

COUNCILLORS' ALLOWANCES SCHEME 2023/2024 to 2026/2027
(From 27 May 2023 to 28 May 2027)

This Scheme may be cited as the Crawley Borough Council Councillors' Allowances Scheme and shall have effect from 27 May 2023 to 28 May 2027.

In this Scheme:

“Councillor” means a Member of Crawley Borough Council who is a Councillor.

“Year” means the approximate 12 month period beginning on the day following the Council’s annual meeting and ending on the day of the Council’s annual meeting in the following municipal year.

1. BASIC ALLOWANCE

- 1.1. Subject to paragraph 8, for each year the basic allowance specified in schedule 1 to this Scheme shall be paid to each Councillor.

2. SPECIAL RESPONSIBILITY ALLOWANCES

- 2.1. For each year a special responsibility allowance shall be paid to those councillors and co- opted members who hold the special responsibilities in relation to the authority, including those of the Mayor and Deputy Mayor, that are specified in Schedule 1 to this Scheme.
- 2.2. Subject to paragraph 8, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

3. INDEXATION

- 3.1. All allowances set out in Schedule 1 (with the exception of that of the Independent Person(s)) shall be subject to an indexation. The annual officers’ pay increase (for the previous year) is to be applied, unless:
- (a) The officers’ pay increase is not agreed before the beginning of the forthcoming municipal year, or
 - (b) The officers’ pay increase is a figure rather than a percentage, or
 - (c) The officers’ pay increase is a percentage which is higher than the amount by which the Council’s fees and charges are to increase in the forthcoming financial year.

And in any of these cases the percentage by which fees and charges shall be increasing in the forthcoming financial year shall instead be applied to the allowances.

4. TRAVELLING AND SUBSISTENCE ALLOWANCES

4.1. Travelling and subsistence allowances shall be paid to councillors and co-opted members in the following circumstances:

- (a) 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.
- (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 at least one other 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.
 - (ii) If the authority is not so divided, it is a meeting to which at least two councillors 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 Cabinet, or a meeting of any of its Committees, where the authority is operating Cabinet 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 Councillor or councillors 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 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 any of its Committees or Sub-Committees. (The duties approved by the Council for the payment of travelling, subsistence and dependant care allowances under this sub-section are specified in Schedule 2 to this Scheme).

4.2. The level of travelling allowances payable to councillors and co-opted members shall be based on the HM Revenue & Customs approved mileage rates, as set out below. If any changes are made to the approved HMRC rates, the figures below shall be amended accordingly to remain in line with these rates:

	First 10,000 miles	Each mile over 10,000
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

In addition, Councillors may claim a passenger supplement of 5p per mile for carrying passengers in a car or van who would otherwise be entitled to a travelling allowance.

Councillors may also claim costs incurred when travelling by public transport.

- 4.3. The level of subsistence allowances payable to councillors and co-opted members shall be the same as those paid to Crawley Borough Council officers. If any changes are made to the officers' rates, the figures below shall be amended accordingly to remain in line with these rates:

Subsistence	Rate
Tea (more than four hours absence including the period from 3.00pm to 6.00pm)	£3.53
Evening Meal (more than four hours absence ending after 7.00pm)	£11.03

- 4.4. Overnight rate should be the actual cost up to a maximum of £86.46 (or £99.51, if in London) subject to the Head of Governance, People & Performance being empowered to authorise a higher amount in specific instances where suitable accommodation cannot be found within the limit.

5. DEPENDANTS' CARERS' ALLOWANCE

- 5.1. A Dependants' Carers' Allowance of the actual cost up to £11.54 per hour shall be payable to cover the cost of caring for a Councillor's dependant children or elderly/disabled relatives whilst a Councillor is undertaking an approved duty, provided the carer is not a member of the Councillor's own household. In addition, the Dependants' Carers' Allowance, at the level prescribed above, shall be payable to cover the cost of a live-in nanny caring for a Councillor's dependant whilst the Councillor is undertaking an approved duty. In other circumstances where professional babysitting and care services are used and a minimum period for the service is imposed by the service provider, then the period in respect of which the allowance is payable shall include the whole period for which a Councillor is charged.
- 5.2. The Dependants' Carers' Allowance shall only be payable in relation to duties described in paragraph 4 (a) to (g) above.
- 5.3. The rate of Dependants' Carers Allowance shall be amended, upon increase of the National Living Wage, to remain 10 pence above the National Living Wage.

6. LOCAL GOVERNMENT PENSION SCHEME

- 6.1. As of 1 April 2014 no new councillors are able to join the Local Government Pension Scheme. Scheme membership for existing councillors was protected until the end of their then current 4 year term of office.

7. CO-OPTED MEMBERS

- 7.1. Co-opted members shall receive travelling and subsistence allowances and any special responsibility allowance which might apply.

8. RENUNCIATION

- 8.1. A Councillor may, by notice in writing given to the Head of Corporate Finance, elect to forego any part of their entitlement to an allowance under this Scheme.

9. PART-YEAR ENTITLEMENTS

- 9.1. The provisions of this paragraph shall have effect to regulate the entitlements to basic and special responsibility allowances (including those of the Mayor and Deputy Mayor) where, in the course of a year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or an office holder accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 9.2. If an amendment to this Scheme changes the amount to which a Councillor or an office holder is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- a) Beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
 - b) Beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- 9.3. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- 9.4. Where this Scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during their term of office as a Councillor subsists bears to the number of days in that period.
- 9.5. Where an office holder has during part of, but not throughout, a year such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special

responsibilities bears to the number of days in that year.

- 9.6. Where this Scheme is amended as mentioned in sub-paragraph (2), and an office holder has during part, but does not have throughout the whole, or any period mentioned in sub-paragraph (2) (a) of that paragraph any such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which they have such special responsibilities bears to the number of days in that period.

10. PAYMENTS

- 10.1. Payments by direct bank credit shall be made in respect of basic and special responsibility allowances and pensions in monthly instalments and are usually paid on the 20th of each month. Where the 20th falls on a weekend, payments will be made on the previous Friday. Each month's allowance is calculated on the basis of one twelfth of the annual allowance, and is for the period of that calendar month, and payment for individual days is calculated by dividing the monthly sum by the number of days (including Saturdays and Sundays) in the particular month (subject to paragraph 9 above).

SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

Office Holder	Allowance Payable 2024/25 (£)*
Basic allowance (all Councillors)	7,434
Leader of the Council	17,847
Cabinet Portfolio Holders	8,923
Chair of Overview and Scrutiny Commission	7,983
Chair of any Scrutiny Panel**	1,418
Chair of Planning Committee	7,434
Chair of Licensing Committee	6,127
Chair of Governance Committee	2,976
Chair of Audit Committee	2,976
Chair of Budget Advisory Group (payable provided the post holder is not a Cabinet Member)	1,418
Leader(s) of minority group(s) (differential rates depending on number of members in that Group): <ul style="list-style-type: none">• basic allowance• additional payment per group Member	2,750 342
Mayor	7,147
Deputy Mayor	1,072
Independent Person(s) (Standards) and Independent Member (Audit Committee)***	750

All Councillors receive the basic allowance and any relevant special responsibility allowance.

No Councillor is entitled to more than one special responsibility allowance.

* All allowances shown have been subject to an increase of 7% on the 2023/24 rates as per paragraph 3.1 of this Scheme. The rates are valid for the 2024/25 municipal year only.

** This allowance will be a one-off payment made at the conclusion of the Panel. Should the Chair of a Scrutiny Panel subsequently take on another position of special responsibility before the conclusion of the Panel, they will be entitled to both allowances only if, in the opinion of the Head of Governance, People & Performance, they were Chair for the majority of the Panel's work.

*** The Monitoring Officer, in consultation with the Leader of the Council and all Group Leaders, has been authorised to set the initial allowance and expenses for the Independent Persons / Independent Member and to review annually thereafter.

SCHEDULE 2

The following are approved duties for the payment of travelling, subsistence and dependants' carers' allowances in accordance with sub-section 4 (1) (g) of this Scheme:

- (i) Attendance at seminars and training courses funded by the Crawley Borough Council, whether held in the Town Hall or elsewhere.
- (ii) Attendance at meetings with Council officers in connection with Crawley Borough Council duties.
- (iii) Attendance at meetings with other local authorities, central government or other agencies in connection with Crawley Borough Council duties.
- (iv) Attendance at meetings with members of the public in connection with Crawley Borough Council duties.
- (v) Attendance at meetings with voluntary organisations or public sector bodies, award ceremonies, or public events in connection with Crawley Borough Council duties.