Mark Bailey</b> <b>Councillor John Goulandris</b>	0
			3
6	3040	Assistant Executive Members - <i>none in Mayoral structure - discontinued</i>	0
<b>Total SRA's payable</b>			<b>28</b>

# Only one Special Responsibility Allowance (SRA) is payable per councillor and where a councillor is eligible to receive more than one allowance only the higher allowance will be paid.  
\* Should be mayor become incapacitated or die in office, then the deputy should after 6 weeks, receive and enhanced SRA which is the difference between the full remuneration of cabinet member (ie basic allowance plus SRA) and that of the elected Mayor

**DEPENDANT CARERS' ALLOWANCE/ TRAVEL**

Claims can be made for these allowances in respect of the following  
(*extract from the Local Authorities (Members' Allowances) (England) Regulations 2003*):

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that:
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two groups have been invited;
  - or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) the performance of any duty in connections 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;
- (g) 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 of the Education Act 1996 (approval of non-maintained special schools); and
- (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.