

**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN

To incorporate into the Scheme of Members' Allowances the longstanding practice of the Council to remunerate substitute members a 'Substitution Allowance of £47', pursuant to their attendance under Procedure Rule D1.07 of the Council's Constitution.

EXECUTIVE		NON-EXECUTIVE	<input checked="" type="checkbox"/>	(Please tick either)	
IS THIS A 'KEY DECISION' ? (see definition overleaf)				Yes	No <input checked="" type="checkbox"/>
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				Yes	No <input checked="" type="checkbox"/>
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)					

2. OFFICER DECISION TAKER	NAME	Will Bell
	POSITION/POST	Head of Legal and Democracy
	SIGNATURE 
	DATE	26 October 2021

3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	<p>The absence of appropriate reference in the current Scheme was identified as part of an annual audit of Members' Allowances and in the interests of transparency, this should be incorporated into the current Scheme.</p> <p>Arrangements for Substitute Members are set out in Procedure Rule D1.07 of the Council's Constitution and an allowance for attendance has been applied over many years previous, which is also included in the required annual publication of Members 'Allowances claimed.</p> <p>The amended Scheme to be found in Part F of the Council's Constitution is attached and will be published on the Council's website.</p> <p>This decision is taken pursuant to paragraph 12.1.1 of the Scheme of Officer delegations.</p>
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	<p>There are no alternative options. The current Scheme must be amended to include appropriate reference to this long-standing practice of the Council to ensure transparency.</p>
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED	
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TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR POSITION SIGNATURE DATE
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO SERVICE MANAGER: DEMOCRACY FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

MEMBERS' ALLOWANCE SCHEME
Financial Years 2020/21, 2021/22 and 2022/23

Scheme of Allowances

The council's approved scheme of allowances payable to members of the council for the financial years 2020/21, 2021/22 and 2022/23 is set out below -

	2020/2021, 2021/22 and 2022/23	
Group	Special Responsibility Allowance	Proposed New Allowance £
1	Leader of the Council	16,799
2	Deputy Leader of the Council	11,127
	Mayor	11,781
3	Cabinet Members (x 9)	10,162
	Chairman of Planning Committee	9,146
	Chairman of Licensing Committee	8,130
	Chairman of Scrutiny Panels (x 4)	8,637
	Leader of Minority Group	8,400
4	Chairman of Health and Wellbeing (Board) Management Group	6,040
	Chairman of Audit Committee	5,312
	Deputy Mayor	5,902
	Deputy Leader of Minority Group	5,563
5	Vice Chairman of Planning Committee	4,461
	Vice Chairman of Licensing Committee	3,965
	Vice Chairman of Scrutiny Panels (x4)	4,213
	Lead Members (x 10)	4,957
	Ambassador for Inward Investment and Steel	8,400
	Appeals Committee	£253 per annum
	Co-optees Allowance	£42 per meeting
	Independent Persons Allowance	£42 per complaint referral
	Substitute Allowance (Procedure Rule D1.07 of the Council's Constitution)	£47 per meeting
6	Basic Allowance	£6,874

(1) Mileage Rates

Travel to be paid at the following approved Her Majesty's Revenue and Custom (HMRC) rates -
Cars - 45p per mile
Motorcycles - 24p per mile

An additional 5p per mile can be claimed in respect of each passenger carried to whom a travelling allowance would otherwise be paid.

A maximum of 5,000 miles has been set as eligible for claim. Any mileage incurred by members in the course of their duties, including meetings where members are representing North Lincolnshire Council's interests, which involves travelling outside the boundary of North Lincolnshire will not count against the maximum amount of mileage claimable.

In addition, the actual cost of tolls, ferries and parking fees may be claimed. Receipts, must be provided.

(2) Public Transport

If you are using public transport for journeys out of the council's area you may use standard class travel only. Wherever possible travel arrangements should be pre-booked in advance in order to allow better access to discounts. These can be obtained through the group office. Receipts or used tickets (train tickets tube fare tickets etc) should be retained and produced as receipts. The reimbursement of public transport costs is not taxable or subject to NI contributions.

(3) Hired transport

If you wish to hire a vehicle, please contact your group PA who will ensure that the best possible rates are obtained.

(4) Bicycle - Travel to be paid at the approved HMRC rate of 20p per mile.

(5) Subsistence

Subsistence allowances will no longer be included in the member allowance scheme and members will not therefore be able to claim.

(6) Overnight rates

Actuals, claimed to a maximum of

London	£100.50
Elsewhere	£88.10
Out of pocket expenses	£4.39 per night
Overseas allowance	£20.50 per night

Accommodation should be pre booked by group office staff in order for the council to reclaim VAT and take advantage of discounts.