

MEMBERS ALLOWANCES SCHEME

1 APRIL 2010 TO 31 MARCH 2011

Gwynedd Council in exercise of the powers given to it by the Local Authorities (Allowances for Members) (Wales) Regulations 2007, hereby make the following scheme :-

1. This scheme may be called the Gwynedd Council Members' Allowances Scheme, and it will be in force for the year ending on the 31st March, 2011 and subsequent years.

2. **Definitions.**

In this scheme

- 2.1 "Council" means Gwynedd Council
- 2.2 "Councillor" means a member of the Council who is a councillor
- 2.3 "Year" means the 12 months which ends on the 31 March.
- 2.4 "Proper Officer" means the Head of Democracy and Legal
- 2.5 "Panel" means the Independent Remuneration Panel for Wales
- 2.6 "Member" includes a councillor and a co-opted member
- 2.7 "Co-opted member" means a person who is not a councillor but who is a member of a committee of the authority and who is entitled to vote.

3. **Basic Allowance.**

- 3.1 A basic allowance will be paid to every councillor.
- 3.2 Not more than one basic allowance is payable to any councillor.

4. **Special responsibility allowance.**

- 4.1 A special responsibility allowance will be paid to the following councillors in respect of their posts as denoted below :-
 - 4.1.1 The Chairman of the Board/Council Leader
 - 4.1.2 Senior Leader
 - 4.1.3 Portfolio Leader
 - 4.1.4 The chair of the Principal Scrutiny Committee, other scrutiny committees and planning area committees.
 - 4.1.5 The chair of the Audit, Central Planning and Licensing committees
- 4.2 Not more than one special responsibility allowance is payable to any councillor.

5. **Care Allowance.**

- 5.1 A care allowance will be paid to councillors in connection with expenditure necessarily incurred by them for the care of children or dependants to enable them to fulfil their duties as councillors and conditional upon a successful application for the allowance being made in accordance with terms set from time to time by the Council.
- 5.2 A care allowance is not payable to more than one councillor in relation to the care of the same child or dependant.
- 5.3 A care allowance is not payable in relation to the care for a child who is over 15 years old.
- 5.4 Not more than one claim can be made by any one councillor.

6. **Co-optees allowance.**

- 6.1 A co-optees allowance will be paid to co-optees who chair the Standards Committee, who are members of the standards committee or who are members (for education purposes) of the Children and Young Persons Scrutiny Committee.

7. **Travelling and Subsistence Allowances.**

- 7.1 Travelling and subsistence allowances will be paid to members where expenditure has been necessarily incurred on travelling or subsistence in connection with approved duties and upon receipt of a valid claim in accordance with the Council's guidance on claiming travelling and subsistence allowances.

8. **The amount of allowance.**

- 8.1 The amount of every allowance will be set from time to time by the Council and will appear in the schedule to this scheme.
- 8.2 The amount of the allowance will not be greater than the sum prescribed by the Panel in an annual report or a supplementary report in connection with that allowance for the year in question.
- 8.3 The amount of the allowance will be adjusted in April every year in line with the adjustments prescribed by the Panel for that allowance for that year.

9. **Renunciation.**

- 9.1 A member may elect to forego any part of his/her entitlement to an allowance under the scheme by notifying the proper officer in writing.

10. **Suspension.**

10.1 Where a member has been suspended or partly suspended from fulfilling his/her responsibilities or duties as a member of the Council in accordance with Part III Local Government Act 2000 or regulations made under that Part, the Council will withhold payment of that part of the allowance as is payable to the member in relation to the responsibilities or duties from which that member is suspended.

11. **Amendments and part year claims.**

11.1 The Council may amend or revoke this scheme at any time. If an amendment affects an allowance payable for the year in which the amendment is made, then (unless the Council decides to the contrary) the entitlement to such allowance will take effect from the beginning of the year in which the amendment is made.

11.2 The effect of the following provisions of this paragraph is to manage the entitlement of councillors to basic or special responsibility allowances where this scheme is revised during the course of the year or where the councillor becomes a councillor or ceases to be a councillor during the course of a year.

11.3 If the revision of this scheme changes the sum to which a councillor is entitled as a basic or special responsibility allowance, then in relation to each of the periods

(a) beginning with the year and ending on the day preceding the day of which the revision comes into force in that year, or

(b) beginning with the day on which the revision comes into force and ending on the day preceding the day on which the next revision comes into force or (or if there is no revision) with the year.

the member's right to such an allowance will be the entitlement to receive that part of the allowance under this scheme to which he/she is eligible during the relevant period and which is the same percentage of the total sum as is the number of days in that period to the number of days in the year.

11.4 Where a member's term in office begins or ends other than at the beginning or the end of the year, his/her entitlement to a basic or special responsibility allowance will be the entitlement to receive that part of the allowance which is the same percentage of the total sum as is the number of days he/she is in office to the number of days in that year.

11.5 Where this scheme is revised in accordance with sub-paragraph 11.3, and where a councillor's term in office does not last throughout the term noted in sub-paragraph 11.3(a), his/her entitlement to a basic or special responsibility allowance will be the entitlement to receive that part of the allowance which can be ascribed to each such term (decided in accordance with that sub-paragraph) which is the same percentage of the total sum as is the number of days he/she is in office, to the number of days in that period.

12. **Claiming and receiving payments.**

- 12.1 A written claim must be submitted for travelling and subsistence allowance by the end of the first full week following any month. These allowances will not be paid for any month except for the two calendar months immediately preceding the submission of the claim. The proper officer is authorised to allow late applications in exceptional cases of illness or long term absence.
- 12.2 A claim for allowances must include, or have attached to it, a statement by the member claiming the allowance that he/she has not, and will not, make any claim in respect of the matter referred to except under this scheme.
- 12.3 Allowances will be paid monthly on a date stipulated by the proper officer and in twelve instalments in the case of basic, special responsibility and co-optees allowances.
- 12.4 Where the entitlement to receive an allowance begins or ends during a month the payment to the member must be adjusted in order to ensure that the sum received during the year does not exceed the sum to which he/she is entitled under paragraph 11.
- 12.5 A written claim must be submitted for a care allowance by the end of the first full week following any month and receipts for the expenditure must be attached.
- 12.6 Where an allowance has already been paid in relation to any period when the member is suspended or partially suspended or ceases to be a member of the Council, or is not entitled in any other way to receive the allowance in relation to that period, the Council will require repayment of that part of the allowance as appertains to that period.

RATES OF ALLOWANCES FOR GWYNEDD COUNCIL MEMBERS 2010/11

Basic allowance	£12,747
Special responsibility allowances:	
Council Leader/Chairman of the Board	£17,508.
Senior Leader	£8,115
Portfolio Leader	£6,853
Chairmen of the Principal Scrutiny Committee, other scrutiny committees and planning area committees	£4,546
Chairman of the Audit Committee, Central Planning and Licensing Committees	£2,272
Care allowance (monthly sum)	£403
Co-opted members allowances:	
Allowance of the Chairman of the Standards Committee	£1,486
Allowance of Co-opted members	£779
Civic Allowances (which are not part of the scheme).	
Chairman of the Council	£4,546
Vice-Chairman of Council	£2,272

Travelling Allowances.

Private motor cars (up to 10,000 miles)	40 pence per mile
Private motor cars (over 10,000 miles)	25 pence per mile
Supplementary payment for carrying passenger (each passenger)	5 pence per mile
Private motor bikes	24 pence per mile
Pedal bikes	20 pence per miles

Subsistence Allowance

The true cost will be repaid on receipt of an invoice up to the maximum shown below

Daily subsistence	£28
Overnight accommodation (London)	£150
Overnight accommodation (Cardiff)	£120
Overnight accommodation (elsewhere)	£95
Staying with friends or families (without invoice)	£25