

## MEMBERS' ALLOWANCES SCHEME

### Extract

#### 12.0 CLAIMS AND PAYMENTS

- 12.1 Payments in respect of basic and special responsibility allowances, will be made in instalments of one-twelfth of the amount specified in this Scheme on or around the 26<sup>th</sup> of each month.
- 12.2 Where a payment of one-twelfth of the amount specified in this Scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor or Co-optee receiving more than the amount which, by virtue of paragraph 11, he/she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he/she is entitled.
- 12.3 Claims for dependant carers, travel and subsistence allowances should be made on the approved forms, together with supporting receipts to the Head of Democratic Services within 2 months of the date of the duty in respect of which the entitlement to the allowances arise.

Deleted: 16<sup>th</sup>

Deleted: two weeks in arrears, 2 weeks in advance

#### 13.0 PENSIONS

- 13.1 Councillors must make their own pension provision.

#### 14.0 NOTIFICATION FEE

- 14.1 The Council will bear the cost of the annual registration fee payable by Members to the Information Commissioner in respect of data protection registration relating to their constituency work.

#### 15.0 IMPLEMENTATION

- 15.1 Notwithstanding the implementation date referred to in paragraph 1 of this scheme provision be made for the backdating of allowances, within the current municipal year, where specifically recommended by the Panel.

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