

Appendix 3

Scheme for the Payment of Members' Allowances* *(April 2022-2023)

THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

SCHEME FOR PAYMENT OF MEMBERS' ALLOWANCES

South Ribble Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

1. This scheme may be cited as the South Ribble Borough Council Members' Allowances Scheme and took effect on 11 May 2015.
2. In this scheme, "Councillor" means a member of the South Ribble Borough Council who is a councillor.
"year" means the 12 months ending on 31 March.

3. Basic Allowance

Subject to paragraph 9, for each year a basic allowance of £4,911.01 shall be paid to each councillor.

4. Special Responsibility Allowances

For each year a special responsibility allowance shall be paid to those councillors who hold special responsibilities in relation to the Council.

5. Councillors Holding More than One Office

When a councillor holds more than one of the offices under the scheme, he or she shall be entitled to receive the allowance for each of the offices held.

6. Attendance Allowance

No payments shall be made to councillors as attendance allowance under Regulation 10 of the Local Authorities (Members Allowances) Regulations 1991 or under Section 175 of the Local Government Act 1972.

7. Travel and Subsistence

For each year a sum of 407.57 will be paid to each councillor for the purposes of travel on Council business within the borough.

8. Renunciation

A councillor may by notice in writing to the Chief Executive (or other designated officer) elect to forego any part of his or her entitlement to an allowance under this scheme.

9. Part-Year Entitlements

(1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.

(2) If an amendment to this scheme changes the amount to which a councillor 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.

(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 his or her term of office subsists bears to the number of days in that year.

(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 subparagraph (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 which his term of office as a councillor subsists bears to the number of days in that period.

(5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor'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.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor'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 he or she has such special responsibilities bears to the number of days in that period.

10. Payments

(1) Payments shall be made

(a) in respect of basic and special responsibility allowances in instalments of one-twelfth of the amount specified in this scheme on the normal payroll day of each month;

(b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 9, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

(2) Basic and special responsibility allowances will be paid on 27th day of each calendar month in the month to which they relate (currently paid one month in arrears). Where the 27th of the month is a weekend or bank holiday, payment will be made on the last available banking day prior to the 27th of the month.

(3) Where the payment of allowances under the scheme requires the submission of claim forms these shall be submitted to the Payroll Section, in the format specified, by the 9th day of the calendar month.

11. Publication of Details of Scheme

(1) As soon as practicable after making the scheme, or any subsequent amendment, arrangements shall be made to publish its details within the Council's area.

(2) As soon as practicable after the end of each year an annual report of the total payments made to each councillor under the scheme in respect of each category of

allowance, namely basic and special responsibility, shall be made and published within the Council's area.

Councillors' allowances

Here you can find information about the allowances the council pays to its members.

The scheme can be accessed in Part 6 of the [Council Constitution](#)

The allowances for the financial year 2022/23

Member's Allowance Scheme (as of April 2022)

The existing scheme can be summarized as follows:

	Member's allowance	£
Annual allowance		
Basic		4,911.01
Travel and subsistence		407.57

Annual special responsibility allowances

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

Body	Office*	Allowance (£)
Council	Leader	15,368.83
Council	Deputy Leader	4,948.75
Cabinet (6 Members)	Member	6,412.27
Scrutiny Committee	Chairman	3,753.72
Planning Committee	Chairman	5,495.76
Standards Committee	Chairman	572.55
Licensing Committee	Chairman	3,491.85
My Neighbourhood Area Forum (5)	Chairman	3,753.72
Governance Committee	Chairman	3,753.72
Minority Group	Leader of largest Opposition Party	4,948.74

(*When a member holds more than one of the offices under the existing scheme, he or she is entitled to receive the allowance for each of the offices held.)