APPENDIX 8

ROTHERHAM BOROUGH COUNCIL

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ROTHERHAM BOROUGH COUNCIL
MEMBERS' ALLOWANCES SCHEME

The Rotherham Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:-

1. This scheme may be cited as the Rotherham Borough Council Members' Allowances Scheme and, except where otherwise mentioned, shall have effect from 12 July 2017, and thereafter for subsequent years commencing on 1 April until the scheme is revoked or amended.

2. In this scheme:

   "Councillor" means an elected Member of the Rotherham Borough Council.
   "Co-opted Member" means a Member co-opted by the Council on to one of its Boards, Committees or Scrutiny Panels.
   "Year" means the twelve months ending with 31 March.

3. **Basic Allowance**

   Subject to paragraph 12, a basic allowance of £13,418 per annum shall be paid to each Councillor.

4. **Special Responsibility Allowances**

   (1) Subject to paragraph 12, 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 1 to this scheme.

   (2) The amount of each such allowance per annum shall be the amount specified against that special responsibility in the schedule.

   (3) No Councillor shall be entitled to more than one special responsibility allowance.

5. **Dependants Carers' Allowance**

   (1) A Councillor may claim, by way of dependants carers' allowance, expenditure actually and necessarily incurred, up to a maximum of £7.50 per hour from 1 April 2017. This allowance will rise in line with announced increases to the National Minimum Wage. This allowance is to be used in making arrangements for the care of his or her children or dependants whilst he or she is performing any of the duties listed at schedule 2.

   (2) Dependants carers' allowance may not be claimed in respect of care provided by a member of the Councillor's family.

   (3) The Councillor is to provide such written evidence of the expenditure.

6. **Travelling Allowance**

(1) For Councillors, travel within the Borough is covered by the basic allowance and no other allowance will be paid.

(2) For Councillors travelling outside the Borough and Co-opted Members travelling within and outside the Borough, regarding the performance of any of the duties listed at schedule 2, the following may be paid –

(a) Public Transport

The actual costs will be reimbursed. Rail travel must always be undertaken in the most cost effective way.

(b) Taxis

The rate of travel by taxis shall not exceed –

(i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid;

(ii) in any other case, the amount of the fare for travel by appropriate public transport.

(c) Mileage

Mileage should be paid at 55p per mile (for cars) or 27p per mile (for motorcycles) from the point of departure to the destination, provided that the destination is outside the Borough. There shall be a limit on mileage of 100 miles to the destination and 100 miles back, regardless of the actual length of the journey. The mileage allowance reflects the rate set by her Majesty's Revenue and Customs (HMRC) and will be increased in line with the HMRC rate.

(3) The provisions of this part of the scheme (with the exception of (1) above) shall apply also to co-opted Members, within and outside the borough.

7. **Subsistence Allowance**

(1) For Councillors, Subsistence within the Borough is covered by the basic allowance and no other allowance will be paid.

(2) Co-opted Members shall be entitled to the following subsistence allowance as reimbursement of expenses whilst on Council business in the borough.

Breakfast	£5.13
Lunch	£7.03
Tea	£2.77
Evening Meal	£8.72

(3) Outside the Borough, subsistence allowance in connection with the performance of any of the duties listed at schedule 2 shall be paid to a Councillor or Co-opted Member at the following rates –

- Absence from home or place of work up to 12 hours £11.29
- Absence from home or place of work for between 12 and 24 hours £22.57
- Absence from home or place of work for over 24 hours £33.86

Where meals are provided at no expense to the Councillor or Co-opted Member, for example, by the person or body hosting a conference, then the subsistence allowance will be reduced by £11.29 for each meal so provided.

In addition to the above subsistence allowances, where a Councillor or Co-opted Member has to stay overnight in connection with the performance of a duty listed in schedule 2, then the following may be claimed subject to the production of a receipt –

- Outside London, hotel bill to a maximum of £82.08 (or, where the Council has attended a Conference, the cost of staying at the conference hotel if greater).
- Within London, the cost of staying at a hotel chosen from a list of approved hotels maintained by the Head of Democratic Services (or where the Councillor or Co-opted Member has attended a conference, the cost of staying at the conference hotel if greater).

(4) In exceptional circumstances only, for reasons clearly specified, the Head of Democratic Services may authorise reimbursement at a higher rate subject to the production of a receipt for the actual expenditure incurred.

(5) For approved duties overseas the following allowances are payable for incidental expenditure per day where the authority provides –

Room and breakfast only	£81.05
Room, breakfast and one main meal	£48.12
Full board	£41.55

(6) Receipts shall be provided for all expenditure on subsistence outside the Borough.

8. **Pensions**

(1) From 11 May 2026, elected members (including councillors and mayors) who meet the eligibility criteria will be able to opt in to the Local Government Pension Scheme (LGPS). The Council's LGPS administering authority is South Yorkshire Pensions Authority (SYPA).

(2) To be eligible to join the LGPS, Members must:

- Be an elected member receiving an allowance from the Council
- Be under age 75 at the point of joining the LGPS
- Submit a formal opt-in request in writing to the Council

(3) Both the basic allowance and any special responsibility allowance payable to a Councillor may be treated as amounts in respect of which pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

9. **Elections to Forego Allowance**

A Councillor or a co-opted Member may by notice, in writing given to the Director of Policy, Strategy and Engagement, elect to forego any part of his or her entitlement to an allowance under this scheme.

10. **Part-year entitlements**

(1) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, his or her entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office as Member subsists, bears to the number of days in that year.

(2) Where a Councillor has for only part of the year, such special responsibilities as entitle him or her to a special responsibility allowance, his or her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole, the same proportion as the number of days during which he or she has such responsibilities, bears to the number of days in that year.

(3) If during the course of a year, the scheme is amended so as to change the amounts to which a Councillor or Coopted member is entitled by way of basic allowance, special responsibility allowance or cooptees allowance, then the original and revised allowances shall respectively be paid pro-rata, up to and from the dates on which the amendment takes effect. The same principle will apply if the scheme is then further amended during the year.

11. **Annual Adjustment of Allowances**

(1) That annual increases in Basic Allowances should be in line with the average Local Government pay awards for staff below Chief Officer level.

(2) That annual increases in Special Responsibility Allowance should be paid at half (50%) of the average Local Government pay award for staff below

Chief Officer level.

(3) Mileage allowance shall be increased only in the event of there being an increase in the HMRC recommended rate. Subsistence allowance shall be adjusted annually on 1 April, by reference to the retail price index.

12. **Claims and Payments**

Payments shall be made by the Executive Director of Corporate Services as necessary.

(1) Payments shall be made in respect of basic and special responsibility allowances and cooptees allowance in installments of one-twelfth of the amount specified in this scheme on the 18th day of each month.

(2) However, where a payment of one-twelfth of the amount specified as above would result in the Councillor or Coopted Member receiving more than the amount to which he or she is entitled because of the part year entitlement provisions contained within the scheme, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

(3) Claims for Dependants Carers' Allowance and travelling and subsistence allowance must be submitted to the Head of Democratic Services, not later than three months from the date on which entitlement to any such allowances arises.

P Horsfield
Service Director Legal, Elections and Registration Services

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

	Effective from 1st April 2026 £
ROLE	**SRA £**
Leader of the Council	£28,663
Deputy Leader of the Council	£15,765
Leader of the Main Opposition Group	£9,554
Cabinet Member	£14,332
Chairman of Overview and Scrutiny Management Board	£14,332
Chair of Scrutiny Select Commissions	£9,554
Chair of Planning Board	£9,554
Chair of Audit Committee	£9,554
Chair of Licensing Board	£9,554
Chair of Standards and Ethics	£3,836
Vice-Chair of Scrutiny Board and Commissions	£1,353
Vice-Chair of Planning Board	£1,353
Vice-Chair of Audit Committee	£1,353
Vice-Chair of Licensing Board	£1,353
Vice-Chair of Standards and Ethics	£1,918
Independent Person – Standards and Ethics Committee	£787
Independent Person in accordance with the Local Authorities (Standing Orders) Regulations 2015)	£276 (retainer up to a maximum of £786)
Mayor	£11,806
Deputy Mayor	£3,952

SCHEDULE 2

1. For All Councillors and Co-opted Members of the Council.

(a) The attendance at a meeting of the Council or of any committee, sub-committee or of any other body to which the Council makes appointments or nominations, or any committee or sub-committee of such a body.

(b) Attendance at any other meeting, the holding of which is authorised by the Council or a committee or sub-committee of the Council, or a joint committee of the Council and one or more other local authority, or a sub-committee of such a joint committee, provided that:

(1) where the Council is divided into two or more political groups, members of at least two such groups have been invited to the meeting; or

(2) if the Council is not so divided, at least two members of the Council have been invited.

(c) Attendance at a meeting of any association of authorities of which the Council is a member.

(d) Attendance at a meeting of the Cabinet or a meeting of any of the committees of the Cabinet.

(e) Performance of any duty requiring a member or members to be present whilst tender documents are opened.

(f) Performance of any duty in connection with the discharge of any function of the Council which empowers or requires the Council to inspect or authorise the inspection of premises.

(g) Performance of any duty in connection with arrangements made by the Council for the attendance of pupils at schools approved for the purposes of section 342 (special schools) of the Education Act 1996.

(h) Attendance at Council, Cabinet, Board, Panel or sub-committee meetings of which the Councillor is not a member, but is invited to attend by the Chair.

(i) Attendance at Members' Surgeries (although this is unlikely to lead to a claim for subsistence).

(j) Attendance at Members training sessions/seminars.

(k) Attendance at Conferences/Courses specifically approved by the Council. These cannot include those organised by profit-making or political organisations.

(l) Attendance at meetings/conferences of outside bodies to which a member has been specifically appointed by the Council.

(m) Any other duty specifically approved by the Council.

NOTE

Attendance at Panels and meetings such as Dismissals, Grievances, tenders, visits, etc. are recognised as Council Sub-Committees.

Informal discussions, meetings or visits between Members or with Officers or with other organisations are not “approved duties” and claims should not be made. These discussions and meetings form part of the Member constituent duties.

2. Cabinet Members/Chair of the Overview and Scrutiny Management Board.

   Attendance at briefings/consultations meetings, either as a Cabinet or called by the Leader, or with relevant officers, twice a week on average.

3. Chair and Vice-Chair

   Chair and Vice-Chair of Select Commissions, Planning and Licensing Boards, Audit Committee or Working Groups appointed by the Council, to attend at briefings/consultation meetings with relevant officers once a week on average.