

Part 6a

Sheffield City Council – Constitution (May 2022) : Part 6 – Members’ Allowances Scheme (Approved 18 May; updated December 2022 & amended 1 March 2023)

SHEFFIELD CITY COUNCIL MEMBERS’ ALLOWANCES SCHEME

Sheffield City Council, in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003, hereby makes the following scheme:-

Citation

- 1 This scheme may be cited as the Sheffield City Council Members’ Allowances Scheme and shall have effect from 18th May 2022 to 31st March 2023.

Interpretation

- 2 In this scheme:-

“Councillor” means a member of the Sheffield City Council who is a Councillor;

“Year” means the 12 months ending with 31 March.

Basic Allowance

- 3 Subject to paragraph 6, for each year a basic allowance of £15,606.00 shall be paid to each Councillor.

Special Responsibility Allowances

- 4.1 For each year, a special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the Authority that are specified in schedule 1 to this scheme.
- 4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- 4.3 Where one Chair position is shared between two Members (Co-chairs), the special responsibility allowance that would normally be given to the Chair would be divided equally between the Co-chairs.

Renunciation

- 5 A Councillor may by notice in writing given to the Director of Legal and Governance elect to forego any part of his/her entitlement to an allowance under this scheme.

Part-year Entitlements

- 6.1 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 allowance is payable.
- 6.2 If an amendment to this scheme is made which affects payment of a basic allowance or a special responsibility allowance in the year in which the amendment is made, 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.
- 6.3 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 of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.
- 6.4 Where this scheme is amended as mentioned in sub-paragraph (6.2) and the term of office of a Councillor does not subsist throughout a period mentioned in sub-paragraph (6.2), the entitlement of any such Councillor to a basic allowance shall be 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/her term of office as a Councillor subsists in that period bears to the number of days in that period.
- 6.5 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/she has such special responsibilities bears to the number of days in that year.

- 6.6 Where this scheme is amended as mentioned in sub-paragraph (6.2) and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (6.2) 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 of 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.

Claims and Payments

- 7.1 Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (6.2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- 7.2 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 or less than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be such amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.
- 7.3 Councillors are required to submit claims for Childcare and Dependent Carers’ Allowances, and travel and subsistence allowances, within a time limit of 2 months from the date of the duty.

Childcare and Dependent Carers’ Allowances

- 8.1 A Councillor may claim a Childcare and Dependent Carers’ Allowance, in respect of duties outlined in schedule 2 to this scheme, in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003.
- 8.2 The rate for such an allowance is
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| ½ day up to 4 hours | up to £27.41 |
|---------------------|--------------|
- 8.3 Paid receipts must be submitted to support claims for Childcare and Dependent Carers’ Allowances.

- 8.4 Childcare and Dependent Carers’ Allowances may not be claimed in respect of caring duties which have been performed by a member of the Councillor’s immediate family.

Travel and Subsistence Allowances

- 9.1 A Councillor may claim travelling allowances in respect of duties outlined in schedule 2 to this scheme, at the following rates:-

Travel Within The City: *(These allowances are only available to Councillors who are not in possession of a Members’ Travel Pass)*

Car Mileage – 45p per mile for the first 10,000 miles (or 5p per mile if using an electric car via the Electric Car Benefit Scheme) and 25p per mile after the first 10,000 miles per annum, plus 5p per mile per passenger (the passenger must be an employee on a work journey and not a service user or other passenger);

Motorcycle/Moped mileage – 24p per mile;

Bicycle – 20p per mile;

Public Transport – actual fare incurred, subject to submission of ticket/receipt.

Car Parking – charges will not be reimbursed as City Centre car parking arrangements are in place for Councillors.

Travel Out Of City: *(subject to separate approval)*

Rail Fare – cheapest standard fare.

Car Mileage – 45p per mile for the first 60 miles, then 13.8p per mile – plus 5p per mile for each passenger (up to four) who can claim an allowance – but overall amount to be paid is limited to the cost of the cheapest standard rail fare, with no allowance for parking fees or other charges (except in case of disabled Members – in this case, mileage rate without limitation calculating journey there and back individually).

Taxis – reimbursement of the fare where public transport is not reasonably available, and subject to submission of receipts.

Car Parking – reimbursement of car parking charges, subject to submission of ticket/receipt.

(Note: Members who travel to and from work for an approved duty can only claim an allowance up to the equivalent home return journey.)

- 9.2 Subject to separate approval, a Councillor may claim subsistence allowances in respect of approved duties set out in schedule 2 to this scheme, at the same rates that are made available to officers of the Council. As from 1 April 2022 these rates are:-

Subsistence within the City – Nil

Subsistence Out of City – Breakfast £9.39; Lunch £12.95; Tea £5.09; Evening Meal £16.06.

Subsistence Overnight – Actual cost.

Co-optees’ Allowance

- 10.1 A co-optees’ allowance may be paid to individuals appointed to serve as members of committees of the Council, but who are not Members of the Council. The amount of the co-optees’ allowance is £809.21 per annum.
- 10.2 The co-optees’ allowance paid should reflect the period of time served on a committee, including on a pro-rata basis if it would be less than a 12 month period.

Annual Adjustments of Allowances

- 11 The annual adjustment of allowances will be ascertained by reference to an index. In relation to Basic, Special Responsibility, Childcare and Dependent Carers’ and Co-optees’ Allowances, the annual index shall be the average percentage officer pay award in Sheffield (normally determined by using the annual pay increase awarded to local government employees under the National Joint Council for Local Government Services national agreement). In relation to travelling and subsistence allowances, the annual index shall be the relevant officer rates agreed from time to time. These annual indexes are to apply for the maximum period of three years, and be reviewed for the 2025/26 Scheme.

Entitlement to Allowances

- 12.1 No Councillor shall be entitled to receive more than one payment by way of special responsibility allowance, as detailed in The Local Authorities (Members Allowances) (England) Regulations 2003.
- 12.2 Where a Councillor is also a member of another Authority, he/she may not receive allowances from more than one Authority in respect of the same duties.

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.

	£ per annum
Leader	26,010.00
Band A Deputy Leader Policy Committee Chairs Finance Sub-Committee Chair	13,005.00
Band B Leader of Opposition Groups with more than 20% of the membership of the Council	10,404.00
Band C Chair of Planning and Highways Committee Chair of Licensing Committee Chairs of Local Area Committees Chairs of Audit and Standards Committee Chairs of Policy Committee Sub-Committees (<i>excepting Finance Sub-Committee</i>)	7,803.00
Band D Deputy Chair of Licensing Committee Deputy Chairs of Local Area Committees Deputy Chairs of Policy Committees/Finance Sub-Committee Deputy Chair of Planning and Highways Committee	5,202.00

SCHEDULE 2

Duties in respect of which travel, out of City subsistence and Childcare and Dependent Carers Allowance are available shall be:-

- (a) The attendance at a meeting 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 one or more local authorities within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:-
 - 1. 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, or
 - 2. If the authority is not so divided, it is a meeting to which at least two Members of the authority 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 executive or a meeting of any of its committees, where the authority is operating executive 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 member or members 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 performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
- (h) 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 of any of its committees or sub-committees

In terms of paragraph (h) above the following duties are approved by the Council:-

- Meetings by Members in a recognised position of responsibility with a Chief Officer or relevant officer or on any other matter arising from the statutory duties of the Council as deemed necessary;
- Deputations to Ministers and Government Departments;
- Working groups including officers as approved by Council;
- Attendance at Ward or area-based events connected with the locality management function;
- Attendance at meetings of Local Housing Area Forums;
- Attendance at meetings of Neighbourhood Action Groups;
- Conferences and seminars;
- Members surgeries on up to 3 days per month and, in exceptional cases, also those surgeries held on behalf of a colleague in case of illness;
- Members induction courses and training sessions to which all relevant Members are invited; and
- Attendance at their Council office to carry out preparatory work in connection with the discharge of the functions of the authority or any of its committees or sub-committees for up to 8 occasions per month.

(Note: Out of City duties require separate approval.)

Duties Excluded

- Attendance at meetings of a political group nature, except the Policy Working Group (Labour), the Policy Working Group (Liberal Democrat) and the Policy Working Group (Green) at which officers provide briefings open to all members of the respective group;
- Attendance at civic functions where the function does not relate to the Member’s recognised position of responsibility; and
- For Members not in a recognised position of responsibility, attendance at informal discussions, meetings or visits between Members and/or with officers or with other organisations, as these duties are deemed to form part of the Member’s constituent duties.