

SCHEME OF MEMBERS' ALLOWANCES

1.	Introduction	
1.1	Members' Allowances are reviewed by a Joint Independent Remuneration Panel (JIRP), and recommendations are made to Full Council about the level of allowances payable to Members.	
1.2	The first Panel reported to Members in December 2003 and at that time recommended that pensions for councillors should not be introduced. This was agreed by Full Council, and no change has been made to this decision since.	
1.3	<p>Following a review by the JIRP in 2023 it was recommended that Members' Allowances should be subject to an annual indexation and should rise in line with any staff pay award. The JIRP also recommended that the Borough Council should not place reliance upon that indexation for more than four years without consideration of a further report from the Panel. These recommendations were agreed by Full Council on 11 July 2023.</p> <p>This scheme may be cited as the Tonbridge and Malling Borough Council Members' Allowances Scheme and shall have effect from the municipal year commencing on 11 July 2023 and subsequent years until such time as the Joint Independent Remuneration Panel reconsiders the Scheme of Allowances.</p> <p>Allowances payable to Members are set out in Schedule 1 and this is updated each year.</p>	
1.4	In this scheme	
	-	"councillor" means a member of the Tonbridge and Malling Borough Council who is a councillor;
	-	"year" means the 12 months ending with 31 March.
2.	Basic Allowance	
2.1	Subject to paragraph 5 (Part-Year Entitlements), for each year a basic allowance as set out in Schedule I to this scheme shall be paid to each councillor.	
3	Special Responsibility Allowances	
3.1	(a)	For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule I to this scheme.
	(b)	Subject to paragraph 5 (Part-Year Entitlements), the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

4.	Renunciation	
4.1	A councillor may, by notice in writing given to the Director of Central Services, elect to forego any part of their entitlement to an allowance under this scheme.	
5.	Part-Year Entitlements	
5.1	(a)	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 paid.
	(b)	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:
	(i)	beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
	(ii)	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 of the same proportion as the number of days in the period bears to the number of days in the year.
	(c)	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 of the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
	(d)	Where this scheme is amended as mentioned in sub-paragraph (b), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (b)(i), 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 their term of office as a councillor subsists bears to the number of days in that period.

	(e)	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 they have such special responsibilities bears to the number of days in that year.
	(f)	Where this scheme is amended as mentioned in sub-paragraph (b), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (b)(i) 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 they have such special responsibilities bears to the number of days in that period.
6.	Travelling and Carer's Payments	
6.1	Members are entitled to claim for payment of travelling expenses incurred in the performance of an approved duty (see Schedule II for definition of approved duty).	
6.2	In addition to travelling Members are also entitled to claim a carer's allowance to enable them to attend Committees/Panels or groups to which they have been appointed, or approved training events.	
7.	Claims and Payments	
7.1	(a)	Payments shall be made
	(i)	in respect of basic and special responsibility allowances, subject to sub-paragraph (b) below, in instalments of one-twelfth of the amount specified in this scheme on the 15th day of each month or, where the 15th day is a Saturday, Sunday or Bank Holiday, on the nearest working day to the 15th;
	(ii)	in respect of travelling, on or about the 15th day of each month in respect of claims received up to the day 14 days before that date.
	(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 5, they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

8	Schedules I and II to this Scheme
8.1	Schedule I sets out the Allowances payable to Members and will be updated each year.
8.2	Schedule II sets out for Members' information, administrative issues relating to the payment of Allowances.