MEMBERS' ALLOWANCES SCHEME

The Royal Borough of Greenwich, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 No. 1021, hereby makes the following scheme:

1. This scheme may be cited as the Royal Borough of Greenwich Members' Allowance Scheme, and shall have effect from and including 1 December 2026.

2. In this scheme,

"Councillor" means a Member of the Royal Borough of Greenwich Council who is a Councillor;

"year" means the 12 months ending with 31 March 2027.

3. Basic Allowance

Subject to paragraph 6, for each year a basic allowance of £16,882 shall be paid to each Councillor.

4. Special Responsibility Allowance

i) For each year 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.

ii) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

5. Renunciation

A Councillor may by notice in writing given to the Council's Chief Executive elect to forego any part of his or her entitlement to an allowance under this scheme.

6. Part-Year Entitlements

i) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a position in respect of which a special responsibility allowance is payable.

ii) If an amendment to this scheme changes the amount to which a Councillor is entitled by way of basic allowance or special responsibility allowance, then the allowances shall be paid having regard to the relevant proportion of the year to which the entitlement relates (calculated on a daily basis).

iii) If an amendment to this scheme changes the duties specified in Schedule 2 to this scheme, the entitlement will be based on that applicable when the duty is carried out.

iv) Where the term of office of a Councillor begins or ends other than at the beginning or end of a year, his/her entitlement to a basic allowance shall be based in proportion to the number of days which he/she holds/held office.

v) If eligibility to a special responsibility allowance applies other than for a full year that too shall be apportioned on a daily basis in accordance with paragraph (iv) above.

7. Member Leave, Sickness and Pension Arrangements

7.1 Childcare and Dependents Carers' Allowance

A payment of up to a maximum of £14.80 per hour may be claimed by Councillors in respect of such expenses of arranging for the care of their children or dependents as are necessarily required in carrying out an approved duty, as specified in Schedule 2 to this scheme. That the following apply in operation of this Allowance:-

a. the payment should be claimable in respect of children aged 15 or under or in respect of other dependents where there is medical or social work evidence that care is required;

b. the allowance should be paid as a reimbursement of incurred expenditure against receipts;

c. the allowance should not be payable to a member of the claimant's own household;

d. that any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication; and

e. the scheme should be reviewed after not more than twelve months' operation.

7.2 Parental Leave Policy

Note that the Council adopted the Parental Leave Policy at the Full Council meeting on 26 January 2022.

7.3 Sickness Absence Arrangements

A Member who is unable to undertake their duties due to illness will continue to receive their Basic Allowance whilst they remain a Councillor. Any Special Responsibility Allowance shall continue for a period of up to six months. Any extension beyond six months shall be considered by the Council on a case-by-case basis and is subject to the member continuing to hold the office for which the Special Responsibility Allowance is paid. Where another member is appointed to undertake the role and receives the corresponding allowance, payment to the absent member shall cease unless otherwise agreed by Council.

7.4 Local Government Pension Scheme (LGPS)

As of 11 May 2026, Members have been able to participate in the Local Government Pension Scheme (LGPS) in accordance with the Local Government Pension Scheme (Amendment) (Elected Member Pensions) Regulations 2026 and the Local Government Pension Scheme Regulations 2013, as amended from time to time.

In accordance with the applicable Local Government Pension Scheme

Regulations, eligible Members may participate in the Local Government Pension Scheme (LGPS). Membership, contributions, enrolment and opt-out arrangements will be administered in accordance with the LGPS Regulations and associated pension legislation in force from time to time. Members requiring further information should contact the Council's Pensions Team.

8. Travel and Subsistence

a) Allowances for travel and subsistence outside the Borough for approved duties will be paid at the same rate as those paid to Officers

b) The cost of travel and subsistence inside the Borough will be met from an individual Member's basic allowance. However, on occasion and where unavoidable for approved duties, a Member will be reimbursed taxi costs or have a taxi provided free of charge. The Chief Executive's guidance on when it would be appropriate for a Member to be reimbursed taxi costs or have a taxi provided free of charge is in Schedule 3 of this Scheme.

c) Approved duties are those listed in Schedule 2 of this Scheme.

d) Co-opted Members of Council Committees may claim their costs for intra borough travel for attendance at approved duties at the same rate as Officers.

9. Payment Arrangements

i) Payments will generally be made:-

   a) in respect of basic and special responsibility allowances, subject to sub-paragraph (ii), in instalments of one-twelfth of the amount specified in this scheme each month;

   b) in respect of childcare and dependents carers' allowances, in the month following submission of the claim, provided that the claim is received on or before the 20th day of the month.

ii) 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 receiving more than the amount to which, by virtue of paragraph 6, he or 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 or she is entitled.

10. Updating of Allowances

That subject to there being no significant changes in the political management arrangements the Allowances in the Scheme be updated annually in line with the local government pay settlement, as recommended by the London Councils' Independent Remuneration Panel.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES 2025/26

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

Special Responsibility	Allowance £p.a.
Leader of the Council	65,681
Deputy Leader	49,261
Cabinet Member (x 8)	42,693
Chair of Overview & Scrutiny	39,409
Chair of Planning	32,841
Leader of Opposition (largest Minority Party)	32,841
Chair of Audit & Risk Management Panel	19,704
Chair – Pension Fund Investment and Administration Panel	19,704
Chief Whip of the Council	16,420
Scrutiny Panel Chairs (x 6)	16,420
Deputy Cabinet Member	16,420
Leader of second largest Minority Party	6,568
Deputy Leader of the Largest Opposition Group	6,568
Opposition Whip (largest Minority Party)	6,568
Licensing Sub-Committee Chair	6,568
Independent Person to Advise the Standards Committee	1,657
Independent Chair of the Standards Committee	1,657
Independent Member of the Standards Committee (x 2)	823
Independent Member of the Audit and Risk Management Panel	1032

1. No Member shall be entitled to claim more than one Special Responsibility Allowance paid by the Council.

2. A party shall be defined as a group of 2 or more Members who have given notice in accordance with the Local Government (Committees and Political Groups) Regulations 1990 that they wish to be treated as a political group.

SCHEDULE 2

APPROVED DUTIES

1. The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority make appointments or nominations, or of any committee or sub-committee of such a body.

2. The attendance of any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that it is a meeting to which members of at least two such groups have been invited.

3. The attendance at a meeting of any association of authorities of which the Authority is a member.

4. The attendance at a meeting of the Cabinet or a meeting of any of its committee.

5. The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.

6. The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.

7. The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at school approved for the purposes of Section 342 (special schools) of the Education Act 1996.

8. The carrying out if any other duty approved by the Authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the Authority or any of its committees or sub-committees.

SCHEDULE 3

TRAVEL & SUBSISTENCE FOR APPROVED DUTIES

1. Introduction

1.1 The Council on 21 March 2018 re-iterated that, in line with the Members' Allowances Scheme, a councillor should meet the cost of any travel within the Borough, including any use of taxis, from their own basic allowance.

1.2 However, Council agreed that, on occasion and where unavoidable for Approved Duties, Members should be reimbursed taxi costs or have a taxi provided free of charge.

1.3 The Council authorised the Chief Executive to clarify when it would be permissible for a Member to claim for the cost of a taxi or to have a taxi provided free of charge when travelling within the Borough for Approved Duties. The Chief Executive's guidance is below.

2. Approved Duties

2.1 In accordance with Schedule 2 of the Members' Allowance Scheme, Approved Duties are defined as:

- The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority make appointments or nominations, or of any committee or sub-committee of such a body.

- The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that it is a meeting to which members of at least two political groups have been invited.

- The attendance at a meeting of any association of authorities of which the Authority is a member.

- The attendance at a meeting of the Cabinet or a meeting of any of its committees.

- The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.

- The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.

- The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at school approved for the purposes of Section 342 (special schools) of the Education Act 1996.

- The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees or sub-committees.

3. Guidance on the Use of Taxis and Reimbursement of Costs

3.1 Wherever possible a Member should meet the cost of travelling within the Borough by using either their own vehicle or public transport. However, taxi costs will be reimbursed (or a taxi provided free of charge) in the following circumstances:

- Where it would not be practicable without considerable inconvenience for the Member to fulfil commitments because the Approved Duty takes place at an inconvenient time or location, because there are consecutive Approved Duties or because the Member has been asked to attend at short notice

- Where it would not be practicable without considerable inconvenience for the Member to use public transport to access an underground or train station from home, principal work address or the Town Hall in order to attend an Approved Duty outside the Borough.

- Where it would not be possible without risk to the health or safety of the Member to use public transport, for example because of mobility difficulties

3.2 A Member will not be reimbursed for taxi costs between their home or place of work to the Town Hall unless covered in 3.1 above.

3.3 Should Members be in any doubt as to whether they can claim for a particular duty or journey, they should contact the Head of Corporate Governance and Scrutiny. (020 8921 6160) in advance. Any query about whether a Member's taxi costs should be reimbursed or a taxi provided free of charge will be referred to the Director of Communities, Environment and Central.

4. Travel and Subsistence

4.1 Travel and subsistence allowances may only be claimed in respect of Approved Duties outside the Borough (see 2 above). To claim these allowances a Member must have first incurred expenses and a receipt must accompany the claim. All claims must be submitted to the Head of Corporate Governance and Scrutiny.

4.2 Travel and subsistence inside the Borough should be met from the Basic Allowance with the exception of arrangements concerning use of taxis as set out above.

5. Subsistence (for Approved Duties outside the Borough)

5.1 This must involve an absence from home, for a minimum of four hours, whilst undertaking an Approved Duty. N.B. The figures quoted are for the Municipal Year 2027/28 and in line with the Officer scheme will be updated from 1 April each year. Claims will be met at the rate(s) prevailing at the time.

Meal	Maximum Allowance	Qualifying Conditions
Breakfast	£5.00	Member leaves home earlier than usual and before 6.00 a.m. and incurs the cost of breakfast after the qualifying journey has started.
One Meal (5 hour)	£5.00	Member has been undertaking qualifying

		travel and Approved Duties for a continuous period of at least five hours and no meal has been provided.
Late Evening Meal	£15.00	Member works later than usual and finishes after 8.00 p.m., or an overnight stay is required, or there is a late return and no meal has been provided.

5.2 The amount of subsistence allowance that may be claimed should not exceed the actual cost to the Member concerned of meals, accommodation and out of pocket expenses.

6. Travel (for approved duties outside the Borough)

6.1 It is expected that Members of the Council will always use the most cost effective option available for approved duties. Where public transport is used Members must travel standard class and receipts must be provided to support claims. In attending approved duties out of the Borough Members will only be able to claim the Oyster pay as you go Bus Rate. There is a maximum daily cap on Oyster bus rates irrespective of the number of bus journeys undertaken.