

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**  
**Members' Allowances Scheme 2024 - 2025**

**Introduction**

1. This scheme of allowances ("the Scheme") is made this 9th day of April 2024 in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and following consideration of the report of the Independent Remuneration Panel dated March 2024.
2. The Scheme applies for the payment of allowances to Members for the period from 1 April 2024 to 31 March 2025.
3. The Members' Allowances Scheme previously approved by the Council is hereby revoked and ceases to exist after 31<sup>st</sup> March 2024 and shall be replaced by this scheme (Members' Allowances Scheme 2024 - 2025).

**Basic Allowance**

4. For the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 a Basic Allowance at the annual rate of £12,500 will be paid to each Councillor.

**Special Responsibility Allowances**

5. Special Responsibility Allowances will be paid as follows at the annual rates shown in the table below:-

|                                                                 | <b>2024-25<br/>w.e.f. 1 April<br/>2024</b> |
|-----------------------------------------------------------------|--------------------------------------------|
| <b>Special Responsibility Allowance (annual rates)</b>          | <b>£</b>                                   |
| Leader of the Council                                           | £27,222                                    |
| Deputy Leader of the Council                                    | £16,660                                    |
| Cabinet Members                                                 | £10,888                                    |
| Chairmen, Overview & Scrutiny Boards                            | £8,710                                     |
| Chairman of Planning Committee                                  | £8,710                                     |
| Chairman of Licensing Committee or Licensing Sub-Committee      | £4,356                                     |
| Chairman of Governance Committee                                | £4,356                                     |
| Co-opted Chairman of Audit Committee                            | £4,356                                     |
| Member of Fostering Panel                                       | £3,266                                     |
| Group Leader (10 or more Councillors)                           | £10,888                                    |
| Group Leader (5-9 Councillors)                                  | £5,422                                     |
| Group Leader (fewer than 5 Councillors)                         | £2,723                                     |
| Spokesperson of a political group shadowing a Cabinet Portfolio | £2,178                                     |

**Childcare/Dependants' Carers' Allowance**

6. Allowances will be paid in respect of the expenses of a councillor in arranging for the care of their children or a dependant as are necessarily incurred for the purposes of the duties specified in Regulation 7 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
7. The allowance for childcare shall be the actual costs (supported by receipts) incurred not exceeding the hourly rate for the National Living Wage applicable to the age of the carer.
8. The allowance for adult dependants' carers' shall be at the Council's own hourly rate for Home Care Assistance for care of other dependants per hour for the time spent, to be paid only on the production of a receipt issued by a professional carer.

9. Notwithstanding paragraphs 7 & 8 above, the Head of Legal & Democratic Services is authorised to consider exceptional claims for Dependents Carers Allowance on the individual merits of each case.
10. No member may claim for a childcare/dependants' carers' allowance unless details of the arrangements and their proposed cost have been notified in advance to the Chief Executive.

### **Travelling and subsistence allowance**

11. Travelling allowances for the use of vehicles are payable for the purposes of the duties specified in Regulation 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
12. The rates for travelling allowances in respect of the use of a private vehicle shall be the same as the rates which are applicable in the terms and conditions of employment of employment of the Council's staff.
13. Members who travel by bicycle may claim an allowance at the rate of 20p per mile.
14. Members who travel by public transport should claim actual fares and may only claim first class rail fares in exceptional circumstances. In special circumstances, claims in respect of the use of taxis may be reimbursed.
15. Where a member has undertaken an approved duty an amount reasonably and necessarily expended for the purpose of meals and non-alcoholic refreshments may be claimed in accordance with guidelines approved by the Council from time to time.

### **General**

16. No Member may be paid more than one special responsibility allowance.
17. A Member who is a member of another authority may not receive allowances from more than one authority in respect of the same duties.
18. Payments in respect of basic and special responsibility allowances will be paid monthly in instalments of one twelfth of the amounts referred to above, one half of the monthly payment to be paid in arrear and one half to be paid in advance.
19. Payments will be made by direct transfer to a Members' bank/building society account and will be made on the 15<sup>th</sup> of the month or on the previous Friday if the 15<sup>th</sup> falls on a Saturday or Sunday.
20. A Member's entitlement to payment of the basic and special responsibility allowances will be reduced pro-rata on ceasing to hold an office carrying a special responsibility, on ceasing to be a Councillor or in the event of the Scheme being amended by the Council.
21. A Member who does not wish to be paid all or any of the basic or special responsibility allowances must give notice, in writing, to the Chief Executive of the amount he or she wishes to forgo.
22. Where payment of any allowance has already been made in respect of any period during which a Member
  - a) Ceases to be a member of the Council; or
  - b) Is in any other way not entitled to receive the allowance in respect of that period,the Council may require that such part of the allowance as relates to any such period to be repaid to the Council.
23. Any travelling or subsistence allowance payable in respect of the responsibilities or duties from which a member is suspended or partially suspended may be withheld by the Council.
24. Claims for payment of the dependents' carers' allowance and travel and subsistence allowance must be made within the claim periods set out in Appendix 2.

## APPROVED DUTIES FOR THE PURPOSE OF DEPENDANTS' CARERS AND TRAVELLING AND SUBSISTENCE ALLOWANCES <sup>1</sup>

- (a)(i) 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;
  - (a)(ii) Attendance of a member at meetings of working parties and advisory groups constituted by the Council, or by or on behalf of the Cabinet (including any Cabinet Member);
  - (a)(iii) Attendance at seminars, training events and open days organised by or through the Council;
  - (a)(iv) Attendance at a meeting on Council premises with an officer of the Council for the purpose of receiving a briefing by officers on matters on business before any decision-making body (including decisions by Cabinet Members) (excluding any meeting only for the purpose of raising matters on behalf of constituents);
  - (a)(v) Any specific duty on any occasion specifically approved by a Scrutiny Board, Committee, or Sub-Committee for the purpose of or in connection with the functions of that 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 one or more 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 such 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 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 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 (approval of non-maintained special schools) of the Education Act 1996, 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 of any of its committees or sub-committees.

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<sup>1</sup> The categories of approved duties are as set out in Regulations 7 and 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 Statutory Instrument No. 1021



## Claim periods for travelling, subsistence and dependents' carers' allowances

PAY

Given below are the dates for submission of Claims and payments of Allowances and Expenses for 2024-2025

### Claim Period

#### 2024

| From      | To        | Submit Claim<br>by | Pay Day |
|-----------|-----------|--------------------|---------|
| 26-Feb-24 | 24-Mar-24 | 26/03/24           | 15-Apr  |
| 25-Mar-24 | 28-Apr-24 | 30/04/24           | 15-May  |
| 22-Apr-24 | 26-May-24 | 29/05/24           | 14-Jun  |
| 27-May-24 | 23-Jun-24 | 26/06/24           | 15-Jul  |
| 24-Jun-24 | 28-Jul-24 | 30/07/24           | 15-Aug  |
| 29-Jul-24 | 25-Aug-24 | 29/08/24           | 13-Sep  |
| 26-Aug-24 | 22-Sep-24 | 29/09/24           | 15-Oct  |
| 23-Sep-24 | 27-Oct-24 | 30/10/24           | 15-Nov  |
| 28-Oct-24 | 24-Nov-24 | 27/11/24           | 13-Dec  |

#### 2025

|           |           |          |        |
|-----------|-----------|----------|--------|
| 25-Nov-24 | 22-Dec-24 | 27/12/24 | 15-Jan |
| 23-Dec-24 | 26-Jan-25 | 29/01/25 | 14-Feb |
| 27-Jan-25 | 23-Feb-25 | 26/02/25 | 14-Mar |

Payments of the Basic and Responsibility Allowance are made two weeks in arrears and two weeks in advance. Payments of Attendance and Special Allowances, together with expenses, are made in arrears in accordance with the timetable shown above.

Please submit forms by reference to the Claim Periods in order to avoid unnecessary or excessive payments of Income Tax and/or National Insurance.

Claims should be submitted monthly

**PLEASE ENSURE THAT YOUR PAYROLL NUMBER IS ENTERED ON EACH CLAIM FORM.**