

## **Shadow Dorset Council Members' Allowances Scheme 2018/19**

1. The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the Regulations"). This scheme is for the 2018/19 Shadow Period and is effective from the date of commencement of the Shadow Dorset Council as required by the Bournemouth, Dorset and Poole (Structural Changes) Order 2018 until 31 March 2019.

### **Entitlement to Allowances**

2. This scheme provides guidance in respect of:-

- a basic allowance;
- special responsibility allowances;
- a dependent carers' allowance;
- travel allowances for duties undertaken within Dorset Council area;
- travel and subsistence allowances for duties undertaken outside the Dorset Council area; and,
- an allowance to co-opted and independent members.

### **Basic Allowance**

3.1 Elected members of all councils comprising the Dorset Shadow Council receive a basic allowance to recognise the time devoted to carry out their work as councillors, including attendance at meetings, and constituency activities. These basic allowances are intended to cover incidental costs such as subsistence and use of members' homes and private telephones.

3.2 The basic allowance of each Dorset area council applies equally to the business of the Shadow Dorset Council as a function of all councils as they transition into a new Dorset Council from 1 April 2019. No additional basic allowance will be paid to members of the Shadow Dorset Council. The rate of basic allowance is therefore set at £0.00.

3.3 The basic allowance for the Dorset Council from 1 April 2019 will be reviewed by an Independent Remuneration Panel and reported to the Shadow Dorset Council before the cessation of the Shadow Period.

### **Special Responsibility Allowances**

4.1 No Special Responsibility Allowances (SRAs) will be paid to members of the Shadow Dorset Council.

4.2 SRAs for the Dorset Council from 1 April 2019 will be reviewed by an Independent Remuneration Panel and reported to the Shadow Dorset Council before the cessation of the Shadow Period.

### **Travelling, Subsistence and Dependant Carers' Allowances**

5.1 Travel, subsistence and dependant carers' claims must be made in accordance with the schemes operated by each of the Dorset area councils, and claims will be made by members to their respective council. The rates for travelling and subsistence allowances are set out in the schemes below:

- [East Dorset District Council](#)
- [North Dorset District Council](#)
- [Purbeck District Council](#)
- [West Dorset District Council](#)
- [Weymouth and Portland Borough Council](#)
- [Dorset County Council](#)

5.2 If any member is in any doubt about a particular duty or scheme please check with your respective Democratic Services Team.

5.3 Where a member is suspended or partially suspended from his/her duties as a District/Borough/County Councillor in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of travelling and subsistence allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

### **Co-opted and Independent Members**

6.1 There will be no co-opted members of committees appointed to sit on panels and for a constituted meeting by the Shadow Dorset Council so no allowance is required.

6.2 During the Shadow Period, the independent person to be consulted on any complaints about councillors' conduct will be drawn from the independent persons appointed by the existing Dorset area councils. No allowance is required.

### **Submission of Claims**

7. Claims for allowances must be made in accordance with the existing arrangements within each council's existing scheme.

### **Entitlement to Travelling Allowances for Members who are also Members of a Borough or District Council**

8.1 A member who is both a County Councillor and a Borough or District Councillor may claim allowances from both authorities should he or she undertake two separate duties - one for each authority - on the same day. The same position would apply to any member who also serves on any other body from which allowances may be claimed direct.

8.2 A member who is both a County and Borough or District Councillor may not however claim from both Councils for undertaking the same duty. Members must take particular care to avoid duplication or overlap of claims for travelling and subsistence expenses when, as may happen, they attend two separate events on the same day one as a County Councillor and one as District Councillor both of which take place at the same venue. Claims for the full return journey should not be made to both Councils. To avoid the impression that a member may be seeking to maximise income in such instances it is suggested that members should alternate claims to provide a balance between their representation on the Shadow Dorset Council. Where a member is appointed on a body such as the Shadow Executive Committee it will be clear which authority they represent and should therefore claim from the appropriate council.

8.3 If a member is in any doubt about entitlement he or she is urged to seek advice from their respective Democratic Services Team before submitting a claim.

### **Forgoing Allowances**

9. Members may, if they wish, forgo all or any part of their entitlement to any basic allowance or special responsibility allowance by giving notice in writing to the Interim Head of Paid Service.

### **Taxation of Allowances and Social Security Benefits**

10. Allowances will be subject to the normal PAYE and National Insurance regulations in force at the time, and will be detailed within the schemes of each council.

### **Enquiries**

11. If you have any queries about this scheme please direct any enquiries to your respective Democratic Services Team:

Dorset Councils Partnership - Susan Dallison - 01305 252216 - [sdallison@dorset.gov.uk](mailto:sdallison@dorset.gov.uk)

East Dorset District Council - Sarah Culwick - 01202 795273 - [SCulwick@christchurchandeastdorset.gov.uk](mailto:SCulwick@christchurchandeastdorset.gov.uk)

Purbeck District Council - Kirsty Riglar - 01929 557221 - [kirstyriglar@purbeck-dc.gov.uk](mailto:kirstyriglar@purbeck-dc.gov.uk)

Dorset County Council - Lee Gallagher - 01305 224191 - [l.d.gallagher@dorsetcc.gov.uk](mailto:l.d.gallagher@dorsetcc.gov.uk)