

# Appendix 3 – Amended Version of Appendix A to the Scheme of Member Allowances

Constitution of London Borough of Waltham Forest  
PART 10 – Councillor’s Allowances Scheme

## APPENDIX A RATES OF ALLOWANCES

All provisions relating to councillors’ entitlement to allowances are set out in the main body of the Scheme. The following rates were agreed at the ~~Annual~~ Council Meeting on ~~22 April 2024~~27 April 2023 and are the current rate of allowance:

The following rates will apply:

### 1. BASIC ALLOWANCE

1.1 The Basic Allowance is £~~12,044~~11,576 per annum.

### 2. SPECIAL RESPONSIBILITY (SRAs) AND CO-OPTEE ALLOWANCES

2.1 Special Responsibility and Co-Optee Allowances will be paid for the duties indicated as follows -

SRA	SRA £ pa
Council Leader	<del>52,403</del> <u>54,520</u>
Deputy Leader	<del>33,538</del> <u>34,893</u>
Cabinet Members	<del>26,201</del> <u>27,260</u>
Leader of the Opposition	<del>18,531</del> <u>19,280</u>
Mayor Junior Cabinet Member Chief Whip Chair: Audit and Governance Committee Chair: Pension Fund Committee Chair: Regulatory Committee (Planning and Licensing) Chair: Scrutiny Committee Chair	<del>10,481</del> <u>10,904</u>
Opposition Chief Whip Chair: Transport Liaison Consultative Group Vice Chair: Regulatory Committee (Planning and Licensing)	<del>5,508</del> <u>5,731</u>
Co-optee: Audit and Governance Committee	<del>762</del> <u>1,042</u>
Independent Person appointed under Section 28 of the Localism Act 2011 (Standards)	<del>1,002</del> <u>1,042</u>

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- 2.2 The Chief Whip of each political group shall inform the Monitoring Officer in writing of all appointments relating to their party for which an SRA is payable.
- 2.3 Resignations from SRA posts shall take effect upon the receipt by the Monitoring Officer of a notice of resignation signed by the post holder.

### 3. DEPENDENT’S CARERS’ ALLOWANCE

- 3.1 The Council will reimburse actual payments made by councillors at an hourly rate equivalent to the London Living Wage for adults. This allowance is capped at 6 hours maximum.

### 4. RATES OF TRAVELLING ALLOWANCE

#### Private motor vehicles

- 4.1 The rate for travel by private motor vehicle is 45 pence per mile for any qualifying car journey.
- 4.2 The above rate may be increased:
- 4.2.1 For each passenger by 3.3p per mile for the first passenger and 2.0p per mile for second to fourth passengers. Each passenger must themselves be entitled to claim a travelling allowance under this scheme for the journey.
- 4.2.2 For any expenditure incurred on tolls, ferries or parking fees, including overnight garaging, except where such expenditure is incurred under the Council’s parking scheme for its premises in force at that time.

#### 4.3 Motorcycle allowance

Motorcycle capacity	Per mile
Up to 50cc	10.0p
51 - 125cc	13.6p
126 - 250cc	16.7p
251 - 500cc	20.0p
501cc and over	23.3p

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## 4.4 Bicycles and non-motorised transport

Councillors who use these forms of transport shall receive a rate of 40 pence per mile.

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### 5. SUBSISTENCE ALLOWANCE

#### Day subsistence

- 5.1 **Breakfast allowance** (more than 4 hours away from normal place of residence before 11 am) up to £5.15;
- 5.2 **Lunch allowance** (more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2 pm) up to £7.11;
- 5.3 **Tea allowance** (more than 4 hours away from normal place of residence, including the period 3 pm to 6 pm) up to £2.81;
- 5.4 **Evening meal allowance** (more than 4 hours away from normal place of residence, ending after 7 pm) up to £8.80.
- 5.5 If actual expenditure is below the maximum allowance, only this sum may be claimed. Subsistence allowance claims must identify the times of departure, return and duration of any meetings.

#### Overnight subsistence

- 5.6 Overnight absence under paragraph 5.18 of the scheme above - £83.80.
- 5.7 Overnight absence under paragraph 5.19 of the scheme above £95.63.