

# **Members' Allowance Scheme**

## **June 2023**

**THE SOUTH YORKSHIRE PENSIONS AUTHORITY MEMBERS'  
ALLOWANCE SCHEME 2023**

**1 INTRODUCTION**

- 1.1 This scheme shall commence on 1st April 2020 and shall continue in force until subsequently amended or revoked, with the exception of allowances for the Chair and Vice Chair that shall come into force from 1st June 2019.
- 1.2 This scheme can be adjusted with reference to the NJC annual percentage salary increase, specifically with reference to Spinal Column Point 43 (2019) without further reference to the independent process.
- 1.3 In this Scheme:
- (a) **"the Authority"** means the South Yorkshire Pensions Authority
  - (b) **"Member"** means an elected member appointed to the Authority by one of the constituent district councils
  - (c) **"Year"** means any period of 12 months ending 31st March in any year.

**2 BASIC ALLOWANCE**

- 2.1 Each year a Basic Allowance as set out in Schedule 1 shall be paid to each Member who is not otherwise in receipt of a Special Responsibility Allowance as set out in paragraph 3 of this Scheme.
- 2.2 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member will be to such part of the Basic Allowance as is proportionate to the number of days served by that Member in that year as is proportionate to the number of days in that year.
- 2.3 Where any payment of any allowance has already been made in respect of any period during which a Member ceases to be a member of the Authority, or in anyway not entitled to receive the allowance in respect of that period then the Authority may require repayment of the allowance.
- 2.4 A Member may, by notice in writing given to the Head of Governance, elect to forgo all or any part of her/his allowance under this scheme.
- 2.5 This scheme may be amended at any time on receipt by the Authority of a recommendation generated by the necessary independent process, or the requirements of paragraph 1.2.

**3 SPECIAL RESPONSIBILITY ALLOWANCE**

- 3.1 Each year a Special Responsibility Allowance shall be paid to those Members who have the special responsibilities in relation to the Authority that are specified in Schedule 2 and are not otherwise in receipt of a Basic Allowance.
- 3.2 The amount of each Special Responsibility Allowance shall be the amount specific against that special responsibility in Schedule 2.

- 3.3 Where a Member does not have throughout the whole year any such special responsibilities as entitle them to a Special Responsibility Allowance, her or his entitlement to a Special Responsibility Allowance is proportionate to the number of days served by that Member in that year as is proportionate to the total number of days in that year.
- 3.4 Any Member who holds more than one position of special responsibility shall be entitled to receive the higher allowance listed in Schedule 2. Member may not receive an allowance for more than one position.
- 3.5 Where payment of any allowance has already been made in respect of any period during which a Member ceases to be a Member, in anyway not entitled to receive the allowance in respect of that period the Authority may require repayment of the allowance.
- 3.6 A Member may, by notice in writing given to the Deputy Clerk, elect to forgo all or any part of her/his allowance under this scheme.
- 3.7 This scheme may be amended at any time on receipt by the Authority of a recommendation generated by the necessary independent process, or the requirements of paragraph 1.2.

#### **4 TRAVEL ALLOWANCE**

Members are entitled to be reimbursed by the Authority in respect of travel costs incurred in connection with undertaking their duties as members of the Authority, Schedule 3 sets out the definition of approved duties.

##### **Car**

- (a) Subject to provision of fuel receipts, mileage at a rate of £0.45 per mile, such rate to be adjusted in line with any changes in the HMRC's Mileage Allowance Payments (MAPs).
- (b) Reimbursement of car parking charges subject to provision of receipts or tickets.

##### **Rail**

- (c) All travel for approved duties outside the County must be pre-booked by the Authority's staff. Staff will book standard class rail tickets. Details of the process for booking rail travel will be separately provided to Members.

##### **Taxi**

- (d) The cost of taxi fares will be reimbursed where public transport is not readily available on production of a receipt.

##### **Bus**

- (e) Bus fares will be reimbursed subject to a receipt being provided.

## **5 SUBSISTENCE**

- 5.1 Subsistence allowances will only be payable for approved duties undertaken outside of the County where Members are absent for more than 4 hours. The allowances payable will be the same as for the Authority's staff and will only be paid on production of receipts for the actual expenditure incurred. These allowances will be updated when allowances for staff are updated.

Breakfast (Member is required to leave home before 6am) £ 9.00

Lunch (Member is required to include the hours 12 noon – 2pm) £12.00

Evening Meal (Member is required to work continuously after 8pm) £15.00

- 5.2 Where a Member is required to undertake an overnight stay while undertaking duties on behalf of the Authority the accommodation will be pre-booked and paid for on their behalf by the Authority's staff on a bed and breakfast basis. Any additional costs incurred must be met by the Member directly. In general, the policy adopted for the Authority's staff in terms of the type of accommodation to be booked will be followed. Where accommodation is booked in association with attendance at a conference then a degree of discretion will be used by officers in booking accommodation at or in close proximity to the conference venue depending upon the terms of booking the conference.

## SCHEDULE 1

### The Basic Allowance

Subject to paragraphs 2.2 and 2.3 of this scheme, the amount of the basic allowance is as shown in the following table:

<b>Period</b>	<b>Amount</b>
1 April 2020 to 31 March 2021	£4,140
1 April 2021 to 31 March 2022	£4,212
1 April 2022 to 31 March 2023	£4,383
1 April 2023 to 31 March 2024	£4,383 pending NJC pay award for 2023/24

## SCHEDULE 2

### Special Responsibility Allowance

The following are specified as the special responsibilities in respect of which a special responsibility allowance is payable, and the amounts of those allowances subject to the provisions contained in paragraphs 3.3 to 3.5 of this scheme.

<b>Office Holder:</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Section 41 Spokesperson</b>
Period	Amount £	Amount £	Amount £
1 April 2020 to 31 March 2021	10,893	6,537	4,902
1 April 2021 to 31 March 2022	11,085	6,651	4,989
1 April 2022 to 31 March 2023	11,532	6,921	5,190
1 April 2023 to 31 March 2024 [Pending NJC Pay Award]	11,532	6,921	5,190

## **SCHEDULE 3**

### **Approved Duties for Travel Allowances**

- 1 Attendance at meetings of the Authority, the Audit and Governance Committee, the Staffing Committee and the Appointments and Appeals Committee.
- 2 Attendance at Seminars and Learning and Development Events organised as part of the Authority's formal programme of meetings.
- 3 Attendance by the Chair and/or Vice Chair at meetings of the Local Pension Board.
- 4 Attendance at meetings of the Border to Coast Joint Committee, and any shareholder meetings of the Border to Coast Pensions Partnership.
- 5 Attendances at conferences, seminars or other learning and development events relevant to the work of the Authority where attendance is approved in advance by the Clerk or Director on behalf of the Authority.
- 6 Attendance approved by the Clerk on behalf of the Authority at deputations to Ministers and Government Departments.
- 7 Attendance at any meetings of Members convened by the Clerk or Director in connection with the discharge of the functions of the Authority.

#### **Exclusions:**

For the avoidance of doubt the following are excluded from the definition of approved duties.

- 1 Attendance at political meetings,
- 2 Attendance at civic functions.