

COTSWOLD DISTRICT COUNCIL

SUMMARY OF MEMBERS' ALLOWANCES 2020/21

| | Rate |
|---|---|
| <p><u>A. Basic Allowance</u></p> <p>This is a general allowance paid to all Councillors. All Councillors receive the same amount per annum. This allowance is paid automatically to each Councillor on a monthly basis.</p> | <p>£5,000 per annum per Councillor</p> |
| <p><u>B. Special Responsibility Allowances</u></p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of an elected Member. Any such allowance is paid automatically to the relevant Councillor on a monthly basis.</p> <p>The affected positions and sums payable are as follows:-</p> <ul style="list-style-type: none"> Chair of the Council Vice-Chair of the Council Leader of the Council Deputy Leader of the Council Cabinet Member (x 6 no.) (excluding Leader and Deputy) Chair of the Planning and Licensing Committee Vice-Chair of the Planning and Licensing Committee Chair of the Audit Committee Chair of the Overview and Scrutiny Committee Vice-Chair of the Overview and Scrutiny Committee Leader(s) of registered minority political group(s) | <p>£5,000 per annum</p> <p>£2,500 per annum</p> <p>£15,000 per annum</p> <p>£10,000 per annum</p> <p>£7,500 per annum</p> <p>£7,500 per annum</p> <p>£2,500 per annum</p> <p>£2,500 per annum</p> <p>£5,000 per annum</p> <p>£2,500 per annum</p> <p>£5,000 per annum divided equally between the respective group leaders</p> |
| <p><u>C. Mileage Allowance</u></p> <p>This is an allowance paid in respect of mileage incurred by a Councillor in travelling to and from official Meetings and other approved duties.</p> <p>The rates are as follows:-</p> <ul style="list-style-type: none"> Motor Cycle Motor Car <p>The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by</p> | <p>36.4p per mile</p> <p>45p per mile</p> <p>20p per mile for the first passenger; and 10p per mile for the second and subsequent</p> |

Bicycle

D. Fares/Parking

A Councillor is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties. **VAT receipts** must be produced.

E. Subsistence Allowance

A Councillor is able to seek reimbursement of actual, but reasonable, expenditure incurred in respect of meals/subsistence when attending official Meetings or other approved duties (including conferences/seminars) where absence from home, including travel time, exceeds 4 hours and no food etc. is provided. Receipts must be produced.

No subsistence costs will be reimbursed in relation to attendance at meetings at any District Council offices.

Alcoholic drinks cannot be claimed for.

F. Child Care Allowance

A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of "door to door" travel time to and from approved duties.

The allowance is payable to any Councillor with a child or children under the age of 14 years who is/are, at the time, part of the claimant's household living with him/her and who would normally be looked after by him/her. The carer must not be someone who also ordinarily lives with the claimant as part of the household.

The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council's Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).

| Rate |
|------------------------------|
| passengers 45p per mile |
| Actual expenditure incurred |
| Actual expenditure incurred |
| Actual expenditure incurred. |

G. Dependant Care Allowance

A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of “door to door” travel time to and from approved duties.

The allowance is payable to any Councillor with a dependant relative or relatives who would normally be looked after by him/her. The carer must not be someone who ordinarily lives with the claimant as part of the household.

The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council’s Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).

H. ICT Allowance

An allowance to support the direct provision of ICT equipment/ broadband connectivity and support.

I. Withholding Allowances

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Council and/or from his/her responsibilities or duties which attract a special responsibility allowance, that part of the basic allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to him/her in respect of the period of suspension or partial suspension be withheld.

J. Renunciation of Allowances

A Member may, by notice in writing to the Head of Paid Service, elect to forego all or any part of his/her entitlement to a basic or special responsibility allowance.

Actual expenditure incurred.

£300 per annum per councillor

K. Co-optee's Allowance

A co-optees' allowance is not payable, but if any non-Councillor representative of any Council Committee is required to attend a formal tribunal/hearing, (s)he be eligible to claim a daily allowance of

£50.00

In the event that such representative is required to Chair such tribunal/hearing the daily rate to be increased to

£100.00

Co-opted Members are entitled to the same travelling and subsistence rates as elected Members.