

APPENDIX ONE - COUNCILLOR ALLOWANCE SCHEME

Summary of basic allowance and special responsibility allowances from 01 April 2025.

BASIC ALLOWANCE (per year for all 57 councillors) £

Basic Allowance 13,700

SPECIAL RESPONSIBILITY ALLOWANCES (in addition to the basic allowance) (Numbers in brackets refer to the number of Councillors claiming this allowance)

The Executive (Leader and the Cabinet)

Leader of the Council (1) 41,099

Deputy Leader of the Council (1) 28,918

Cabinet Member (8) 27,394

Overview and Scrutiny Committees

Chairs of Overview and Scrutiny Committees (5) 13,700

Regulatory Committees

Chair of Planning Committee (1) 13,700

Vice Chair of Planning Committee (1) 3,426

Chair of Licensing Committee (1) 13,700

Vice-Chair of Licensing Committee (1) Chair
of Taxi Licensing Committee (1) 3,426
13,700

Vice-Chair of Taxi Licensing Committee (1) 3,426

Chair of Audit and Governance Committee (1) 13,700

Chair of Health and Wellbeing Board (0) 3,426

Lord Mayoralty

Lord Mayor (1) 19,033

Deputy Lord Mayor (1) 6,281

Opposition Groups

Opposition Group Size	Percentage of Basic Allowance	Annual Amount (2025/26)
2-6 members	10%	£1,370

7-11 members	50%	£6,850
12+ members	75%	£10,275
* Largest Group Premium	Additional 25%	£3,425

* Where there is a single largest opposition group, that group's leader shall receive an additional allowance of 25% of the Basic Allowance (£3,425 in 2025/26). Where two or more opposition groups are tied for largest size, all such tied group leaders shall receive the additional allowance, subject to a maximum of three groups being eligible for this premium. If more than three groups are tied for largest size, the matter shall be referred back to the IRP for further consideration.

Travel allowances and subsistence expenses

Car, Motorcycle and Bicycle Allowance Rates are set in lines with those paid to officers of the authority. Existing travel and subsistence arrangements will continue, i.e. that Councillors are entitled to claim such allowances necessarily met in carrying out their official duties as councillors outside of the city boundary (in line with the officers' scheme).

Travel within Plymouth and peninsula (counties of Devon, Cornwall, Somerset and Dorset)

HMRC RATE:

45p per business mile up to 10,000 miles 25p per business mile over 10,000 miles

'Out of Peninsula rate':

25p per business mile

Low emission car rate (travel within Plymouth and Peninsula) Cars with up to 110g/km CO2 emissions, and/or in tax band A or B:

50p per business mile up to 10,000 miles 29p per business mile over 10,000 miles

HMRC passenger rate:

5p per business mile per passenger

Meals and subsistence rates

Breakfast

Irregular starter before 6am. This rate does not apply if employee regularly leaves home before 6am.

Maximum claim - £5

One meal rate

Where an employee is away from the normal place of work for a period of more than five hours.

Maximum claim - £5

Two meals rate

Where an employee is away from the normal place of work for a period of more than 10 hours.

Maximum claim - £10

Late evening meal

Irregular late finisher - where an employee is away from the normal place of work outside of their normal working hours and after 8pm. Maximum claim - £10

Only a maximum of three meals can be reimbursed per day. Alcohol cannot be purchased within the allowance.

Overnight stays

Accommodation will be reimbursed for overnight stays where it is impractical for a day-return or where the overnight stay represents better value for money. Reimbursements will be made when presented with a valid VAT receipt.

Bed and breakfast outside of London (M25): Maximum payment - £65

Bed and breakfast within London/M25 boundaries: Maximum payment - £85

Dependent carers' allowance

Councillors are entitled to claim for the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household. See below.

Approved duties and claiming childcare and dependent carers' allowances

If a councillor is responsible for the care of children, elderly relatives or people with disabilities, childcare and dependent carers' allowances may be claimed (against receipts). The maximum period of the entitlement is the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household.

Councillors undertaking approved duties may claim Travel, Subsistence and Dependent carers allowance unless remuneration and/or expenses are provided by the body to which the approved duty relates.

Approved duties are:

- attending a committee, sub-committee or outside body meeting
- attendance at any other authorised meeting (provided that it is a meeting to which Councillors of at least two political groups have been invited)
- attendance at a meeting of any association of authorities of which the authority is a member
- attendance at any Cabinet meeting
- performance of any duty connected with the opening of tenders
- performance of any duty requiring the authority to inspect or authorise the inspection of any premises
- performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996
- attendance at development and learning events
- the carrying out of any other duty approved by the authority for the purpose of or in connection with the discharge of the functions of the authority or any of its committees or sub-committees