

## Part 6

# The Council's Members' Allowances Scheme





# **The Council's Members' Allowances Scheme**

The Bolton Metropolitan Borough Council, having consulted with members of its Independent Remuneration Panel and in accordance with the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby make the following Scheme of Members' Allowances effective from 29 June 2023.

## **1. Interpretation**

In this Scheme:

"councillor" means an elected member of the Bolton Metropolitan Borough Council.

"year" means a period of twelve months ending on 31st March.

"Regulations" means the Local Authorities (Members' Allowances) (England) Regulations 2003.

## **2. Taxation**

Members Allowances are treated for income tax purposes as income received from employment and are chargeable to income tax. Tax will be deducted from the allowances paid to elected members under the PAYE Scheme. Tax is not deducted from travel and subsistence allowances or carers allowances provided that they are reimbursement for actual costs incurred and are supported by appropriate receipts.

## **3. National Insurance**

For national insurance purposes, elected members are treated as employees and are liable to pay contributions where the amount of allowances received exceeds the national threshold amount.

## **4. Basic Allowance**

- (1) Every councillor will be entitled to receive a Basic Allowance for each year (or part year depending on the date of election) following their election as specified in Appendix 1.
- (2) The Basic Allowance will be payable in equal monthly instalments on or about the 18<sup>th</sup> day of each month.
- (3) The amount of Basic Allowance payments may be updated annually in accordance with the arrangements set out below.

## **5. Special Responsibility Allowance**

- (1) A Special Responsibility Allowance (SRA) will be payable to those councillors defined as having special responsibilities as specified in Appendix 1 to this scheme, save that no councillor will be entitled to claim more than one SRA except where the payment is in relation to
  - a. membership of the Greater Manchester Combined Authority Overview and Scrutiny Committee, or,
  - b. appointment to the Greater Manchester Pension Fund board.
- (2) The amount of such SRA for the year will be the amount specified against that special responsibility in Appendix 1.
- (3) Any councillor who by virtue of offices held would otherwise than in accordance with section 5(1) be entitled to claim more than one SRA should specify to the Borough Solicitor in writing, the office in respect of which they propose to claim SRA. In the absence of notification, the Borough Solicitor will deem that payment should be made in accordance with the office in respect of which financial entitlement is the greater.
- (4) Payments in respect of SRA will be made in equal monthly instalments on or about the 18<sup>th</sup> day of each month.
- (5) The amount of SRA payments may be updated annually in accordance with the arrangements set out in paragraph 13.
- (6) The SRA paid to the Leader of the Council should be twice the Basic Allowance.
- (7) The Special Responsibility Allowance paid to the Deputy Leader of the Council shall be set at 59.72% of the Special Responsibility Allowance paid to the Leader of the Council.

## **6. Approved Duties**

The following duties are specified as approved duties for the purpose of Child Care and Dependent Carer's Allowances.

- Any meeting of the Council, Cabinet, committee, sub-committee or Policy Development Group.
- Any meeting of a working group or panel appointed by a committee.
- Any formal meeting with other local authorities.
- Meetings initiated by and with Council officers on official business.
- Training courses and seminars organised by the Council.

- All meetings where Members are appointed as representatives of the Council on outside bodies.
- All meetings, seminars and events attended by the Member where the Member's attendance was organised, requested or arranged by the Council.
- Meetings of Community Alliances.
- The carrying out of any other duty approved by the Monitoring Officer of 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, sub-committees or panels.

## **7. Travelling Allowances**

Where a member is required to attend an approved duty outside the Borough then it is expected that where possible travel should be on public transport at standard rates and for rail or air travel, should be pre-booked through the Monitoring Officer's PA. If travel by public transport is not possible or cost effective then the full range of HMRC mileage rates are applicable, as are in force from time to time, as set out in Appendix 1.

An allowance is also made for those journeys made by bicycle.

An additional allowance may be claimed for each official passenger. This additional information must be included on the Members claim forms if the allowance is to be paid giving the names of the passengers carried.

## **8. Travelling Allowances where there is a medical reason**

Where a Member has a medical reason, as certified by their general practitioner or some other qualified medical practitioner, and they are unable to drive or travel by public transport they may claim travel expenses for attending Approved Duties if they have to travel by taxi on production of a receipt.

## **9. Subsistence Allowances**

Subsistence allowances can be claimed for approved Council duties undertaken outside the Borough. The type of duty and period covered should be clearly specified when making the claim.

In order to qualify for subsistence allowances, the absence from home or the length(s) of meeting(s), including travelling time, must comply with the criteria set out in Appendix 1.

Subsistence allowances shall be indexed to the same rates as apply to local government officers.

## **10. Dependent Carers Allowance**

Dependent Carers Allowance will only be payable while a member is undertaking approved Council duties. An allowance will not be paid in respect of care provided by a member of the claimant's household. Receipts must be provided for all claims.

Dependent Carers Allowance shall be paid as set out in Appendix 1.

## **11. Attendance Allowance**

No councillor will be entitled to claim any Attendance Allowance payment from the Council except where the Council is responsible for making such payments as the agent of another authority whose scheme incorporates such payments and where there is an agreement with such other authority that the payment will subsequently be reimbursed to the Council.

## **12. Election to Forego**

Any councillor may, by giving notice in writing to that effect to the Borough Solicitor, elect to forego their entitlement to the whole or any part of an allowance under this scheme.

## **13. Annual Up-rating Of The Scheme**

- (1) The amounts specified in Appendix 1 will be updated annually in accordance with the Annual Pay Award agreed by the NJC for local government staff at spinal column 43; such annual uprate being effective from the start of the municipal year.
- (2) The uprating of payments in accordance with this section is deemed to be a constituent part of the scheme.
- (3) The application of the Annual Pay Awards shall be the mechanism by which payments are updated for the period 29<sup>th</sup> June 2023 until 28<sup>th</sup> June 2027.

## **14. The Civic (Mayoral) Allowances**

The following payments do not fall within the Members' Allowance Scheme as they are made under the Local Government Act 1972 as follows:

Mayoral Allowance	£20,378 per annum
Deputy Mayoral Allowance	£530 per annum

## **15. Publication Of Payments Under The Scheme**

The Council will prepare annually a list of payments made to individual councillors under this scheme and will give public notice in accordance with the Regulations that such list is available for inspection by members of the public; such notice will normally be published as soon as may be practicable

after the 1<sup>st</sup> day of June. A copy of the list will also be published on the Council's website.

## **16. Amendments To The Scheme**

- (1) Amendments to this scheme will be made only in accordance with a resolution of the full Council and following receipt by it of a report from and the recommendations of the Council's Independent Remuneration Panel.
- (2) The annual uprating of payments as set out above will not constitute amendment of the scheme for the purposes of the Regulations.
- (3) Notice of any amendment made in respect of this scheme (other than uprating of amounts as provided for above) will be published in accordance with the Regulations.

**Helen Gorman  
Borough Solicitor**

**29 June 2023**

**Appendix 1**  
**Scheme Of Members' Allowances**

**(Adopted: 29 June 2023)**  
**Basic Allowance**

<b>All Members of the Council</b>	<b>Amount of Allowance</b>
Basic Allowance	£11,848

**Special Responsibility Allowance**

<b>Office of Special Responsibility</b>	<b>No. of Office Holders</b>	<b>Amount of Allowance</b>
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<b>The Cabinet</b>		
Leader of the Council	1	£31,989
Deputy Leader	1	£19,104
Executive Cabinet Members	7	£8,665
<b>Regulatory and Scrutiny</b>		
Chair: Planning Committee	1	£8,321
Chair: Licensing and Environmental Regulation Committee	1	£7,875
Vice-Chair: Licensing and Environmental Regulation Committee	1	£2,565
Chair: Scrutiny Committee	4	£6,089
Chair: Bolton Cares Steering Committee	1	£5,494
<b>External bodies</b>		
Greater Manchester Pension Fund appointee	1	£1,460
Greater Manchester Combined Authority <sup>1</sup> – Overview and Scrutiny Committee – chair	1	£9,684
Greater Manchester Combined Authority – Overview and Scrutiny Committee – vice chair <sup>2</sup>	1	£4,035
Greater Manchester Combined Authority – Overview and Scrutiny Committee – full member <sup>3</sup>	3	£3,288

<sup>1</sup> Reimbursed by GMCA

<sup>2</sup> Reimbursed by GMCA

<sup>3</sup> Reimbursed by GMCA

Greater Manchester Combined Authority – Overview and Scrutiny Committee – substitute member <sup>4</sup>	3	£536 and £134.52 for each meeting attended
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### Majority Opposition Group

Leader	1	£10,741
Deputy Leader	1	£4,833

### Minority Opposition Groups

Leader  (payable only when a group has 10% of the total seats of the Council)	2	£2,991
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### Travelling Allowances

Mode of Travel	First 10,000 business miles in the tax year	Each business mile over 10,000 business miles in the tax year
Cars and vans (including hybrid or electric vehicles)	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p
Passenger payments in cars and vans where carrying an additional member or Council officer up to a maximum of 5 passengers.	5p per passenger per business mile.	

### Subsistence Allowances

For an absence not involving an absence overnight from the usual place of residence of four hours:-

- (a) the whole of which is before 11.00 a.m. (Breakfast Allowance)      £4.48

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<sup>4</sup> Reimbursed by GMCA

- (b) which includes the whole of the period between 12 noon and 2.00 p.m.  
(Lunch Allowance) £6.17
- (c) which includes the whole of the period between 3.00 p.m. and 6.00 p.m.  
(Tea Allowance) £2.43
- (d) which extends beyond 7.00 p.m. (Evening Meal Allowance) £7.64

The rate of absence overnight from the usual place of residence covering a continuous period of 24 hours is not to exceed the sum of £79.82 with the proviso that for an absence in London or attendance at Annual Conference of the LGA (or such other body approved by the Secretary of State) the rate may be increased to £130. These rates shall be reduced by the amount shown in 3(a) above in respect of any meal provided free of charge by an authority or body during the period in which the allowance relates.

### **Dependent Carers Allowance**

**Childcare** – the maximum hourly rate paid at the real living wage.

**Elderly/disabled care** – the maximum rate paid at the hourly rate charged by Bolton Council Adult Services Directorate for a Home Carer.