

SDNPA Scheme of Members' Allowances

Approved 26 March 2015 With effect from 1 April 2015

(updated 3 June 2016, 28 April 2017, 19 December 2017, 1 June 2018, 17 April 2019)

1. INTRODUCTION

- South Downs National Park Authority's scheme provides for payment of:
 - **Basic Allowance** which is a flat rate payable to each member, excluding co-opted members;
 - **Special Responsibility Allowance** for members undertaking additional roles as defined by the Authority;

2. GENERAL POINTS

- The term "member" means a member of the South Downs National Park Authority.
- Members have the option of not claiming all or part of any allowance. The Chief Executive must be notified in writing by the Member if they wish to choose this option.
- All enquiries relating to Members' Allowances should be made to the Head of Governance.

3. BASIC ALLOWANCE

- Is payable to all members, excluding Co-opted Members.
- Where the member's term of office begins or ends at any time other than the start of the financial year, they are entitled to the appropriate proportion of the annual allowance.
- **The basic allowance is £3,009.41 per annum and is annually increased in line with any staff cost of living pay award applied.**

4. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

- Is payable in addition to the Basic Allowance.
- Is payable to members who have been given significant additional responsibilities e.g. Chairman, Deputy Chairman.
- Where a member does not have throughout the whole of a year any such special responsibilities as entitled him/her to a special responsibility allowance, he/she is entitled to the appropriate proportion of the annual allowance.
- Does not include any element for travel expenses, which are claimable in the normal way for any Special Responsibility Allowance duty.
- **Special responsibility allowance rates are set out below. These are annually increased in line with any staff cost of living pay award applied:**

Chairman of the Authority	£6019.88
Deputy Chairman of the Authority	£4,561.99
Chairman of Planning Committee	£3,611.93
Deputy Chairman of Planning Committee	£721.12
Chairman of Policy and Resources Committee	£1805.96
Deputy Chairman of Policy and Resources Committee (to be payable when a single Deputy Chairman is appointed)	£361.18

5. TRAVEL ALLOWANCE

- Is claimed in accordance with the SDNPA Travel and Subsistence policy.
- Can only be claimed for an approved duty (as set out in Appendix I).
- Can be claimed by Co-opted Members and the Independent Person.
- Should be claimed promptly (within two months of expenditure being incurred) on the members' claim form.
- Expenditure on tolls, parking fees etc may be claimed for re-imburement on production of receipts.

6. SUBSISTENCE ALLOWANCE

- Is claimed in accordance with the SDNPA Travel and Subsistence policy.
- Can only be claimed for an approved duty (as set out in Appendix I).
- Can be claimed by Co-opted Members and the Independent Person.
- Is claimable for the actual cost of the meal or overnight expenses up to the same maximum set out for staff which is updated annually.
- Should be claimed promptly (within two months of expenditure being incurred) on the members' claim form. Receipts must be attached to the claim whenever possible to support the claim.
- Is not claimable in respect of alcoholic drinks.

7. PAYMENT OF ALLOWANCES

- Basic Allowance and Special Responsibility Allowance are paid automatically monthly after completion of:
 - Written undertaking to comply with the Code of Conduct for members
 - Declaration of interests
 - Tax, National Insurance and Bank detail forms.
- Travel and subsistence Allowances must be claimed within two months on the members' claim form.
- Allowances must not be claimed where the member is entitled to receive payment from another public body in respect of the same duties.

8. WITHHOLDING ALLOWANCES

- Where any Member (including a Co-opted Member) is suspended or partially suspended from responsibilities or duties in accordance with the 2003 Members' Allowances and subsequent regulations, the Appointment Management and Standards Committee may determine that any of the following allowances:
 - (a) the part of Basic Allowance payable in respect of the period of suspension or partial suspension
 - (b) the part of Special Responsibility Allowance payable in respect of the responsibilities or duties during the period of suspension or partial suspension
 - (c) any travel or subsistence payable in respect of the responsibilities or duties during the period of suspension or partial suspension may be withheld.

- Where payment of any allowance has already been made in respect of any period during which the Member concerned is:
 - (a) suspended or partially suspended from responsibilities or duties in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
 - (b) ceases to be a Member or
 - (c) is in any other way not entitled to receive the allowance in respect of that period

Appointments, Management and Standards Committee may require that such part of the allowance that relates to any such period be repaid to the South Downs NPA.