

# CONSTITUTION OF THE LONDON BOROUGH OF CROYDON

## PART 6A- SCHEME OF MEMBERS' ALLOWANCES

- 1 The Council has adopted a scheme of Members' allowances that complies with the Local Authorities (Members Allowances) (England) Regulations 2003 (No. 1021) as amended and has considered the recommendations of the London Councils' Independent Panel 2018 on the Remuneration of Members in London.

The Croydon scheme provides for:

- Every Member to receive a Basic Allowance which shall be inclusive of all travel costs incurred within the Borough;
- Members appointed by the Annual Council, or subsequently by virtue of the office they hold, shall receive a Special Responsibility Allowance;
- No Member shall receive more than one Special Responsibility Allowance;
- Out-of-Borough travel and subsistence allowances shall be reviewed by the General Purposes and Audit Committee and paid in line with levels set by the Committee, unless already prescribed by Statutory Instrument or Circular. Costs related to travel and subsistence outside the Borough only when incurred undertaking an approved duty shall be eligible for reimbursement;
- The scheme for reimbursement of costs associated with providing childcare or care for a dependent relative incurred by a Member when undertaking an approved duty is set out in Appendix A and it shall be reviewed periodically by the General Purposes and Audit Committee;
- Any Member may elect to forego all or part of the Basic Allowance and if appropriate the Special Responsibility Allowance, to which they are entitled, by writing to the Council Solicitor and Director of Law and Monitoring Officer. Otherwise all allowances due to each Member shall be paid automatically each calendar month on the basis of one 12<sup>th</sup> of the total;
- Members do not have access to the Local Government Pension Scheme;

- The scheme does not provide for the payment of any allowances to co-optees. The scheme introduces payment for Adoption Panel but not for Fostering Panel;
  - Members shall only be entitled to a pro-rata payment in respect of a term of office which is not for a complete year, which would include any job share arrangements;
  - In all other respects, the scheme of allowances as set out here shall remain in place until such time as the Council decides otherwise.
- 4 The respective levels of Basic Allowances and Special Responsibility Allowances are payable from 23 May 2018 are set out in Appendix B.
  - 5 The Mayor and Deputy Mayor shall receive allowances for expenses in accordance with relevant legislation in relation to the discharge of their ceremonial and other duties. The level of expenses paid to the Mayor and Deputy Mayor are as shown in Appendix B.
  - 6 The level of the Basic Allowance, Special Responsibility Allowances, Mayor's and Deputy Mayor's Allowances shall be subject to annual adjustment in accordance with annual local government staff pay settlement. The approval of this adjustment will be delegated to the General Purposes and Audit Committee.
  - 7 Special Responsibility Allowances will continue in the case of sickness, maternity and paternity leave in the same terms that council employees receive those benefits.

## **DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCE SCHEMES**

Members are entitled to claim reimbursement of expenditure incurred on the provision of the care of their children and dependent relations requiring care when undertaking an Approved Duty, subject to the provisions of the scheme set out below. Members are also entitled to claim travel and subsistence expenses incurred in the performance of an Approved Duty.

### **Approved Duties**

An Approved Duty shall be one that is specified in the relevant statutory Regulations, which currently provide for the following activities:

- 1 A meeting of the Executive.
- 2 A meeting of a Committee of the Executive.
- 3 A meeting of the Authority.
- 4 A meeting of a Committee or Sub committee of the Authority.
- 5 A meeting of any other body to which the Member has been appointed or nominated by the Authority.
- 6 A meeting of a Committee or Sub Committee to which the Member has been appointed or nominated by the Authority.
- 7 A meeting which has been authorised by the Authority, a Committee or Sub Committee or a joint Committee of the Authority or one or more other authorities, or a Sub Committee of a joint Committee and to which representatives of more than one political group have been invited.
- 8 A meeting of a local authority association of which the Authority is a member.
- 9 Duties undertaken on behalf of the authority 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 authorised the inspection of premises.

The following Rates of Allowances shall be monitored by the General Purposes and Audit Committee, who shall also have power to revise them.

**RATES OF  
DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCES  
TO MEMBERS OF THE COUNCIL**

The following allowances will be paid as a reimbursement of **INCURRED expenditure FOR AN APPROVED DUTY**, following the submission of receipts or other supporting documents, within 2 months of the expenditure being incurred.

**DEPENDANT CARERS ALLOWANCE**

1. Expenditure not less than the London Living Wage, currently £10.20 per hour, incurred in respect of care provided by a person that is not a member of the Member's household, for:
  - The care of children 15 years of age or under living in the Member's household; or
  - The care of other dependants where there is medical or social work evidence that care is required.

**TRAVEL ALLOWANCES (payable only for Out-of-Borough travel)**

**Rail or other Public Transport**

Ordinary or cheap fare, at first class rates, plus actual expenditure on:

[a] Pullman car or similar supplements; reservation of seats; deposit or portorage of luggage.

[b] Sleeping accommodation for an overnight journey (subject to thirty-three and one third percent reduction of any subsistence allowance payable for that night).

**Taxi-Cab or Cab**

[a] In cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid;

[b] In other cases, the equivalent fare for travel by an appropriate public transport.

**Private motor vehicle**

The rate for travel by a Member's private motor vehicle shall not exceed the following rates:

- |   |                       |
|---|-----------------------|
| [i] motorcycle, tricar or motor car of cylinder capacity 500cc  | <b>25.9p per mile</b> |
| [ii] not exceeding 999cc  | <b>34.6p per mile</b> |
| [iii] 1000cc - 1199cc   | <b>39.5p per mile</b> |
| [iv] 1200cc and above   | <b>48.5p per mile</b> |
| [v] For the carriage of each additional Member of the Council (not exceeding four): 3.0p per mile for the first passenger and 2.0p per mile for second and subsequent passengers. |                       |
| [vi] Expenditure on tolls, ferries, parking fees.   |                       |
| [vii] Reimbursement of overnight parking charges.   |                       |

### **Private bicycle**

The rate for travel by a Member's private bicycle shall not exceed **24.0p per mile**.

### **Hired Cars**

The rate which would have been applicable had the vehicle belonged to the Member who hired it. Subject to the approval of the General Purposes and Audit Committee, the rate may be increased to an amount not exceeding the actual cost of hiring.

## **SUBSISTENCE ALLOWANCES (payable only for Out-of-Borough subsistence)**

|   |               |
|---|---------------|
| <b>Breakfast Allowance</b>  | <b>£4.92</b>  |
| More than 4 hours away from normal place of residence or a lesser period before 11am.   |               |
| <b>Lunch Allowance</b>  | <b>£6.77</b>  |
| More than 4 hours away from normal place of residence or a lesser period including the lunchtime between noon and 2pm.  |               |
| <b>Tea Allowance</b>  | <b>£2.67</b>  |
| More than 4 hours away from normal place of residence or a lesser period including the period 3pm to 6pm.   |               |
| <b>Evening Allowance</b>  | <b>£8.38</b>  |
| More than 4 hours away from normal place of residence or a lesser period ending after 7pm.  |               |
| <b>Overnight Absence</b>  | <b>£79.82</b> |
| From usual place of residence   |               |
| <b>Overnight Absence in London</b>  | <b>£91.04</b> |
| Or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Association of County Councils, the Association of Metropolitan Authorities and the Association of District Councils or such other association of bodies as the Secretaries of State may for the time being approve for the purpose. |               |

For the purposes of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

**NOTE:** Any Subsistence Allowances claimed should be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or body in respect of the meal or the period to which the allowance relates. Additionally, where main meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal replaces the entitlement to the day subsistence allowance for the appropriate meal period.

**Councillors' Basic and Special Responsibility Allowances  
M a y 2018 – May 2022**

|  |  | £     |
|--|--|-------|
| <b>Basic Allowance</b>                   | <b>All Members</b>                             | 11463 |
|  | Mayor's Allowance                              | 19485 |
|  | Deputy Mayor's Allowance                       | 9743  |
| <b>Special Responsibility Allowances</b> | <b>Paid in addition to Basic Allowance</b>     |       |
|  | Leader of the Council                          | 44083 |
|  | Deputy Leader Statutory                        | 37197 |
|  | Deputy Leader                                  | 36335 |
|  | Cabinet Members                                | 33705 |
|  | Deputy Cabinet Members                         | 10132 |
|  | Non-Acting Cabinet Member                      | 20223 |
|  | Chair - Scrutiny and Overview Committee        | 30335 |
|  | Deputy Chair - Scrutiny and Overview Committee | 10522 |
|  | Majority Group Secretary                       | 10132 |
|  | Majority Chief Whip                            | 14854 |
|  | Chair - General Purposes & Audit Committee     | 10106 |
|  | Chair - Licensing Committee                    | 10106 |
|  | Chair - Planning Committee                     | 16207 |
|  | Chair- Health and Well Being Board             | 33705 |

|  |  |       |
|--|--|-------|
|  | Member of Adoption Panel                     | 4514  |
|  | Chair - Pension Committee                    | 9029  |
|  | <b>Largest Minority Group</b>                |       |
|  | Leader of the Opposition                     | 22005 |
|  | Deputy Leader(s)                             | 9216  |
|  | Shadow Cabinet Members                       | 6881  |
|  | Chief Whip                                   | 6881  |
|  | Group Secretary                              | 6747  |
|  | Vice Chair - Scrutiny and Overview Committee | 10522 |