

SDNPA Scheme of Members' Allowances
Approved 7 July 2020 with effect from 1 April 2020,
Amended: 17 December 2020, 1 April 2021, 1 April 2022, 1 April 2023

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 £3,836.97 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:**

ALLOWANCE	RATE
Chairman of the Authority	£6,938.17
Deputy Chairman of the Authority	£5,179.65
Chairman of Planning Committee	£4,143.93
Deputy Chairman of Planning Committee	£1,035.72
Chairman of Policy and Resources Committee	£2,302.18
Deputy Chairman of Policy and Resources	£345.58

5. CO-OPTED MEMBER ALLOWANCE

- Is payable to Co-opted Members, the amount of which is dependent upon the basis of the individual appointment
- Where the Co-opted 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 co-opted member allowance is £2,067.27 per annum for Independent (CIPFA) Co-optees and £3,100.90 for other co-optees. These are annually increased in line with any staff cost of living pay award applied.**

6. 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 1).
- 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-imbusement on production of receipts.
- Members using electric/hybrid vehicles shall be entitled to claim travel expenses at the same rates as petrol/diesel vehicles.

7. 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 1).
- 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.

8. PAYMENT OF ALLOWANCES

- Basic Allowance and Special Responsibility Allowance are paid automatically monthly.
- Travel and subsistence Allowances should 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.

9. WITHHOLDING ALLOWANCES

Where payment of any allowance has already been made in respect of any period during which the Member concerned:

- (a) ceases to be a Member or
- (b) is in any other way not entitled to receive the allowance in respect of that period

the 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.

Appendix I

Definition of Approved Duties:

- (a) The attendance at a meeting of the authority or of any committee or sub-committee 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 authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -
 - (i) 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
 - (ii) 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; and
- (g) 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