

Part Five, Section 9

Payment and Foregoing of Allowances

9.0 Payment and Foregoing of Allowances

- 9.1. Claims for travel, subsistence co-optees' or dependant carers allowance under this scheme shall be made in writing and will not be paid if submitted more than four months after the date of a meeting for which the entitlement arises.
- 9.2 A Councillor shall be paid any allowances from their date of appointment, so that:
- (a) in an ordinary election year, basic allowances are payable from 4 days after the date of election;
 - (b) in the event of a by-election, basic allowances are payable from the date of the by-election; and
 - (c) In the event appointment to a special responsibility post, from the date the appointment was made
- 9.3 Payments shall be made
- (a) in respect of basic and special responsibility allowances, subject to paragraph 9, in instalments of one-twelfth of the amount specified in this scheme monthly in arrears at the end of the month
 - (b) in respect of travel, subsistence or dependant carers allowance, at the end of each month in respect of claims received up to the 8th day of that month.
 - (c) in respect of expenses relating to telephone calls both land and mobile, line rental costs, IT and internet access to be paid automatically in instalments of one-twelfth of the month of the amount specified in this scheme in arrears at the end of each month
- 9.4 Where an amount has been paid in respect of a period for which the allowance is not due (e.g. for a period of suspension) the Council may require repayment of the amount overpaid.
- 9.5 Where a member is also a member on another authority that member may not receive allowances from more than one authority for the same duties.
- 9.6 A Councillor may write to the Chief Finance Officer to notify of their intention to forego any allowance, or part of any allowance, payable to them under this scheme.
- 9.7 In the event that the Council agrees that a Councillor may be granted a leave of absence of more than 6 months, then the Councillor will not be entitled to receive a basic allowance

after they have been absent for more than 6 months. Their allowance payment will be resumed after they have attended a Council meeting.

- 9.8 Where an amount has been paid in respect for which the allowance is not due (e.g. for a period of suspension) the Council may require repayment of the amount overpaid.
- 9.9 Where a member is also a member on another authority that member may not receive allowances from more than one authority for the same duties.