

# Scheme of Members Allowances

## 1. Introduction

- 1.1. This scheme of allowances is made in accordance with the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, as amended. It was adopted by the Broads Authority at its meeting on 18 March 2011 and has been updated since this with current allowance figures.
- 1.2. The scheme shall be cited as the Broads Authority Scheme of Members Allowances.
- 1.3. The allowances referred to herewith are payable from 1 April 2016.

## 2. Definitions

- 2.1. 'Member' or 'member of the Authority' means the 21 appointed members to the full Broads Authority.
- 2.2. 'Co-opted member' means the 6 co-opted members of the Navigation Committee who are not members of the full Broads Authority.
- 2.3. 'Year' means the financial year commencing on 1 April and ending on 31 March.
- 2.4. 'Approved duty' means any duty on behalf of the Authority as set out in paragraph 9.

## 3. Election not to claim allowances

- 3.1. A member may choose to forego any part of his/her entitlement to any allowance payable under the scheme by giving written notice to the Governance team.

## 4. Basic allowance

- 4.1. A basic allowance will be payable to all members of the Authority unless they choose not to receive the payment. This allowance is paid in recognition of the time and money devoted by members to Broads Authority duties, including attendance at meetings, site visits, training events, conferences and workshops, dealing with correspondence and incidental costs such as postages and the use of private telephone and computer.
- 4.2. This allowance will be £1,046 per annum for the year commencing 1 April 2014. This payment will be paid in arrears on a quarterly basis in June, September, December and March.

- 4.3. Members whose term of office starts or ends during a payment period will receive payment in proportion to the number of days during which they were a member of the Authority.
- 4.4. Members who are suspended from the Authority in accordance with Part 3 of the Local Government Act 2000, or regulations made under that part, will not be entitled to receive a basic allowance during the period in which they are suspended.

## 5. Special responsibility allowances

- 5.1. A special responsibility allowance will be paid to those members who perform significant additional responsibilities in relation to the Authority as set out below. This is in recognition of the additional time and money devoted by such members to attendance at meetings with officers, dealing with correspondence, meeting visitors and other promotional and public relations work on behalf of the Authority.
- 5.2. The special responsibility allowances are as follows:

<b>Responsibility</b>	<b>Special responsibility allowance £</b>
Chair of the Authority	3,925.00
Vice-Chair of the Authority	1,963.00
Chair of Planning Committee	1,963.00
Chair of Navigation Committee	1,963.00
Chair of Audit and Risk Committee	523.00
Vice-Chair of Planning Committee	523.00
Vice-Chair of Navigation Committee	523.00
Planning Committee Members	523.00

- 5.3. Payments will be paid in arrears on a quarterly basis in June, September, December and March.
- 5.4. A member may claim only one special responsibility allowance at any one time.

## 6. Co-opted members allowance

- 6.1. Co-opted members of the Navigation Committee will be paid an annual allowance of £349 for the year commencing 1 April 2016.
- 6.2. This will be paid in arrears on a quarterly basis in June, September, December and March.

- 6.3. Co-opted members whose term of office starts or ends during a payment period will receive payment in proportion to the number of days during which they were a member of the appropriate committee.
- 6.4. Co-opted members who are suspended from the Authority in accordance with Part 3 of the Local Government Act 2000, or regulations made under that part, will not be entitled to receive a co-optee's allowance during the period in which they are suspended.

## 7. Travel and subsistence

- 7.1. Payment of travelling and subsistence allowances will be made to members and co-opted members where they have been reasonably and properly incurred in attending and undertaking approved duties on behalf of the Authority. This includes travel claims by the Authority's Independent Persons.
- 7.2. Any payments made to members for travel from their home to a permanent workplace are subject to tax and National Insurance in accordance with HMRC guidelines.
- 7.3. The permanent workplace for members and co-opted members is considered the Broads Authority office base: Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY or any venue within a 5 mile radius of NR1 1RY.
- 7.4. On submission of a member's expenses claim form, the separation of taxable and non taxable mileage claims will be checked by the Governance team and authorised by senior management.
- 7.5. VAT petrol receipts must be attached to all mileage claims as proof of purchase and are required by HMRC auditors at times of inspection.
- 7.6. Members will be reimbursed for their private mileage on Broads Authority business in accordance with approved HMRC mileage rates.
- 7.7. The rates which currently apply for are as follows:

<b>Transport</b>	<b>First 10,000 miles in the tax year</b>	<b>Each mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycle	20p	20p

- 7.8. Members are encouraged to share transport to meetings and other approved duties where possible, and may claim an additional allowance of 5p per (member) passenger per mile.

7.9. The subsistence allowances which are currently payable are as follows:

- Breakfast allowance - £10.83  
(payable for absences of more than 4 hours away from normal place of residence, before 11.00 a.m.)
- Lunch allowance - £14.87  
(payable for absences of more than 4 hours away from normal place of residence, including the period 12 noon to 2.00 p.m.)
- Tea allowance - £5.88  
(payable for absences of more than 4 hours away from normal place of residence, including the period 3.00 p.m. to 6.00 p.m.)
- Evening meal allowance - £18.39  
(payable for absences of more than 4 hours away from normal place of residence, ending after 7.00 p.m.)

7.10. These rates are equivalent to those paid to officers and will be increased in line with changes to the officer subsistence allowance.

7.11. Subsistence allowances are claimable for the actual cost of the meal up to the maximum allowed. Receipts should be submitted. Allowances are not claimable if a meal is provided free of charge.

7.12. Member claims for travel to destinations outside Norfolk and Suffolk are limited to the standard rail fare (or other appropriate method of public transport) unless otherwise agreed by the Chief Executive in consultation with Chairman or Vice-Chairman of the Authority. Tickets can be booked in advance from the Authority's offices. All air travel should be pre-booked and paid for by the Authority.

7.13. Likewise, all overnight accommodation should be booked in advance and paid for by the Authority, unless otherwise agreed by the Chief Executive in consultation with the Chairman or Vice-Chairman of the Authority.

7.14. Members should take care to avoid duplication or overlap of claims when they may be attending events on behalf of more than one organisation, or when they attend two or more separate events on the same day (e.g. as a Broads Authority member and as a county/district councillor), both of which may take place at the same venue.

7.15. Members should not claim allowances during any period before or after an official duty where personal choice has dictated early arrival or late departure.

## 8. Incidental expenses

8.1. The Authority will reimburse incidental expenses such as parking tickets (except as set out in paragraph 8.2 below), underground rail fares, taxi fares and toll charges which

are reasonably and properly incurred by members in the discharge of approved duties. All such claims must be accompanied by appropriately detailed receipts where available.

- 8.2. In respect of meetings at Yare House (or within the Norwich City area) the Authority will reimburse the cost of the mileage incurred and any Park and Ride costs, but not the cost of any city centre car parking, which must be met by members themselves.

## 9. Approved duties

- 9.1. Attendance at any of the following meetings is specified as an approved duty for the purposes of claiming travelling and subsistence allowances:

- (i) any meeting of the Authority or any committee, working group or panel to which the member has been specifically appointed;
- (ii) any site visit or training event to which all members and co-opted members have been invited or, in the case of individual committees, any site visit or training event by the committee on which a member has been specifically appointed;
- (iii) a meeting of any outside body to which the member has been specifically appointed to represent the Authority;
- (iv) a conference or workshop to which the member has been specifically appointed as a delegate to represent the Authority;
- (v) new members may attend, in a non-voting capacity, one meeting of each of the Navigation Committee, Planning Committee and Broads Forum prior to their appointment to either committee (or alternatively one meeting of the committee to which they have not been appointed);
- (vi) attendance at any other duty approved by the Authority, or any of its committees, working groups or panels for the purpose of or in connection with the discharge of the functions of the Authority.

- 9.2. These arrangements do not preclude members from attending meetings of committees to which they are not appointed, in a non-voting capacity, and speaking at the discretion of the Chairman (although except in the case of new members under paragraph 9.1 (v) they cannot claim travelling and subsistence allowances for attending such meetings).

- 9.3. For the avoidance of doubt it should be noted that the following are not approved duties for the purposes of claiming travelling and subsistence allowances:

- (i) attendance at any committee, working group or panel to which the member is not appointed, unless he/she has been specifically invited in advance by the Chairman;
- (ii) any duty which attracts a payment from any other body;

- (iii) attendance by the member in another capacity (e.g. as a county or district councillor), other than as a member of the Broads Authority.

## 10. Income Tax and National Insurance

- 10.1. Basic, special responsibility and co-opted members allowances are subject to tax and national insurance.
- 10.2. Members should complete and return a New Starter form, with details of the bank account into which their allowances should be paid, and a new starter HMRC form for tax purposes.
- 10.3. Members may be required to provide a copy of their passport as evidence for the appropriate National Insurance code to be applied.

## 11. Administrative arrangements

- 11.1. Completed claim forms should be returned to the Governance team at the Authority's offices in Norwich. Claims should be submitted quarterly, by the 20<sup>th</sup> of the month for payment for the following month. **Claims must be claimed no later than the month after the tax year that they relate to.**
- 11.2. Basic and special responsibility allowances will be paid automatically and need not be claimed.
- 11.3. The Authority will keep a record of all payments made by it in accordance with this scheme, and at the end of each year will publicise details of the total sums paid to each member in respect of basic, special responsibility, travelling and subsistence and co-optees allowances. This record is available for inspection by any local government elector for the area and a copy will be made available to any person on request.

## 12. Review of scheme

- 12.1. This scheme of allowances will be reviewed regularly and any changes will be notified to all members and co-opted members.

Updated 14 July 2023