

Changes to the constitution are shown as follows:

Additions (shown as underlined)

Deletions (shown with a ~~strikethrough~~).

MEMBER ALLOWANCES SCHEME (Excerpts from the scheme)

Special responsibility allowance

5. The council has decided to pay special responsibility allowances (SRAs) to those members whom it considers to have special responsibilities for the discharge of the council's functions. This allowance is in addition to the basic allowance. No member may receive more than one SRA.

Where the leader of the council has appointed two members to the cabinet in a job share, the SRA is split between the members with 50% payable to each member.

The list of SRAs payable is set out below:

Band 1a	SRA
Chair audit & governance committee	£3,144
Deputy leader majority opposition	£3,144
Leader minority opposition	£3,144
Opposition whip	£3,144
Vice-chair overview & scrutiny committee	£3,144
Deputy cabinet member	£3,144

Band 1b	SRA
Community champion	£8,211

Band 1c	SRA
Deputy Mayor	£9,477
Scrutiny commission chair	£9,477
Planning sub-committee chair	£9,477

Band 2a	SRA
Chair planning committee	£16,389
Chair licensing committee	£16,389
Chief whip	£16,389
Leader majority opposition	£16,389

Band 2b	SRA
Mayor	£25,665
Chair overview & scrutiny committee	£25,665

Band 3	SRA
Cabinet member	£38,109

Deputy leader	£38,109
Band 4	SRA
Leader	£56,775

6. The level of allowance paid to a band 3 or band 4 member is dependent on the average number of hours per week the member is employed elsewhere, as set out below:
- less than 11 hours elsewhere, full SRA
 - 11 to 24 hours elsewhere, two thirds SRA
 - more than 24 hours elsewhere, one third SRA.

Where cabinet members are appointed in a job share, the average number of hours employed elsewhere are doubled.

Entitlement to allowances

29. Allowances are paid automatically in equal monthly instalments. If a member of the council does not serve for the whole of the year, becomes disqualified or ceases to be entitled to a special responsibility allowance (SRA), they will only be entitled to payments for the proportion of the number of days served in that year. Overpayment of SRAs for continuing members will be automatically deducted from the basic allowance. Other overpayments must be repaid to the authority. If the scheme is amended to affect entitlement, any variation will be paid from an agreed date only. Retrospective payments will not be made to members who are no longer serving.

(NUMBER REMAINING PARAGRAPHS ACCORDINGLY)

Parental Leave for Councillors

30. The following leave periods will apply:

- Members giving birth are entitled to up to 39 weeks maternity leave, with the option to extend up to 52 weeks if required, by notifying the monitoring officer, (subject to 30(h) – six months attendance rule).
- In addition, where the birth is premature, the member is entitled to take leave during the period between the date of the birth and the due date in addition up to the 52 weeks' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial period up to 52 weeks.
- In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total up to 52 week entitlement.
- Members shall be entitled to take maternity/adoption support leave (formerly known as paternity leave) with up to two weeks paid SRA allowance and up to 13 weeks with no SRA allowance if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

- e) A member who is seeking to make Shared Parental Leave arrangements is requested to advise the Council of this intention at the earliest possible opportunity. Every effort will be made to accommodate such arrangements.
- f) Where both parents are members, leave may be shared up to a maximum of 52 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- g) A member who adopts a child through an approved adoption agency shall be entitled to take up to 39 weeks adoption leave from the date of placement, with the option to extend up to 52 weeks by if required, by notifying the monitoring officer.
- h) Any member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless Council Assembly agrees to an extended leave of absence prior to the expiration of that six-month period.
- i) Any member intending to take maternity, maternity/adoption support, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, by notifying the monitoring officer, both in terms of the point at which the leave starts and the point at which they return.
- j) Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- k) If an election is held during the member's maternity, maternity/adoption support, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

Basic Allowance

31. All members shall continue to receive their basic allowance in full whilst on maternity, adoption or maternity/adoption support leave.

Special leave arrangements

39. The special leave arrangement for members applies to all recipients of special responsibility allowances. Where SRAs are paid at a reduced level, that level will apply during any special leave absence. Where members have elected not to receive their allowance no special leave payment will be made.

40. Where a period of special leave includes the annual meeting of council assembly and the member is not reappointed to a post attracting an SRA, the special leave allowance will cease on the day following council assembly.

Maternity leave

41. The maternity leave arrangement will be for up to three months on full allowance 6 weeks full SRA allowance, 20 weeks half SRA allowance and

13 weeks SRA unpaid (subject to 30(h) above – six months attendance rule). No additional allowance will be paid for absence beyond ~~three~~ 26 weeks. Antenatal care is part of the normal arrangements for short term absence and is not affected by special leave arrangements.

42. Members are not eligible for Statutory Maternity Pay (SMP) if they are not employed elsewhere. The council cannot pay SMP.

Adoption leave

43. The adoption leave arrangement will be for up to ~~three months on full allowance~~ 6 weeks on full SRA allowance, 20 weeks half SRA allowance and 13 weeks SRA unpaid. No additional allowance will be paid for absence beyond ~~three months~~ 26 weeks.

Maternity/Adoption Support Leave (formerly paternity leave)

44. The ~~paternity~~ maternity/adoption support leave arrangement will be for ~~ten days~~ two weeks paid SRA allowance and ~~parental support absence of up to 13 weeks with no SRA allowance.~~

Sick leave

45. The sick leave arrangement will be for up to six months full allowance in any 12 months.

Other special leave

46. Normal leave arrangements and emergency situations do not affect SRAs. Extended absence e.g. service abroad in the Territorial Army or jury service to be in line with officer guidelines.

Other arrangements

47. During any period for which special leave arrangements are in place any member who is appointed to deputise for the absent member ~~who is not a member of the cabinet~~ will be eligible for the full SRA payments due in the same period up to a maximum of 52 weeks. Where a substantive member has more than one position with an SRA, only one member can deputise and receive one SRA for both positions. Payment to cabinet members for loss of office will not apply to members who deputise for a cabinet member.

48. ~~During any period for which special leave arrangements are in place any member who is appointed to deputise for an absent cabinet member will be eligible for a proportion of the SRA payments due in the same period, not exceeding nine tenths of the full SRA payment.~~