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CAMBRIDGE CITY COUNCIL INDEPENDENT REMUNERATION PANEL

To: Messers Arnold, Humby, Kirkness and Paul

Despatched: Friday, 11 February 2011

Date: Monday, 28 February 2011

Time: 6.00 pm

Venue: Committee Room 2 - Guildhall

Contact: James Goddard **Direct Dial:** 01223 457015

AGENDA

- 1 TO CONSIDER PROPOSALS FOR THE CAMBRIDGE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME 2011/12** *(Pages 1 - 98)*
- 2 TO DISCUSS THE PANEL'S WORK PROGRAMME FOR 2011/12**
 - To prepare report on Member allowances for Civic Affairs Committee 23 March 2011
 - 2a Oral Reports From Political Group Representatives
Panel to consider oral reports from Political Group representatives

Members of the public are welcome to attend this section
 - 2b Written Reports From Political Group Representatives
Panel to consider written reports from Political Group representatives

Members of the public are welcome to attend this section
 - 2c Discussion of Council Members' Allowances Scheme 2011/12
Closed Session

This meeting is held by the Independent Remuneration Panel, and as such, is not subject to normal Council procedure rules concerning public access. Members of the public are welcome to attend sections relating to oral and written reports from political group representatives, but will be asked to leave when the panel debates these representations in closed session.

CIVIC AFFAIRS

15 September 2010

6.00 - 7.20 pm

Present: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Benstead, Herbert and Ward

Officers Present:

Director of Resources – David Horspool
Head of Accounting and Support Services – Julia Minns
Head of Internal Audit – Sarita Haggart
Head of Strategy and Partnerships – Trevor Woollams
Head of Legal – Simon Pugh
Principal Auditor – Bridget Bishop
Democratic Services Manager – Gary Clift
Electoral Services Manager – Vicky Breathing
Committee Manager – Martin Whelan

Representatives of the Audit Commission

FOR THE INFORMATION OF THE COUNCIL

10/44/civ Apologies for absence

Apologies for absences were received from Cllr Pitt, Cllr McGovern attended as an alternate.

10/45/civ Minutes of the meeting held 30 June 2010

The minutes of the minutes meeting held on 30th June were agreed as a true and accurate record subject to the correction of a minor typographical error in item 10/41/Civ.

10/46/civ Declarations of Interest

Cllr McGovern declared a personal interest due to a member of the Independent Remuneration Panel being a work colleague.

10/47/civ Public Questions

There were no public questions.

10/48/civ Audit Commission Annual Governance Report

The committee received a report from the Director of Resources introducing the Annual Governance Report. The District Auditor outlined the key messages in the Annual Governance Report and the changes in reporting requirements since the start of the coalition government.

Cllr Herbert requested clarification on the figures reported for the valuation of outstanding Icelandic banks investments and the currency exchange rates applicable. The District Auditor and the Director of Resources assured the committee that due process had, and was, being followed in the valuations made. Cllr Herbert agreed to liaise with the Director of Resources regarding the detailed questions he had.

Cllr Herbert also requested clarification on the figures included in the Statement of Accounts in relation to the Icelandic investment repayment percentages and the amount given in the Annual Governance Report. The committee were advised that this reflected the £1.42m, which had already been repaid to the Council.

The District Auditor and the Director of Resources were also questioned about the level of Pension Fund liabilities, and whether this represented an area of concern. The committee were advised of the existing and proposed provisions for additional pension contributions and of the review of the local government pension scheme, which is underway.

The committee thanked the representatives of the Audit Commission for their work. The District Auditor welcomed the comments and outlined the proposed changes to the local government audit framework for 2012 onwards.

The committee resolved by 6 votes to 0 to;

- (i) Receive the Annual Governance Report presented by the Audit Commission.

- (ii) Approved the audited Statement of Accounts for the year ending 31 March 2010
- (iii) Authorised the Chair of the meeting to sign the Letter of Representation and audited Statement of Accounts for the financial year ending 31 March 2010 on behalf of the Council.

10/49/civ Internal Audit 2010/11 half yearly review

The committee received a report from the Head of Internal Audit regarding the half yearly review for Internal Audit.

The committee made the following comments

- (i) PCIDSS – Concern was expressed about the difficulty of ensuring compliance due to the vague nature of the supporting guidelines and the costs of using consultants for this type of work. The Head of Internal Audit acknowledged the concerns and advised the Committee that Internal Audit were involved in leading this process rather than the Authority having to engage consultants.
- (ii) City Services – A number of members expressed concern about the ability of the organisation to effectively manage the range of businesses, which had been previously managed by City Services. Specific concerns were raised in relation to external contracts and remaining competitive if the contract/contractor split was removed. The Director of Resources agreed to discuss any specific concerns outside of the meeting and assured the committee that the corporate restructure would be seeking to ensure that the necessary skills, systems and resources were in place to maximise the competitiveness and viability of these and any new business opportunities.
- (iii) Voids – The committee welcomed the good practice displayed in relation to the audit analysis of the existing process, particularly the use of end-to-end analysis.

The committee resolved by 6 votes to 0 to

Approve the adjustments to the plan for 2010/11.

10/50/civ E-Petitions

The committee received a report from the Democratic Services Manager regarding the implementation of an e-petition facility, which would come into effect on 1 December 2010. The committee noted that Council approved a new petition scheme on 27 May 2010, and that some minor changes were required as a result.

The Chair highlighted a small number of typographical errors in the proposed wording of the e-petition scheme. The Democratic Services Manager agreed to simplify the wording regarding the deadlines for submitting petitions.

The committee resolved to recommend to Council by 5 votes to 0 to

- (i) Amend the Council's Scheme for Petitions to include the facility for e petitioning with effect from 1 December 2010.

10/51/civ Review of Polling Districts, Polling Places and Polling Stations

The committee received a report from the Electoral Services Manager, regarding the review of polling districts, polling places and polling station stations.

The Chair requested that any detailed comments should be submitted as part of the review. Members of the committee made the following points

- (i) It was suggested that 3 polling districts, DD, ED and MC should be discounted as part of the review as they related to the previous parliamentary constituencies.
- (ii) With reference to polling districts HB and HC, it was questioned whether the existing arrangement of having two polling district voting at a single polling place should be continued. It was agreed that the approach should be consistent across the city.
- (iii) Members welcomed the possibility of widening the review and considering issues such as the pattern of voting throughout the day.

The committee resolved by 5 votes to 0 to:

- (i) Note the arrangements for designating polling districts and places for the purposes of parliamentary and local government elections;
- (ii) Use the starting point for public consultation be the current boundaries subject merging DD, ED and MC polling districts into the neighbour polling districts.
- (iii) Note that if there are a significant number of suggested changes to the current arrangements, a workshop be organised to take place after the close of the consultation period.
- (iv) Consider the recommendations arising from the consultation at a meeting of the committee on 15 November 2010, to consider and approve changes to polling districts and polling places. Any amendments arising through that process to be implemented with effect from the date of the publication of the revised Register of Electors on 30 November 2010.

10/52/civ Leader and Cabinet

The committee received a report from the Democratic Services Manager regarding the consultation undertaken during August 2010. The committee noted that whilst it was still a legal requirement to adopt to adopt the provisions, the government had indicated that they intended to revoke the legislation.

The committee resolved by 4 votes to 0 to

- i. Adopt the Leader and Cabinet model of executive governance as set out in the Local Government and Public Involvement in Health Act 2007
- ii. Agree that it will take effect from the Annual Meeting of the Council in May 2011
- iii. Amend the relevant parts of the Constitution accordingly.

10/53/civ Committee Dates 2011 – 2013

The committee received a report from the Committee Manager seeking approval for the committee dates 2011 to 2013.

Members queried some of the dates suggested near half-term weeks and agreed to consider the dates at the meeting on 15th November for approval.

10/54/civ Members Allowances

The committee received a report from the Democratic Services Manager regarding the timetable for agreeing a member's allowances scheme for 2011/12.

The committee made the following comments;

- i. The value and reliability of time recording was questioned.
- ii. The importance of a simple scheme, which could respond to changes in the political composition of the Council were highlighted, but it was agreed that it might be too complicated to achieve this.
- iii. The possibility of resurrecting and slightly revising the formulae proposed by the panel in 2008 was suggested.

The committee resolved by 6 votes to 0 to;

- i. Agree that the Independent Remuneration Panel report its findings and recommendations to Committee on 23 March 2011.
- ii. Ask officers to investigate alternatives to the annual process approach this authority has followed since 2002 in agreeing its Allowances Scheme and report to the 23 March 2011 committee.

The meeting ended at 7.20 pm

CHAIR

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CAMBRIDGE CITY COUNCIL

REPORT OF: Democratic Services Manager
TO: Civic Affairs Committee 15/9/2010
WARDS: All

MEMBERS ALLOWANCES

1 INTRODUCTION

The purpose of this report is to seek agreement on the timetable for the Members Allowances Scheme 2011/12.

2. RECOMMENDATIONS

- 2.1 To agree that the Independent Remuneration Panel report its findings and recommendations to Committee on 23 March 2011.
- 2.2 To make any changes to the Panel's Terms of Reference.
- 2.3 To ask officers to investigate alternatives to the annual process approach this authority has followed since 2002 in agreeing its Allowances Scheme and report to the 23 March 2011 committee.

3. BACKGROUND

- 3.1 The need for the Independent Remuneration Panel to report ahead of 2011 budget preparations is not necessary as any budget increase that would need the Executive's prior consideration is highly improbable. Indeed, it is possible that the Panel will have to consider a reduction in the total Allowances budget.
- 3.2 The IRP is keen to gather data and this will take time during the autumn. Officers are currently looking at what other authorities do (and the rates of success) before finalizing what data will be collected and how it will be collected and working with the Panel to conduct the survey. In addition, and taking on board comments from various representations made to them, the Panel will spend time attending a selection of committee meetings and will liaise more closely with officers and selected councilors to better understand the various functions that are undertaken.

4. A SCHEME FOR 2011/12

- 4.1 It proposed that the Independent Remuneration Panel meet in January/February 2011 and report its proposals to 23 March 2011 committee.

The Panel's Terms of Reference were reviewed in September 2009 and are to recommend an Allowances Scheme which:

- (i) Recognises that councillors undertake their council work for the sake of public service and not private gain.
- (ii) Recognises in both basic and special responsibility allowances the varying demands placed upon councillors, dependent upon their roles and responsibilities.
- (iii) Fairly and equitably compensates councillors, so far as the Panel thinks appropriate, for the time and effort they can reasonably be expected to devote to their work as a councillor.
- (iv) Is economic, efficient to administer and effective.
- (v) Is easy to understand, explain and administer.
- (vi) Recognises the level of out-of-pocket expenses councillors incur in carrying out their functions (e.g. stationery, telephone costs and computer consumables).
- (vii) Has flexibility to reflect changes of responsibilities of individual councillors during the course of a municipal year.

As part of above, the statutory requirement is for the Panel to recommend:

- a. The level of basic allowance.
 - b. Which member roles should receive a special responsibility allowance and what level.
 - c. Whether allowances are pensionable and if so applied to basic and/or special responsibility allowances.
 - d. Whether a childcare and dependent carers' allowances should be made available, at what level, and how it should be determined.
 - e. Duties for which travelling and subsistence is to be paid and levels of allowance.
 - f. Levels of allowance which should be paid to co-opted members.
 - g. Whether any allowance should be backdated to the beginning of the financial year in event of the scheme being amended.
 - h. Whether annual adjustments of allowance levels may be made by reference to an index, and if so, for how long such a measure should run.
- 4.2 The Committee can amend these Terms of Reference now or await the Panel's new report in March 2011, which is due to involve new data gathering and consideration of alternatives to the current process we go through annually, also to report in March.

5. RECRUITMENT TO, AND MEMBERSHIP OF, THE PANEL

- 5.1 Since its inception in 2002, the Council has required 5 members of the public make up its IRP. Recruitment to one vacancy took place this April (having been two members down for the last two years) so there are now 4 members. We have included information on the work of the IRP on the democracy pages of the summer edition of Cambridge Matters which went to every household in June. We had one application of interest received and a selection panel is being set up.
- 5.2 There are 2 members who have been in place since 2002 and should be replaced as soon as practicable. Bearing in mind it is a voluntary role (there is a payment equating to £12 per hour for the hours worked, but this is on the minimal end compared to other authorities that pay retainers). There was no expectation at appointment of such a long period of service and any Panel member can leave at any time. There is also a risk that you become, or more often are seen to be, institutionalised with long service.
- 5.3 Officers will do further work in this area and will report in March 2011 and will make recommendations on length of service and the future size of the Independent Remuneration Panel.

6. IMPLICATIONS

(a) Financial Implications

None arising from this report.

(b) Staffing Implications

The Independent Remuneration Panel should be provided with adequate support to carry out its work effectively. Recruiting new Panel members and undertaking a more intensive data gathering project will require more officer support work than in recent years.

BACKGROUND PAPERS: None.

The author and contact officer for queries on the report is Gary Clift gary.clift@cambridge.gov.uk or 01223 457011

Date originated: 08 September 2010

Date of last revision: 08 September 2010

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CIVIC AFFAIRS

30 June 2010
6.00 - 8.50 pm

Present: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Benstead, Herbert, Pitt and Ward

Officers Present

Chief Executive, Antoinette Jackson
Director of Finance, David Horspool
Head of Internal Audit, Sarita Haggart
Head of Strategy and Partnerships, Trevor Woollams
Head of Accounting Services, Julia Minns
Democratic Services Manager, Gary Clift
Committee Manager, Martin Whelan

Representative of the Independent Remuneration Panel, Tobias Paul

District Auditor
Representative of the Audit Commission, Keith Matthews

FOR THE INFORMATION OF THE COUNCIL

10/29/civ Apologies for absence

There were no apologies for absence.

10/30/civ Declarations of Interest

There were no declarations of interest.

10/31/civ Public Questions

There were no public questions.

10/32/civ Approval of the minutes of the previous meeting

The minutes of the meeting held on 17th May 2010 were agreed as a true and accurate of the meeting.

10/33/civ Review of the Effectiveness of the Systems of Internal Audit

The committee received a report from the Director of Finance regarding the effectiveness of the system of Internal Audit.

The Director of Finance recommended based on review and external assurance work that the system of Internal Audit was appropriate and effective.

Resolved (Unanimously) to note the opinion of the Director of Finance that indicates that an appropriate and effective system of Internal Audit was in place within the Council during the 2009/10 financial year.

10/34/civ Head of Internal Audit Opinion

The committee received a report from the Head of Internal Audit, regarding their Annual Opinion for 2009/10.

The committee made the comments regarding the report;

- All members of the committee welcomed the work and value of the Internal Audit service.
- The value of the “limited” or “no” assurance reports. It was suggested that the Chair and Opposition Spokes of the relevant committee/s should receive these as a matter of course. The suggestion was welcomed. It was noted that Internal Audit were in the process of developing an intranet area for members to access Internal Audit related information.
- The importance of engaging with Executive Councillors and working with them to promote the completion of audit actions.
- It was questioned whether the mercury abatement project had been audited, or whether there was any plan to do? Officers confirmed that the project had been through Asset Management Group and other relevant internal processes, but at this stage there were no definite plans for audit activity related to the project.
- Clarification was sought on what work had been undertaken to prevent issues falling between “the gaps” in respect of the corporate restructure.

Officers outlined various processes, which were being used to prevent these types of issues arising.

Resolved (Unanimously) to note

- (i) The opinion of the Head of Internal Audit that there is an acceptable level of internal control within the majority of the Council's systems and procedures and the risk management framework, with 65% of audits providing an assurance rating of "significant assurance" or "full assurance". However, some weaknesses were identified in a number of audits conducted during the year.
- (ii) The opinion of the Head of Internal Audit related solely to the work undertaken by the Internal Audit team in the financial year 2009/10.

The committee resolved to thank the Internal Audit team for their work.

10/35/civ Assurance Framework and Draft Annual Governance Statement 2009/10

The committee received a report from the Head of Internal Audit and the Principal Auditor regarding the Assurance Framework and Draft Annual Governance Statement.

Resolved (Unanimously) to

- (i) Note the arrangements for compiling, reporting on and signing the Annual Governance Statement.
- (ii) Critically review the draft Annual Government Statement and incorporated action plan, having regard to the Head of Internal Audit Annual Opinion.

10/36/civ 2010/11 Audit fee letter

The District Auditor and the Audit Manager introduced the letter. As a result of the outcome of the General Election, the District Auditor outlined the following changes;

- The assessment and inspection elements of the fee have been withdrawn, following the abolition of the Comprehensive Area

Assessment. It was noted that the letter would be issued later in the year.

- The committee were advised that the majority of the work had been completed for the Use of Resources assessment, but that the score element would not be published.
- It was noted that a refund of £8800 had been transferred to the Council to mitigate for the costs of the transfer to IFRS standards.

The committee made the following comments.

- Clarification was sought on the timeline for the re-issue of the letter. The committee was informed that it was unlikely to be ready for the September meeting.
- Due to the changes in the process, the committee asked whether any refund was likely for 2010/11. The committee were advised that position was not clear but that the majority of the work had been completed.

Resolved (Unanimously) to note the Audit Fee letter for 2010/11

10/37/civ 2009/10 Opinion Audit Plan

The committee received a report from the District Auditor regarding the 2009/10 Opinion Audit Plan.

The committee noted that the fee charged was 20% below the scale fee for an authority of the size of Cambridge.

Clarification was sought on whether it would be possible for members of the public to make comparative judgements between different councils. The District Auditor explained that the Use of Resources narrative would be published without a score, and that there contained to be a statutory requirement to report on whether the council met the "Value for Money" test. It was noted that a "pass" on the value for money would be broadly equivalent to a level 2 on use of resources, but that no further comparators would be available.

Resolved (Unanimously) to note the 2009/10 Opinion Audit Plan.

10/38/civ Code of Corporate Governance 2010

The committee received a report from the Head of Legal Services, along with a proposed revised version of the Code of Corporate Governance.

The Head of Legal Services explained that the report and the draft code had been presented to the Standards Committee, which had no comments that it wished to pass to this Committee.

Concern was expressed about the continued lack of clarity on partnership governance. The Head of Strategy and Partnerships explained that in light of the developments since the general election, a review of partnership arrangements (including governance) was required.

Recommended (Unanimously) that the Council adopts the revised Code of Corporate Governance for 2010 as set out in the Agenda.

10/39/civ Statement of Accounts 2009-10

The Head of Accountancy Services introduced the report and tabled a list of minor changes to the report.

In response to feedback from the committee it was agreed to clarify the figures on page 33 of the report, so that it was clear which figure was being changed.

The committee made the following comments on the Statement of Accounts 2009-10;

- Further details were requested on the pension figures. The Head of Accountancy Services advised that the County Council administer the pension fund on behalf of the City Council. It was noted that a number of potential changes were being considered to the scheme, but that some would require legislative changes.
- Clarification was sought on the exact extent of the debts arising from the Folk Festival. The Director of Finance explained that dependent on the context both figures were equally valid, but that £618,000 was included in the statement of accounts.
- Clarification was requested on when the house building figures for 2009/2010 would be included. The Head of Accountancy Services confirmed that the final figure would be incorporated into the final version.

Resolved (Unanimously) to

- (i) Approve the draft statement of accounts for the year ending 31 March 2010
- (ii) Authorise Councillor RA Boyce, as Chair of the Committee, to sign the statement of accounts for the financial year ending 31 March 2010 on behalf of the Council.

10/40/civ Annual Complaints Report 2010

The Head of Strategy and Partnerships introduced the Annual Complaints report.

The committee noted the increased number of complaints being submitted by email, and the growing number of Freedom of Information requests.

Resolved (Unanimously) to approve the Annual Complaints Report 2009-10 for publication on the Council's website.

10/41/civ Councillors Allowances

In accordance with section 100b of the Local Government Act 1972 the Chair of the committee ruled that this item be considered despite not being available for public inspection for at least 5 working days before the meeting.

The Democratic Services Manager introduced Mr Tobias Paul a member of the Independent Remuneration Panel. Mr Paul summarised the Panel's findings as set out in the report. He highlighted:

- No changes to the current multipliers or Special Responsibility Allowances, but these would be reviewed as part of a holistic review of allowances.
- A recommendation that the single Conservative councillor should receive a Special Responsibility Allowance
- A recommendation that allowances that the leaders of the opposition groups should receive a basic allowance, based on 0.7 basic allowance

(Labour – circa £1950) and 0.3 basic allowance (Green – circa £850) as in 2008/09 when there were two Minority Party Groups.

Cllr Pitt questioned why the item was so urgent and couldn't wait until November. The Democratic Services Manager explained that no new allowances identified through either a result of the electoral changes and changes agreed at the Annual Meeting of the Council could be paid until the Council agreed resolved to adopt the scheme, any changes couldn't be implemented. The Chair also confirmed that the committee had specifically requested the item to be on the agenda for this meeting.

The Committee questioned whether the panel had considered incorporating the Area Committee SRA paid to all Councillors into the Basic Allowance. Mr Paul explained to the committee that the panel had provisionally recommended no change pending an overall review of the scheme.

The committee discussed the number of Labour minority spokes SRAs on Scrutiny Committees. Cllr Herbert agreed that this should be reduced by one to reflect the change in Labour Group seats on the Community Services Scrutiny Committee for 2010/11.

The committee noted that system of allowances would need to be reviewed again if the governance arrangements for the authority were changed.

Cllr Herbert requested a separate vote on the proposal to permit an SRA for the single Conservative Party Councillor, which had been recommended by the Panel and which Labour Group supported. The Chair stated that this recommendation was not supported by the Majority Group and had not been when the Panel raised it previously. This was lost by 2 votes to 4.

Council is recommended (unanimously) -

To agree the allowances scheme 2010/11 in Appendix ? with any new allowances identified in the Scheme arising from the elections and appointments at the Annual Council Meeting being backdated to the beginning of the Municipal year.

10/42/civ Constitutional Changes

The committee received a report from the Head of Legal Services regarding proposed constitutional changes. [This is attached as an Appendix to the minute and has been amended to reflect the changes agreed by the Committee].

The relevant section of the covering report is referenced in the style B1 – Appendix – 13f (i).

Motions

The Head of Legal Services outlined the principle to change the presumption for the consideration of motions.

The committee discussed the practicalities of the proposed new approach, including concerns about potential abuse of the right of referral. It was agreed that the approach was more transparent.

The committee agreed to insert “There is an overriding need for further information” at the beginning of section 13.7 f (i). B7 – Appendix B - 13.7 f (i)

It was further agreed to adopt a convention to request that substantial amendments would be submitted on the day of the meeting. The committee acknowledged that whilst normally the introduction of new amendments would be discouraged, on occasions it would be necessary. It was agreed that the following sentence would be removed from section 23.2 “Members are asked not to introduce new or tangential material by way of amendments that have not been published in this way”. B8 – Appendix B – 23.2

Management of large/long reports

Officers agreed to review the management of large report and explore options, other than printing a copy for every member of the committee with the recent Environment Scrutiny Committee agendas and Planning Policy Documents given as examples.

Annual Statement Process

The proposal to review the annual statement process was welcomed by the committee.

Written Questions

The rationale for limiting the number of written questions to two per Councillor was questioned. Following discussion it was agreed that a limit be set and that composite questions would still be permitted.

Petitions

The report had not explained that the change in timescales for the submission of petitions would only refer to Council meetings due to the logistics of checking 500+ signatures.

Oral Questions

The committee noted that in future the initial question and response would be included in the Council minutes, but not supplementary questions and answers.

It was agreed to remove “(but are not obliged to)” from paragraph 3.8. B10 – Appendix B – 3.8

Media

The committee welcomed the protocol. It was agreed that all references to chairperson would be revised to chair. The committee was advised that copyright provisions of third party presentations/submissions would be discussed and resolved under the protocol at the time a request to film was made.

The committee amended the protocol to exclude councillors from “At all times the wishes of those who chose not to be involved will take precedence” as they should be expected to be in the spotlight.

Honorary Councillors

Following discussion the Democratic Services Manager agreed to review the criteria with Chair and Spokes.

Local Government and Public Involvement in Health 2007 – Implications

In agreeing that the consultation should be undertaken to enable the legislative timescale to be met, it was noted that the Government was likely to abandon this requirement.

Council is recommended (Unanimously)

- (i) To agree that the Constitution is amended in accordance with the recommendations in Part 4 (B4-12) of the report appended to this adoption minute.
- (ii) To agree that responsibility for the exercise of powers delegated to officers are to be reallocated in accordance with responsibility for services under the new structure, and that the Chief Executive is authorised to decide on responsibility for their exercise in cases of doubt.
- (iii) To agree that the Council consults on the proposed transition to the new Leader and Cabinet model of Executive decision making set out as proposed in Part 5 (B12-13) of the report appended to this adoption minute.

10/43/civ Scrutiny within the County Local Area Agreement

The Democratic Services Manager introduced the report regarding the proposed protocol for scrutiny of other public sector bodies.

The committee resolved to note the protocol.

The meeting ended at 8.50 pm

CHAIR

REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR CAMBRIDGE CITY COUNCIL

November 2008

1. Introduction

1.1 Under the Local Government Act 2000 and relevant Regulations, the Independent Remuneration Panel ('the Panel') is appointed to make recommendations to the Council on the amount of allowance payable to Councillors. The Council, before it makes or amends its allowance scheme, must have regard to the recommendations which have been made to it by the Panel.

1.2 The Panel meets at least annually to recommend an allowances scheme for the Council's Municipal Year (May to May). This year, the Panel met in July to consider amendments to the 2008/09 Scheme which were required as a result of the changes to political groups following the local elections in May. The Council adopted an amended scheme on 11 September. The Panel has met on 3 November 2008 to consider a Scheme for May 2009-May 2010. The Panel meets in the autumn so that the Council has adequate time to consider the Panel's proposals and any financial implications arising from its recommendations.

2. Terms of Reference

2.1 The Panel's Terms of Reference are set by the Civic Affairs Committee and were last reviewed on 16 April 2008.

1. Recognises that councillors undertake their council work for the sake of public service and not private gain.
2. Recognises in both basic and special responsibility allowances the varying demands placed upon councillors, dependent upon their roles and responsibilities.
3. Fairly and equitably compensates councillors, so far as the Panel thinks appropriate, for the time and effort they can reasonably be expected to devote to their work as a councillor.
4. Is economic, efficient to administer and effective.
5. Is easy to understand, explain and administer.

6. Recognises the level of out-of-pocket expenses councillors incur in carrying out their functions (e.g. stationery, telephone costs and computer consumables).
7. Has flexibility to reflect changes of responsibilities of individual councillors during the course of a municipal year.

As part of above, the Statutory requirement is for the Panel to recommend:

1. The level of basic allowance.
2. Which member roles should receive a special responsibility allowance and what level.
3. Whether allowances are pensionable and if so applied to basic and/or special responsibility allowances.
4. Whether a childcare and dependent carers' allowances should be made available, at what level, and how it should be determined.
5. Duties for which travelling and subsistence is to be paid and levels of allowance.
6. Levels of allowance which should be paid to co-opted members.
7. Whether any allowance should be backdated to the beginning of the financial year in event of the scheme being amended.
8. Whether annual adjustments of allowance levels may be made by reference to an index, and if so, for how long such a measure should run.

3. Membership of the Panel and its work

3.1 An unsuccessful recruitment exercise was undertaken in September to fill one vacancy. A further recruitment will be undertaken in the new year. The law requires a minimum of three members on a Panel, the Council has chosen to have five seats on its Panel. The members of the Panel are:

Michael Arnold
Brian Cockburn
Geoffrey Kirkness
George Lindley (who was not present at the 3 November meeting and has subsequently resigned)

Background details of the Panel are listed in the appendix.

3.2 The Panel met on 3 November and heard in public the views of the Liberal Democrat, Labour and Green & Independent Group put by Councillors Boyce, Herbert and Wright respectively. The notes of this meeting are appended. Councillor Howell submitted a written statement which the Panel considered (also appended). The Democratic Services Manager acted as clerk and advisor to the Panel.

4. Recommendations

4.1 The Panel recommends to the Council that:

1. A Basic Allowance of £3,350 per Councillor per annum be payable. For the avoidance of doubt, the on-going cost of broadband, is expected to be met from this Allowance.
2. A Special Responsibility Allowance (SRA) should be payable to those members undertaking significant additional responsibility. Those responsibilities are set out in the attached tables.
3. Other elements of the Scheme should be the same as set for 2008/09 (in the appendix)
4. Suitable provision for the Chair and Vice Chair of the Standards Committee (which are positions held by members of the public) should be made for by the Council but not as part of the Members' Allowances Scheme.
5. Co-opted members - non-councillors co-opted onto committees, working parties etc. should receive an Allowance at the national minimum wage for the hours served, plus out of pocket expenses as appropriate. This will not apply if the person is in receipt of any other allowance or expenses entitlement provided by the City Council.

5. The Panel's deliberations

The Basic Allowance

5.1 "Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers

and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes¹.”

5.2 The Panel received representations from opposition Group Leaders that the proportion of the total budget allocated to the Basic Allowance should increase. As the Panel was working to a new scheme that could be contained within the estimated budget, this could only be achieved by reducing the proportion allocated to Special Responsibilities and this is referred to below.

5.3 The Panel was asked to consider the matter of broadband provision to members. During the last year this matter has been raised with officers because a minority of councillors were using dial-up connectivity. This was making it difficult for them to undertake their duties effectively as so much information from the Council to Member is communicated via email and e reporting/web. The ICT provision to those Members who are provided with council owned kit (not all are) does not include a broadband connection, or the monthly payments for it. However, the Council has agreed recently as an interim measure to install broadband for 4 councillors and to pay the monthly charge. The remaining 37 councillors have their own broadband connection and pay for it themselves. One way or another, the Council needs to agree on a fair and equitable approach for the future.

5.4 The Basic Allowance payable to all 42 councillors, amongst other things is intended to cover “out of pocket expense that Members incur in carrying out their duties (eg. stationery, telephone costs and computer consumables)” this is from the Council’s own set of Terms of Reference for the IRP. With regard to supplying computer hardware, broadband and associated support, local authorities have developed numerous packages and the Statutory Guidance on Allowances (from 2003) does not give a clear view.

5.5 Broadband is more widely available and arguably more affordable service, the Panel is asked to consider whether it should be an expectation that the Basic Allowance should cover the costs that a Member would incur using the broadband connection in performing their public duties. The installation and set-up costs of broadband is a matter for the Council as part of its ICT package of support to Councillors to ensure that all Members are enabled to their jobs effectively and efficiently. The Panel noted that ICT support was being reviewed.

5.6 The level of the Basic Allowance has been set since 2002 at the rate of the minimum wage for an ‘average time’ spent by Members on dealing with constituency and other council business. This amount is set to reflect the fact that

¹ Statutory Guidance 2003

it is an allowance for public service work and not a wage. The national minimum wage is a good reference remunerative rate. While clearly it does not represent the skill and responsibility required by Members it does provide a basic level of remuneration for work done. In addition, the minimum wage is modified annually to reflect changes in the cost of living, this is done independently of the Council. The minimum wage is at a sufficiently low level that an additional modification to represent the public service element of Members' time was not appropriate. Following this logic, the Basic Allowance is equal to 10 hours per week (52 weeks per year) at the hourly rate set at the national minimum wage – ie. £2,980.

In addition, the Panel accepted changes suggested by Councillors to move some budget from the Special Responsibilities 'pot' to the Basic Allowance.

5.8 It was raised by Councillors during the Panel's meeting that the SRA for being a member of the Area Committee applied to every councillor so for clarity that money should be within the Basic Allowance

5.9 Basic Allowance should be paid in monthly instalments of one twelfth of the annual amount.

The Special Responsibility Allowances (SRA)

5.10 Having heard views put to it by Councillors that the level of Basic Allowance should be increased the Panel looked at where there was scope for reducing SRAs to recommend a scheme within budget.

5.11 Councillors at the Panel's meeting put the case that Vice Chairs of committees did not in reality have a significant additional responsibility. The exception to this was Vice Chairs of Area Committees as there was an additional responsibility relative to the other council committees.

The Panel accepted this argument and propose to delete SRAs for Vice Chairs except for Area Committees. The allowances will be moved to the Basic Allowance budget.

5.12 The multiplier SRA for Executive Councillors should be reduced to allow an increase in level of Basic Allowance. Although the Executive's duties have not changed, the Panel's primary focus now is a re-distribution to the Basic Allowance. The practice over recent years has been to recommend a scheme within the Council's estimated budget and this can only be achieved by re-distribution. The Executive Councillor SRA will still reflect the considerable extra responsibility by a higher multiplier.

The Panel recommend a reduction in SRA for Executive Councillors. The top-sliced allowances will be moved to the Basic Allowance budget.

5.13 The Panel was asked to mitigate an anomalous behaviour that was an unexpected side effect of the way the equivalent of one Basic Allowance is shared between the leaders of the minority groups. Put simply, this anomaly is that even if a minority group has the same number of seats the SRA for its leader might vary (as it did at the last elections). To address this the Panel recommends that the way minority group leader SRAs is calculated is now as follows: The relative sizes of the SRAs is still based on the square root of the number of seats, but rather than sharing out a fixed amount of money (previously this was one Basic Allowance) each individual SRA will be derived by scaling the Basic Allowance and then multiplying by the root. This means that the total of all the minority group SRAs will vary as electoral results vary, but for a group leader whose group has the same number of seats the SRA remains the same.

The Panel recommend amending the way the opposition Group Leader SRA be calculated as set out above.

5.14 The Panel still supported a principle that the allowances scheme recognized the additional work smaller political groups or individuals councillors face. The Panel recommend that the single Conservative Councillor receive an SRA as a 'group of 1' despite not being a Political Group as defined in law and requiring official recognition by the Council. There is provision in the Statutory Guidance that an SRA is payable for 'any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above (the 'listed above' referred to in the Guidance covers: acting as a spokesperson for a political group on a committee, member of a committee that meets with exceptional frequency, presiding at meetings of a committee, membership of the executive, leader or deputy leader of a political group)' The Panel asks that the Council interpret this Guidance to make provision for a single councillor representing a political party.

5.15 Some members might under this system stand to be in receipt of more than one SRA. We considered this to be fair, as it would reflect additional responsibility.

5.16 SRA like the Basic Allowance should be paid in monthly instalments of one twelfth of the annual amount.

6. The Panel's view of the current budgetary position for Members' Allowances

The Panel notes that the estimated budget for Members' Allowances for 2009/10 is £253,170. Our recommendations keep within this budget. If members do not agree with the 4% increase as budgeted for, they should not adjust individual SRA's but reduce the Basic Allowance by whatever percentage they agree on.

Annex 1 - The proposed Allowances Scheme 2009/10

Annex 2 - Spreadsheets explaining the steps taken when making changes to the Allowances Scheme

Appendix 1 - Notes of the Independent Remuneration Panel meeting 3 November 2008

Appendix 2 - Cllr Howell's written submission

Panel's Biography:

Mr Michael Arnold - retired. Lifelong resident of City.

Financial background, most recently working for a biopharmaceutical company. Community Governor for Castle School. Volunteer Rowing Coach who looks after the schools section of a local rowing club. Member of the Panel since 2002.

Mr Brian Cockburn - Lived in Cambridge since 1983. Software engineer. Current voluntary work with the Scout Movement. Member of the Panel since 2002.

Mr Geoffrey Kirkness - Member of the Panel since 2006.

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Members Allowances 2010 to 2011

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1 Basic Allowance and Special Responsibility Allowance (taxable)

Basic allowance: This is an annual flat rate payment to all councillors, intended to recognise the time devoted by councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses councillors incur in carrying out their functions (eg stationery, telephone costs and computer consumables.) It also recognises that councillors undertake their council work for the sake of public service and not for private gain. For the 2010 / 2011 municipal year each councillor will receive an annual allowance of £2,782.

In addition, all 42 Members of the Council receive £417 in an area committee allowance. Therefore, the total allowance for a City Councillor before adding any other special responsibilities listed below is £3,199.

Special Responsibility Allowance: This is paid to councillors who have a higher than average workload and/or hold particular positions of responsibility within the council. For the municipal year 2010 / 2011 the allocation of Special Responsibility Allowances is as follows:

Leader	£10,433
Executive Councillor	£8,346
Scrutiny Committees - Chair	£1,113
Scrutiny Committees - Vice-Chair	£278
Scrutiny Committees – Minority Spokes (Labour)	£1,391
Scrutiny Committees – Minority Spokes (Green)	£556
Planning - Chair	£2,226
Planning - Vice-Chair	£139
Planning – Member (9)	£556
Planning – Minority Spokes (Labour)	£1,550
Planning - Minority Spokes (Green)	£835
Licensing - Chair	£696
Licensing - Vice-Chair	£139
Licensing – Minority Spokes (Labour)	£696
Licensing – Minority Spokes (Green)	£139
Licensing – Member (12)	£417
Joint Development Control (Chair/City spokes [1])	£2,226
Joint Development Control – Member (6)	£556
Standards – Spokes (2)	£556
Civic Affairs - Chair	£1,113
Civic Affairs - Vice-Chair	£278
Civic Affairs – Minority Spokes	£556
Employment Appeals Sub – Members (9)	£139
Environment and Transport Area Joint - Vice-Chair / Chair	£556
Leader of the Opposition Group – Labour	£1,947
Leader of the Opposition Group – Green	£835
Area Committees – Chair (4)	£835
Area Committees – Vice-chair (4)	£139

2 Travel and Subsistence Allowances (mileage claims are taxable)

Councillors are paid at the same rates as Officers.

Mileage allowances with effect from 1 April 2010

Casual User Mileage: 52.2 pence per mile up to 8,500 miles
14.4 pence per mile after 8,500 miles

Bicycle rate is based on the lowest casual user rate, which is now 46.9p per mile.

In the absence of any NJC motorcycle rates the AA rates are used by the Council. These are amended each year by the Regional Employers organisation by reference to the motoring element of the RPI from the 1st April each year.

	<u>Up to 125cc</u>	<u>Over 125cc</u>
Up to 4000 miles		
Comprehensive insurance	21.44p per mile	33.56p per mile
Over 4000 miles	8.18p per mile	11.97p per mile

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is,

- A meeting of the executive
- A meeting of a committee of the executive
- A meeting of the authority
- A meeting of a committee or sub-committee of the authority
- A meeting of some other body to which the authority make appointments or nominations
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- A meeting of a local authority association of which the authority is a member
- Duties undertaken on behalf of the authority 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
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please ask for a **travel warrant** in advance of the journey from the Members' Services office.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence - can only be claimed where meals/accommodation are not provided.

- (a) **Breakfast Allowance** £6.72
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.)
- (b) **Lunch Allowance** £9.28
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm.)
- (c) **Tea Allowance** £3.67
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.)
- (d) **Evening Meal Allowance** £11.49
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.)
- (e) **Overnight Subsistence**
Absence overnight from the usual place of residence £79.82
In London, or for attending one of the approved conferences £91.04

3 Members' Childcare and Carer's Allowance

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. For childcare, a cap of £7 per hour and for adult care a cap of £20 per hour. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. Therefore, the allowance should be grossed up (hence the cap of £7 and £20 per hour based on the current going rate) to take account of tax being deducted. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- A child below school age during school hours
- A child under 14 outside of school hours.
- An elderly, sick or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection.

Travel, subsistence and care allowances is payable for any invitations (except social events) from any official bodies. The Scheme is set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE

covered, have a list of proscribed activities (that are not covered).

4 Expenses

All Members are able to claim out of pocket expenses.

Council Pays For:

- Council letter-headed paper
- Plain paper
- Postage on the letters the Members' Services team prepares for dispatch
- Ink cartridges (providing signature is received confirming that it is used predominantly for Council work)
- Travelling expenses for:
 - Meetings that are approved Council duties (including site visits*)
 - Meetings instigated by an officer, which are (or had the potential to be) cross party
 - Training and development for councillors organised by the Council
 - Attendance at conferences and seminars that have been booked by officers
 - Briefings to Councillors that are cross party and organised by the Council
 - Council Working Parties
 - Meetings of outside bodies attended as a Council representative
 - Civic duties in capacity as a Bailiff
- Hanging files and folders for Council-supplied filing cabinets
- Phone calls made from the Council offices
- Faxes sent from Council offices (providing not of a party political nature)
- Fax rolls for Council supplied fax machines
- Hiring of accommodation for Group Away Days
- Personalised business cards and compliments slips

What the Councillor Needs to Pay For:

- Ink cartridges when used mainly for private work
- Pens, pencils, notepads, post-its and other ancillary stationery
- Travelling expenses relating to:
 - Meetings within the Ward(s)
 - Visits to constituents
 - Attendance at civic functions (unless a Bailiff)
 - Single party meetings/briefings
- Postage on letters typed and despatched by councillors
- Envelopes
- Phone calls made from home or mobile phones
- Faxes sent from home
- Any party political affiliation fees or expenses
- Fax rolls for personally provided fax machines

5 Entitlements will be payable on a part-year basis in any given year where:

- The scheme is amended; or
- A Councillor is elected to or leaves the Council; or
- A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.

6. A co-optee's allowance of the minimum wage for hours served, plus out of pocket

expenses, is available.

7. There is no backdating to the beginning of the financial year of the allowances scheme in the event of the scheme being amended.
8. There is no annual adjustment of allowance levels by reference to an index.
9. There is no entitlement to a pension for any member under its Allowances Scheme.
10. The scheme includes provision for withholding allowances as a result of any member's full or partial suspension and that decisions on whether or not to withhold an allowance in any particular case be delegated to the Standards Committee.
11. Members may receive advice on the impact of receiving allowances and expenses on their tax and benefit position by contacting Karl Tattam in the Council's Finance Department (458161). A Local Government Information Unit publication "Councillors' Tax and Benefits" can also be made available to councillors on request. There are copies of this publication in the Members' Room at the Guildhall.
12. Please make all claims **within two months** on the Council's official claim form. Claims received no later than 5th will be paid on 24th of that month.
13. **Finally, any member of the Council may, by notice in writing given to the Director of Finance, elect to forego any part of his/her entitlement to any Allowance under this scheme.**

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MEMBERS ALLOWANCES 2009 to 2010

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1 BASIC ALLOWANCE AND SPECIAL RESPONSIBILITY ALLOWANCE taxable

Basic allowance: This is an annual flat rate payment to all councillors, intended to recognise the time devoted by councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses councillors incur in carrying out their functions (eg stationery, telephone costs and computer consumables.) It also recognises that councillors undertake their council work for the sake of public service and not for private gain. For the 2009 / 2010 municipal year each councillor will receive an annual allowance of £2,782.

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Planning - Vice-Chair	£139
Planning - Member (9)	£556
Planning – Minority Spokes	£1,550
Licensing - Chair	£696
Licensing - Vice-Chair	£139
Licensing – Minority Spokes	£696
Licensing – Member (12)	£417
Joint Development Control(Chair/City spokes[1])	£2,782
Joint Development Control – Members (5)	£556
Standards – Spokes (2)	£556
Civic Affairs - Chair	£1,113
Civic Affairs - Vice-Chair	£278
Civic Affairs – Minority Spokes	£556
Employment Appeals Sub – Members (9)	£139
Environment and Transport Area Joint - Vice-Chair / Chair	£556
Leader of the Opposition Group – Labour	£1,947
Area Committees - Chair	£1,252
Area Committees – Vice-chair	£556
Area Committees – Member (34)	£417

2 TRAVEL AND SUBSISTENCE ALLOWANCES mileage claims are taxable

The travel and subsistence rates should be as follows:

Bicycles	38.7p per mile	
Cars	42p per mile	
Motor Bikes:		
	Up to 125 cc	Over 125cc
Up to 400 miles		
a. 3 rd party insurance	17.95p per mile	27.26p per mile
b. Comprehensive ins	19.88p per mile	31.11p per mile
Over 400 miles	7.59p per mile	11.09p per mile

The above rates may be increased by 1p per mile in respect of each passenger, not exceeding 4, to whom travelling allowance would otherwise be payable.

Travel and subsistence rates should be set at the rates set for officers and updated at the time officer rates are increased.

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is,

- A meeting of the executive
- A meeting of a committee of the executive
- A meeting of the authority
- A meeting of a committee or sub-committee of the authority
- A meeting of some other body to which the authority make appointments or nominations
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- A meeting of a local authority association of which the authority is a member
- Duties undertaken on behalf of the authority 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
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please ask for a **travel warrant** in advance of the journey from the Members' Services office.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to

make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence - can only be claimed where meals/accommodation are not provided.

- | | | |
|-----|---|--------|
| (a) | Breakfast Allowance | £5.73 |
| | (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.) | |
| (b) | Lunch Allowance | £7.92 |
| | (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm.) | |
| (c) | Tea Allowance | £3.13 |
| | (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.) | |
| (d) | Evening Meal Allowance | £9.80 |
| | (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.) | |
| (e) | Overnight Subsistence | |
| | Absence overnight from the usual place of residence | £79.82 |
| | In London, or for attending one of the approved conferences | £91.04 |

3 MEMBERS' CHILDCARE AND CARER'S ALLOWANCE

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. For childcare, a cap of £7 per hour and for adult care a cap of £20 per hour. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. Therefore, the allowance should be grossed up (hence the cap of £7 and £20 per hour based on the current going rate) to take account of tax being deducted. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- A child below school age during school hours
- A child under 14 outside of school hours.
- An elderly, sick or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection.

Travel, subsistence and care allowances should be payable for any invitations (except social events) from any official bodies. The Scheme should be set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE covered, have a list of proscribed activities (that are not covered).

4 **EXPENSES**

All Members should be able to claim out of pocket expenses.

COUNCIL PAYS FOR:

Council letter-headed paper

A4 plain paper

Postage on the letters the Members' Services team prepares for dispatch

Ink cartridges (providing signature is received confirming that it is used predominantly for Council work)

Travelling expenses for:

Meetings that are approved Council duties (including site visits*)

Meetings instigated by an officer, which are (or had the potential to be) cross party

Training and development for councillors organised by the Council

Attendance at conferences and seminars that have been booked by the Members' Services team

Briefings to Councillors that are cross party and organised by the Council

Council Working Parties

Meetings of outside bodies attended as a Council representative

Civic duties in capacity as a Bailiff

Hanging files and folders for Council-supplied filing cabinets

Phone calls made from the Council offices

Faxes sent from Council offices (providing not of a party political nature)

Fax rolls for Council supplied fax machines

Hiring of accommodation for Group Away Days

Personalised business cards and compliments slips

- The Panel noted that this was a difficult area. It agreed to extend the definition of site visits to include any visit made by a councillor that related to an agenda item **and** where the councillor claiming was a member of that committee (or an Executive councillor) **and** the visit was within the city boundary.

WHAT THE COUNCILLOR NEEDS TO PAY FOR:

Ink cartridges when used mainly for private work

Pens, pencils, notepads, post-its and other ancillary stationery

Travelling expenses relating to:

School governors' meetings

Meetings within the Ward(s)

Visits to constituents

Attendance at civic functions (unless a Bailiff)

Single party meetings/briefings

Postage on letters typed and despatched by councillors

Envelopes

Phone calls made from home or mobile phones

Faxes sent from home

Any party political affiliation fees or expenses

Fax rolls for personally provided fax machines

5 Entitlements will be payable on a part-year basis in any given year where:

- The scheme is amended; **Page 40**

- A Councillor is elected to or leaves the Council; or
- A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.

6. CO-OPTEEES' ALLOWANCE

A co-optees' allowance of the minimum wage (£5.35 per hour) for hours served, plus out of pocket expenses, has been created.

7. There shall be no backdating to the beginning of the financial year of the allowances scheme in the event of the scheme being amended.
8. There shall be no annual adjustment of allowance levels by reference to an index
9. The Council shall not agree to an entitlement to a pension for any member under its Allowances Scheme
10. The scheme includes provision for withholding allowances as a result of any member's full or partial suspension and that decisions on whether or not to withhold an allowance in any particular case be delegated to the Standards Committee
11. Members may receive advice on the impact of receiving allowances and expenses on their tax and benefit position by contacting Arthur Savage in the Council's Finance Department (458161). A Local Government Information Unit publication "Councillors' Tax and Benefits" can also be made available to councillors on request. There are copies of this publication in the Members' Room at the Guildhall
12. Please make all claims **within two months** on the Council's official claim form. Claims received by Members' Services no later than 5th will be paid on 24th of that month.
13. **Finally, any member of the Council may, by notice in writing given to the Director of Finance, elect to forego any part of his/her entitlement to any Allowance under this scheme.**

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Revised Schedule of Members Allowances 2009/10

Position	Total 2009-2010	Head Count (Anticipated)		Multiplier of the Basic Allowance	Individual amount 2009-2010	Total Amount 2009-2010	Individual amount 2008-2009	Change from 2008-2009 to 2009-2010
Councillor (Basic Allowance)	£134,358	42		1.00	£ 3,199	£134,358	£ 2,782	+£417
Leader of the Council	£60,557	1		3.27	£ 10,461	£10,461	£ 10,433	+£28
Executive Councillors		6		2.61	£ 8,349	£50,096	£ 8,346	+£3
HMB & Scrutiny Committees (4)	£15,611	4	Chair	0.36	£ 1,152	£4,607	£ 1,113	+£39
		4	VC	0.00	£ -	£0	£ 278	-£278
		7	M.Sp 1	0.44	£ 1,408	£9,853	£ 1,391	+£17
		2	M.Sp 2	0.18	£ 576	£1,152	£ 556	+£19
Planning Committee	£9,821	1	Chair	0.88	£ 2,815	£2,815	£ 2,226	+£590
		0	VC	0.00	£ -	£0	£ 139	-£139
		1	M.Sp 1	0.66	£ 2,111	£2,111	£ 1,530	+£581
		1	M.Sp 2	0.45	£ 1,440	£1,440	£ 835	+£605
		6	Other Members	0.18	£ 576	£3,455	£ 556	+£19
Licensing Committee	£7,230	1	Chair	0.36	£ 1,152	£1,152	£ 696	+£456
		0	VC	0.00	£ -	£0	£ 139	-£139
		1	M.Sp 1	0.36	£ 1,152	£1,152	£ 696	+£456
		1	M.Sp 2	0.19	£ 608	£608	£ 139	+£469
		9	Other Members	0.15	£ 480	£4,319	£ 417	+£63
Standards Committee	£1,152	0	Chair	0.36	£ 1,152	£0	£ 1,113	+£39
		0	VC	0.00	£ -	£0	£ 278	-£278
		1	Maj Sp	0.18	£ 576	£576	£ 556	+£19
		1	Min Sp	0.18	£ 576	£576	£ 556	+£19
Civic Affairs Committee	£1,759	1	Chair	0.36	£ 1,152	£1,152	£ 1,113	+£39
		0	VC	0.00	£ -	£0	£ 278	-£278
		0	Maj Sp	0.19	£ 608	£0	£ 556	+£51
		1	Min Sp	0.19	£ 608	£608	£ 556	+£51
Environment & Transport Area Joint	£576	1	Chair	0.18	£ 576	£576	£ 556	+£19
Area Committees	£4,095	4	Chair	0.27	£ 864	£3,455	£ 1,252	-£389
		4	V Chair	0.05	£ 160	£640	£ 556	-£396
Employment Appeals Panel Members	£1,440	9	Members	0.05	£ 160	£1,440	£ 139	+£21
Joint Development Control	£5,662	1	Chair	0.87	£ 2,783	£2,783	£ 2,782	+£1
		5	Other Members	0.18	£ 576	£2,879	£ 556	+£19
Leader of the Majority Group	£0	0		0.00	£ -	£0	£ -	+£0
Leader of the Opposition Group - Lab	£1,951	1		0.61	£ 1,951	£1,951	£ 1,947	+£4
Leader of the Opposition Group - GrInd	£864	1		0.27	£ 864	£864	£ 835	+£29
Total (Full Year)	£245,075					£245,075		

Total for 2008/09 £246,207

Size of 2009-2010 relative to 2008-2009 99.5%

Again there are some small adjustments to ensure consistency. If any Vice Chairs feel that this is inappropriate the panel would appreciate them taking part in the next diary exercise.

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MEMBERS' ALLOWANCES SCHEME

1. Scheme of Allowances

1.1 Elected members of Cambridgeshire County Council may claim the following allowances as specified in this Scheme:

- Basic Allowances
- Special Responsibility Allowance
- Travel and Subsistence Allowance.

1.2. Financial Loss Allowance is not available to Councillors.

2. Basic Allowances

2.1 The Authority shall pay to each member an annual Basic Allowance of an amount specified in Schedule 1. This Allowance will be paid in equal monthly instalments and will be subject to tax and national insurance deductions.

2.2 The Basic Allowance is designed to contribute to expenses occurred as a result of carrying out Council business, such as the use of home and telephone and other semi-official activities carried out by Councillors. This Allowance is not intended to recompense Councillors for all the time they devote to Council business. It is assumed that some elements of the work of Councillors are undertaken on a voluntary basis.

3. Special Responsibility Allowances

3.1 The Authority shall pay each year to members who are office holders and who have special responsibility by reason of the office(s) they hold, Special Responsibility Allowances in accordance with Schedule 1. This allowance will be paid in equal monthly instalments and will be subject to tax and national insurance deductions.

3.2 Any Group must have at least 3 members to be eligible for any Special Responsibility Allowances.

3.3 The amount of Special Responsibility Allowance is set relative to the amount payable to the Leader of the Council.

3.4 Opposition Party Leaders receive a Special Responsibility Allowance proportionate to that of the Leader of the Council according to political balance. However, the special position of Group Leader is recognised by basing it on a notional Group size of 10, or the actual size of the Group if larger.

3.5 The payment of Special Responsibility Allowance to Spokesmen will be proportionate (according to Group size) to the portfolio holders.

3.6 Each Group will have some discretion to vary how the allocation of the total amount of Special Responsibility Allowance available is distributed among those members who have a Special Responsibility to discharge the Council's functions, subject to:

- The number of members in receipt of Special Responsibility Allowance shall not exceed the numbers prescribed in this scheme.
- Special Responsibility Allowance for the Chairmen of Scrutiny Committees shall always be in accordance with this scheme.

3.7 Where a member takes up or relinquishes any post that carries a Special Responsibility Allowance in the course of a financial year, the entitlement will be apportioned accordingly.

4. Pensions

4.1 All Councillors shall be eligible to join the Local Government Pension Scheme and both Basic and Special Responsibility Allowance shall count as 'income' for this purpose. Applications to join the scheme shall be submitted in writing to the Head of Democratic and Members' Services. Councillors are strongly urged to seek independent financial advice in advance of applying to join the scheme.

5. Travel and Subsistence Allowance

5.1 Travel and Subsistence Allowances are payable in respect of attendance at events regarded as approved duties. These relate to:

- Attendance at designated meetings as part of the internal political management process.
- Attendance at events as the formally designated representative of the Council.
- Attendance by invitation at designated events as part of the advisory process.
- Attendance at designated external conferences and courses.

5.2 The full range of approved duties for which travel and subsistence allowances apply is set out in Schedule 2. The level of Travel and Subsistence Allowances payable shall be set at the same rates as those paid to officers. This shall include payment of a cycle allowance.

5.3 Travel and subsistence allowances are **not** payable for journeys undertaken outside the County, other than for authorised attendance on behalf of the Council at those meetings under Schedule 2 that are held outside the County. International travel and attendance at regional meetings held outside the region shall require approval in advance by Group Leaders.

5.4 Travel and Subsistence Allowances are **not** payable in relation to:

- A social function of any nature other than civic/ceremonial or courtesy visits by a Cabinet member in relation to their area of responsibility or by any other member **on behalf of** the Chairman of the Council.
- Attendance at those (local) outside bodies to which members are appointed which are recognised to be part of a member's local constituency work – i.e. those not included on the schedule of official appointments approved by the Council and/or Leader of the Council in consultation with other Group Leaders.
- Attending parish council meetings, members' surgeries, primary and secondary school governing bodies, or consultation meetings other than as the Council's formally designated representative, or unofficial visits to local County Council establishments.
- Voluntary attendance at any meeting of Cabinet, Committee, Policy Development Group, outside body or other organisation.
- Visits by members to Council offices to undertake research or for individual discussions with officers on issues of general interest only and not related to a local constituency issue.
- Attendance at any party political meeting.

5.5 Where members are unsure as to whether a particular event is eligible for the payment of Travel and Subsistence Allowances, **in advance of attendance** they should consult the Head of Democratic Services, who shall be authorised to determine whether these allowances should apply.

5.6 When members are attending a conference on behalf of the Council, there shall be some discretion as to amount that can be claimed in respect of the cost of meals taken that are not provided as part of the conference fee. The Head of Democratic Services shall be authorised to allow claims to cover the actual cost of the meal, up to a reasonable maximum and upon production of a receipt.

6. Carer's Allowance

6.1 A Carer's Allowance is payable to members who incur expenditure for the care of children or dependent relatives whilst undertaking certain Council duties.

6.2 The following conditions apply to both types of allowance:

- That payment is restricted to the care of children up to their 14th birthday who normally reside with the member.
- That no payments will be made in respect of the care of children of compulsory school age during normal school hours.
- That payment is restricted to the care of relatives normally residing with the member and requiring constant care.
- That payment is made on the basis of the reimbursement of actual expenditure incurred up to the maximum hourly rate of **£6.50** for each hour of absence from home.
- That qualifying meetings are only those where travel and subsistence allowances are payable to the member concerned.
- That payment will only be made for the period of the qualifying meeting and the time spent travelling to and from the meeting to the member's home.

- That claims must be made within two months of the date giving rise to the claim.

6.3 Payment of these allowances shall be made on submission of a signed receipt from the carer, bearing their name, signature and address and showing the period worked and the amount received.

6.4 The Head of Democratic Services shall be authorised to determine whether or not it is considered acceptable for allowances to be paid in respect of care provided by someone other than a registered childminder or other statutory approved childcare provider or to agencies or persons qualified to provide the care required by the dependant are reimbursed. In these circumstances advice should be sought **before** submitting a claim.

7. Co-opted Members

7.1 Co-opted members serving on the following Committees shall be eligible to claim a **£50.00** flat fee per meeting attended in addition to travel and subsistence allowances:

- The Church of England, Roman Catholic, Free Church and Governor representatives on the Children and Young People Scrutiny Committee.
- The independent members on the Standards Committee.
- Co-opted members on Scrutiny Committees (the Constitution allows each Committee to appoint up to three people at any one time).

7.2 The fee shall also be paid for attendance at appropriate training events and seminars. Where an event is scheduled to last for a whole day, there shall be some discretion for doubling the usual rate, where this is considered reasonable. The Head of Democratic Services shall be authorised to exercise such discretion and advice should be sought in advance of submitting a claim. In any case no more than two payments can be claimed in any one day.

8. Claiming Allowances

8.1 Special Responsibility Allowances and Basic Allowances will be paid automatically in equal monthly instalments. Any necessary adjustments to the amount payable will be made in April each year or following Council approval of an amended scheme.

8.2 Claims for payment of Travelling and Subsistence Allowances should be made monthly and all sums due will be paid direct to bank. **All claims should be submitted within the two-month timescale set by the Regulations**, but this does not preclude the Council from meeting claims made outside that timescale in exceptional circumstances.

9. Taxation

- 9.1 Allowances are liable for Income Tax and National Insurance contributions.
- 9.2 Subsistence allowances for meetings or events held on the Shire Hall site are classed as emoluments for Income Tax and National Insurance contributions. This includes either sums claimed or meals provided by the Authority. Meals provided or claimed for meetings in locations other than Shire Hall are not taxable.
- 9.3 The Council will record all meals provided at Shire Hall, and will remit the tax due to the Inland Revenue at the end of the year. Members are asked to note meals taken on the Shire Hall site on their claim forms. No direct taxation will be charged to individual members for those meals taken at Shire Hall. Members claiming subsistence for meals purchased when attending meetings at Shire Hall will have tax deducted from their claim on a monthly basis. Members are encouraged to take advantage of the meals provided at Shire Hall whenever possible.
- 9.4 Members can claim some deductible expenses against tax for costs incurred in acting as a member for which no reimbursement is received from the Authority:
- (i) Travel by car - where a member uses his or her own car for the performance of duties, but does not receive a mileage allowance, e.g. for a non-approved duty, the Tax Office may grant a deduction on the costs incurred based on 50% of the Council's approved rate. Members would need to keep records of their mileage on non-approved duties in order to claim this deduction on their tax return.
 - (ii) Travel by public transport - where a member incurs additional costs for which no allowance can be obtained from the Authority, these costs can be claimed as a deductible expense.
 - (iii) Where regular payments are made to an assistant to provide secretarial support to a member for any support services which are not provided by the Authority.
 - (iv) Where money is spent on the hire of rooms for surgeries or public meetings providing they are not for party political purposes.
 - (v) Where additional household expenses are incurred (light, fuel etc.) relating to those parts of members' homes that are used for duties as members, Inland Revenue will accept a standard deduction of £120 per year to cover these costs.
- 9.5 Any items claimed should be itemised on the tax return - Inland Revenue may require evidence and details of the expenditure incurred. Refunds for non-claiming tax allowances can be made for up to the previous six years.

10. Amendment to the Scheme

- 10.1 The scheme will be amended by the Council having regard to the recommendations of the Independent Remuneration Panel.
- 10.2 The Basic and Special Responsibility Allowances may be increased annually on 1st April each year by a general inflation factor as determined by the Corporate Director: Finance, Property and Performance.

RATES OF ALLOWANCES**Basic Allowance**

From 1st April 2009 £7,610 per annum

Special Responsibility Allowances

Position	Basis for Calculation	Allowance from 05/06/09 £
Leader of the Council	-	22,246
Deputy Leader	75% of Leader	16,685
Main Cabinet Portfolios (4)	65% of Leader	14,460
Other Cabinet Portfolios (4)	40% of Leader	8,898
Scrutiny Committee Chairmen (5)	30% of Leader	6,674
Lib Dem Group Leader	Proportionate to Leader	12,182
Labour Group Leader	Proportionate to Leader *	N/A
Lib Dem Group Deputy Leader	Proportionate to Deputy Leader	9,137
Labour Group Deputy Leader	Proportionate to Deputy Leader	N/A
Lib Dem Service Spokesman (4)	Proportionate to 'Main Cabinet Portfolio'	7,919
Labour Service Spokesmen (4)	Proportionate to Cabinet	N/A
Development Control Chairman	20% of Leader	4,449
Audit and Accounts Committee Chairman	20% of Leader	4,449
Lib Dem Development Control Spokesman	Proportionate to Chairman	2,436
Labour Development Control Spokesman	Proportionate to Chairman	N/A

(* Based on a notional Group of 10 members)

MEMBERS' TRAVEL AND SUBSISTENCE ALLOWANCES

Travel and subsistence allowances will be payable in respect of the following:

- Attendance at any meeting of the County Council to which the member is formally appointed.
- Attendance at any meeting of the County Council *by invitation* when a specific item of interest is being discussed – local member issue or as proposer of a motion included in the agenda.
- Attendance at a meeting of a Policy Development Group (PDG) or Scrutiny Committee to give advice *by invitation* by the respective Chairman.
- Attendance *by invitation* as a *formally designated representative of the Council* at a joint consultative meeting to represent or safeguard the Council's interests or receive comments, such as consultation on budget proposals, meetings with staff/school governors in school closures, or meetings with the public on major policy issues.
- Attendance by any Councillor *by invitation*, at a meeting or discussion and or visit to a site or establishment *with a senior officer* to which prior approval has been given by the relevant Cabinet member, PDG or Scrutiny Committee.
- Attendance at those national, international or regional outside bodies to which the member has been appointed as the Council's official representative by the Council and/or Leader of the Council, in consultation with other Group Leaders.
- Attendance *by invitation* at any organised visits within or outside the County including deputations to Government Departments, meetings with MPs or Government Ministers on Council business and meetings with Government Inspectors.
- Attendance *by invitation* as the local authority representative at meetings for the appointment of heads of establishments.
- Attendance at LGA meetings and any other body nominated by the Association as a body concerned with local government.
- Attendance by Cabinet member, Group Leader, Scrutiny Chairman or Spokesman as the official representative of the Council at a civic or other official event relating to their service or *on behalf of* the Chairman of the Council.
- Attendance *by invitation* at seminars to discuss topical, strategic or service issues *provided that prior authorisation has been given by the relevant Executive or Corporate Director in consultation with the Cabinet lead member and/or Spokesmen of the service concerned.*

- Attendance at monthly Policy Planning Panels, provided that no persons other than Councillors and senior officers are in attendance at any time and at any joint Policy Planning Panel involving one or other political group to discuss the Integrated Planning Process, budget options or other major political issues.
- Attendance by Cabinet member, Group Leader or Spokesmen at a joint briefing comprising more than one political group *at the request* of the Chief Executive or an Executive Director to discuss current service issues or to plan agendas or as a briefing to a forthcoming discussion on related formal business.
- Visits by *nominated members* to review arrangements at residential establishments for young people.
- Attendance by members of a single political group at a joint meeting with the Council's Strategic Management Team or at a designated training/development session approved by the relevant Group Leader and Chief Executive.
- Attendance by an individual member *at the request of the Chief Executive or an Executive Director* about a specific policy issue about which the member has a direct interest or is a local patch issue.
- Attendance at those (County) outside bodies to which a member has been appointed, as defined by the schedule of approved appointments by Council and/or Leader of the Council in consultation with other Group Leaders.
- Attendance *by invitation* of any person *other than a County Councillor* at a meeting to represent, advise or take part in the discussion on a particular issue, provided that person is not otherwise reimbursed.
- Visits undertaken by members of Scrutiny Committees on behalf of the Committee, provided that the visit relates to the Committee's agreed work plan and that the Head of Democratic Services receives details of the proposed visit in advance of it taking place.
- Attendance by the appointed person at a meeting within the region at a regional body of which the Council is a member. Attendance at meetings outside the region shall require prior approval by Group Leaders.

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EAST CAMBRIDGESHIRE DISTRICT COUNCIL

CONSTITUTION

PART 6

MEMBERS' ALLOWANCE SCHEME

The East Cambridgeshire District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby make the following scheme.

This scheme shall have effect for the current year commencing from 1 April 2009 and for subsequent years from 1st April to 31st March, updated as appropriate.

1.0 Basic Allowance

1.1 Subject to paragraph 8, for each year a basic allowance, as specified in the Appendix to this scheme, shall be paid to each Councillor.

2.0 Special Responsibility Allowances

2.1 Subject to paragraph 8, for each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in the Appendix to this scheme.

3.0 Travelling and Subsistence Allowances

3.1 The current rates for travelling and subsistence are as follows:

(a) Private Cars

47.7 pence per mile¹⁴

(b) Motorcycle and Cycle

Cycles	5p per mile	
Motorcycles	up to 125cc	over 125cc
Up to 4000 miles		
a. 3 rd party insurance	18.38p / mile	27.92p / mile
b. Comprehensive insurance	20.36p	31.86p
Over 4000 miles	7.77p / mile	11.36p / mile

¹⁴ Council resolution 14.10.08: To be revalorised in line with Local Government Employers circulars in accordance with IRP recommendation. However as part of overall Council Budget approved by full Council on 23.02.10 Members Allowances frozen in 2010-2011.

(c) Public Transport

Necessary travel to be refunded on receipt of claims, paid at Standard or Second Class rate.

(d) Day Subsistence

Day subsistence guidelines from East of England Regional Assembly from January 1st 2007:

- (i) Breakfast allowance (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am) £6.72;
- (ii) Lunch allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2 pm) £9.28;
- (iii) Tea allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm) £3.67;
- (iv) Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7 pm) £11.49.

(e) Overnight Subsistence

For an absence overnight from the usual place of residence the rate will be based on actual reimbursement for a reasonable area rate of accommodation. Guidance rates are available.

4.0 Crèche or Dependent Carer's Expenses

4.1 Not normally to exceed £25 per day (any higher amounts to be agreed by Head of Finance) on self-certification by claimants.

5.0 Information and Communication Technology Costs

5.1 An annual budget of up to £375 for each Member who chooses not to be provided with Council ICT facilities. Payment is subject to the presentation of receipted claims.

6.0 Indexation

6.1 Since the recommended scheme ties allowances and travel expenses (up to Inland Revenue maximum amount) to those of council employees, they will automatically be indexed along with the latter. For those expenses not covered by the APT& C pay settlement, etc, indexation should be carried out annually using RPI.

7.0 Renunciation

7.1 A Councillor may by notice in writing given to the Head of Finance elect to forego any part of his entitlement to an allowance under this scheme.

8.0 Part-year Entitlements

8.1 The provision 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 special responsibility in respect of which a special responsibility allowance is payable.

8.2 If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods.

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

8.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

8.4 Where this scheme is amended as mentioned in sub-paragraph 8.2 and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 8.2(a) the entitlement of any such Councillor to a basis allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Councillor or of days in that period.

8.5 Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

8.6 Where this scheme is amended as mentioned in sub-paragraph 8.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 8.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9.0 Payments

9.1 Payments shall be made in respect of basic and special responsibility allowances by monthly instalments paid in arrears.

9.2 Where payment of an instalment of basic allowance or special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6.0, 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.

- 9.3 All payments for childcare/dependent carers' allowance will be made against receipted invoices only. Invoices should be submitted on a calendar month basis to the Democratic Services Officer by no later than the 5th of the following month. The allowance will be paid through the payroll system one month in arrears.
- 9.5 No allowances to Members will be pensionable.

MEMBERS' ALLOWANCES

(1)	<u>Basic Allowance</u> ¹⁵	Each Councillor	£4521
(2)	<u>Special Responsibility Allowance</u>	<u>Chair</u>	<u>Vice Chair</u>
	Policy and Resources	£2724	£681
	Environment and Transport	£2724	£681
	Community Services	£2724	£681
	Strategic Development	£2724	£681
	Personnel Committee	£1851	£462
	Planning Committee	£2724	£1362
	Licensing Committee	£1851	£462
	Internal Overview and Scrutiny Committee	£1851	£462
	External Partnership Review Committee	£1851	£462
	Neighbourhood Panels	£1118	
	Growth Delivery Sub-Committee ¹⁶	£41.25 per month	
	Working Party and Sub Committee	£41.25 per month	
	Leader of Council	£5451	
	Deputy Leader of Council	£1818	
	Leader of Conservative Group	£1818	
	Leader of Liberal Democrats	£ 1818	
	Leader of Group of Independents	£ 402	

Group Spokespersons Allowance to be paid to the Liberal Democrats for those sitting on Policy Committees, Personnel and Planning Committees, Group Spokes persons for External Partnerships Review¹⁷ and Internal Overview & Scrutiny Committee¹⁸ and to the Independent Spokesperson on Planning Committee at 10% of the relevant Chairman's Special Responsibility Allowance.

(3) Co-Optees' Allowance

Lay or Parish Council Members of Standards Committee

Chair £1851 per year

Vice Chair £ 926 per year

Member £ 926 per year

(4) Other Allowances¹⁹

The following are paid pursuant to section 3(5) and 5(4) of the Local Government Act 1972.

Chair of the Council £ 3852

Vice Chair of Council £ 1029

¹⁵ Council resolution 14.10.09 revalorisation of Basic, Special and allowances for Chairman and Vice-Chairman of Council to take place on 1 April each year based on preceding year's NJC pay settlement. However as part of overall Council Budget approved by full Council on 23.02.10 Members Allowances frozen in 2010-2011.

¹⁶ When established

¹⁷ Back dated to August 2008

¹⁸ Back dated to August 2008

¹⁹ NB: These "other allowances" are not formally part of the Councillor Allowance scheme but are included in this schedule for completeness.

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AGENDA ITEM NO. 11

COUNCIL

Date	16 DECEMBER 2010
Title	MEMBERS' ALLOWANCES SCHEME

1. PURPOSE/SUMMARY

The current Members' Allowance scheme was adopted by Full Council in November 2007 based on the recommendations of an Independent Remuneration Committee. The Scheme has been prepared in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003. The Regulations require a review of the scheme no less than every four years.

2. KEY ISSUES

- The last review of the Members' Allowances scheme took place in November 2007 and was adopted by Full Council at it's meeting on 8 November 2007.
- The Council adopted the scheme based upon the recommendations of an Independent Remuneration Panel.
- The Independent Remuneration Panel was established in accordance with the 2003 Local Authorities (Members' Allowances) (England) Regulations 2003.
- The Council needs to operate a scheme that is fair and equitable to all members in terms of their remuneration.
- Council considered a proposal to review the current Members' Allowance scheme during it's meeting on 17 December 2009. It was agreed that a review should be deferred until November 2010.
- The 2003 Regulations require that a Members' Allowances scheme is reviewed no less than every four years.
- As a result of the current financial climate it is recommended that the existing scheme remains in operation and is not subject to a review at this time.
- Members should be mindful that a full review of the Members Allowances scheme will be required next year, 2011 in order to be compliant with the 2003 Regulations.

3. RECOMMENDATION(S)

That Council considers the recommendation that the existing Members' Allowances Scheme remains in operation and is not subject to a review at this time due to the current economic climate. It is recommended a full review is undertaken by an Independent Remuneration Committee during 2011 therefore ensuring compliance with the 2003 Regulations.

Wards Affected	All
Forward Plan Reference No. (if applicable)	NA
Portfolio Holder(s)	Councillor Melton, Leader of the Council
Report Originator	Sandra Claxton, Chief Executive Anna Goodall Head of Governance and Legal Services
Contact Officer(s)	Anna Goodall Head of Governance and Legal Services
Background Paper(s)	Council Report: Review of Members' Allowances Scheme, 8 November 2007. Council Report: Member Allowances Review Proposal, December 2009

PART 6

MEMBERS' ALLOWANCES SCHEME¹

1. Introduction
2. Basic Allowance
3. Special Responsibility Allowance
4. Pensions
5. Dependents' Carers' Allowance
6. Travelling and Subsistence Allowances
7. Co-optees' Allowance
8. Foregoing Allowances
9. Withholding Allowances
10. Part Year Entitlements
11. Claims and Payments
12. Updating
13. Independent Remuneration Panel
14. Publicity

Schedule of allowances

1. Members' Allowances
2. Subsistence Allowances
3. Travelling Allowances
4. Overnight Subsistence

¹ Approved 8 November 2007 – adjusted for cost of living April 2008
M1.1

MEMBERS' ALLOWANCES SCHEME

1. INTRODUCTION

1.1 This Scheme

- (a) will be known as the Fenland District Council Scheme and shall have effect from 9 November 2007. At its meeting on 8 November 2007, the Council adopted a scheme based upon the recommendations of an Independent Remuneration Panel which met on 5 November 2007.
- (b) has been prepared in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

1.2 In this Scheme

- (a) "Councillor" means an elected member of Fenland District Council.
- (b) "Leader of the Council" means the councillor appointed by the Council to fill that office.
- (c) "Deputy Leader of the Council" means the councillor appointed by the Council to fill that office.
- (d) "Opposition Group Leader" means the councillor notified to the Democratic Services and Licensing Manager as the councillor elected as leader of the political groups established under the provisions of the Local Government and Housing Act 1989 and subsequent regulations.
- (e) "Cabinet member" means a councillor appointed by the Council as a member of the Cabinet in accordance with the Council's Constitution.
- (f) "Year" means the twelve months ending with 31 March.

2. BASIC ALLOWANCE

- 2.1 For each year a basic, flat rate allowance shall be paid to each councillor, the level of the allowance being specified in the schedule to this scheme.
- 2.2 The basic allowance is designed to contribute towards expenses incurred as a result of undertaking Council business – such as the use of home and telephone and other semi-official activities carried out by councillors. This allowance is not intended to recompense councillors for all the time that they devote to Council business. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.

3. **SPECIAL RESPONSIBILITY ALLOWANCE**

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold special responsibilities which fall into one or more of the following categories:

- (i) Acting as Leader of the Council
- (ii) Acting as Deputy Leader of the Council
- (iii) Membership of the Cabinet
- (iv) Acting as leader of an opposition group
- (v) Presiding at meetings of the Council, a committee or other body of the Council
- (vi) Such other activities in relation to the discharge of the Council's functions as require of the councillor an amount of time and effort greater than would normally be required of a councillor.

3.2 The amount of each such allowance shall be that specified in the schedule to this scheme. In (i) to (v) above, the special responsibility allowance payable is based upon a percentage of the level paid to the Leader of the Council.

3.3 A councillor may receive no more than two special responsibility allowances at any one time.

4. **PENSIONS**

4.1 All councillors shall be eligible to join the Local Government Pension Scheme and both basic and special responsibility allowances shall count as 'income' for this purpose. Applications to join the scheme shall be submitted in writing to the Executive Director (Finance). Councillors are strongly urged to seek independent financial advice in advance of applying to join the scheme.

5. **DEPENDENTS' CARERS' ALLOWANCE**

5.1 **Child Care**

The scheme provides for reimbursement of expenditure incurred by councillors in providing child care arrangements to facilitate their attendance at approved duties of the Council in accordance with the requirements that

- payment is made to someone other than a close relation (eg parent, guardian, brother, sister)
- payments for the care of under 8's are restricted to payments to registered child-minders and other statutory approved child care providers

- payments be restricted to the care of children up to their 14th birthday who normally reside with the member
- no payments be made in respect of the care of children of compulsory school age during school hours.

5.2 Care of Dependants

The reimbursement of expenditure on professional care for an elderly, sick or disabled dependent relative normally residing with the councillor and requiring constant care, subject to payments being restricted to agencies or persons qualified to provide the care other than close relations.

5.3 General Conditions

The following conditions will apply to both types of allowance:

- payments are made on the basis of reimbursement of actual hourly rate expenditure incurred for each hour of a councillor's absence from home and are subject to the production by the councillor of satisfactory receipts
- councillors to self-certify claims confirming that they have incurred expenditure in accordance with the scheme
- that qualifying meetings be restricted to those regarded as approved duties in the Council's scheme (see 6 below).

6. TRAVELLING AND SUBSISTENCE ALLOWANCES

6.1 Subject to the provisions set out in the attached schedule, travelling and subsistence allowances shall be paid to those councillors attending meetings in respect of the following duties:

- A meeting of the Cabinet or any committee of the Cabinet
- A meeting of the Council or a committee, sub-committee or other body of the Council (for which proper notice is given)
- A meeting held under joint arrangements with another authority (for which proper notice is given)
- Training and induction courses, seminars and conferences
- Site inspection meetings (for which proper notice is given)
- Formal meetings of outside bodies as a representative of the Council
- Undertaking civic duties as Chairman or Vice-Chairman of the Council

- Any other duty which has been approved by the Chief Executive.

7. CO-OPTEEES' ALLOWANCE

- 7.1 The Independent Members of the Council's Standards Committee shall each be paid an annual co-optees' allowance, at the rate specified in the schedule to this scheme.
- 7.2 Those persons in receipt of a co-optees' allowance from this Council shall be entitled to claim travelling and subsistence allowances where appropriate.

8. FOREGOING ALLOWANCES

- 8.1 A councillor may, by notice given in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this scheme.

9. WITHHOLDING ALLOWANCES

- 9.1 Where a councillor is suspended or partially suspended from his/her duties and responsibilities as a member of the Council, the relevant allowances (eg basic; special responsibility; travelling and subsistence) normally payable to him/her will be withheld by the authority for the duration of the suspension period.

10. PART YEAR ENTITLEMENTS

- 10.1 If the term of office or duty undertaken by a councillor begins or ends part way through a municipal year or amendment of the scheme during a municipal year or changes to the councillor's responsibilities during the year results in changes in the amount to which a councillor is entitled, calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant periods of the scheme bear to the municipal year in which they occur.

11. CLAIMS AND PAYMENTS

- 11.1 Payment of the basic and special responsibility allowances and the co-optees' allowance shall be made in twelve equal monthly instalments on or around 26th day of each month, subject to the arrangements for part year payment provisions set out above.
- 11.2 Claims for dependents' carers' and travelling and subsistence allowances under this scheme will need to be submitted in writing (using the prescribed claim form) to the Democratic Services and Licensing Manager within one month of the end of the financial year to which the claim relates.

11.3 Where a member of Fenland District Council is also a member of another local authority, (s)he shall not receive allowances from more than one authority in respect of the same duties.

12. **UPDATING**

12.1 The basic, special responsibility, subsistence and the co-optees' allowances rates will be updated in line with the annual award to the Council's APT & C staff, the first updating being applied from 1 April 2004.

12.2 Updating of travelling allowances will occur consequent to increases in the "tax-free approved amounts" set by the Inland Revenue.

13. **INDEPENDENT REMUNERATION PANEL**

13.1 An Independent Remuneration Panel has been established in accordance with the 2003 Regulations to produce reports making recommendations in respect of this allowances scheme and the Council must have regard to the recommendations of the panel in respect of allowances to be paid to councillors.

13.2 The scheme will be reviewed by the Independent Remuneration Panel on an annual basis unless circumstances dictate otherwise (reporting to the December meeting of the Council).

13.3 As soon as reasonably practicable after a receiving report from the panel, the Council will ensure that copies of the report are available for inspection and publicised in accordance with the 2003 Regulations.

13.4 The current panel has been retained until 31 December 2008.

14. **PUBLICITY**

14.1 The Council, as soon as reasonably practicable after determining a scheme of allowances, will ensure that copies of the scheme are available for inspection and publicised in accordance with the 2003 Regulations.

14.2 As soon as reasonably practicable, in each year, the Council will publish in its area the total sum paid to each councillor in respect of basic, special responsibility, travelling and subsistence and dependents' carers' allowances together with the amounts of co-optees' and travelling and subsistence allowances paid to each Independent Member.

SCHEDULE OF ALLOWANCES

The following allowances are applicable with effect from 9 November 2007:

1. MEMBERS' ALLOWANCES

(i) Basic Allowance

Payable to all members
(including an annual sum of £200 to cover the
cost of maintaining a Broadband connection) £4,022 p.a.

(ii) Special Responsibility Allowance

Payable to the following post holders:

Leader of the Council*	£15,231 p.a.
Deputy Leader of the Council	£6,056 p.a.
Cabinet Members with portfolio holder responsibilities (x 10)*	£8,418 p.a.
Chairman of Overview and Scrutiny Panel	£7,572 p.a.
Vice-Chairman of Overview and Scrutiny Panel	£1,515 p.a.
Chairman of Planning Committee	£7,572 p.a.
Vice-Chairman of Planning Committee	£1,515 p.a.
Chairman of Licensing Committee	£1,515 p.a.
Chairman of Standards Committee	£1,515 p.a.
Chairman of Staff Committee	£1,515 p.a.
Chairman of Corporate Governance Committee	£1,515 p.a.
Chairman of Council **	£3,784 p.a.
Leader of the Main Opposition Group	£5,300 p.a.
Leader of other Opposition Groups	£1,515 p.a.

* includes annual sum of £90 to cover the cost of having a mobile phone available for Council Business

** payable in addition to the "Civic Dignitaries" allowance paid under the provisions of the Local Government Act 1972 (see (v) overleaf)

(iii) Dependents' Carers' Allowance

Payable at actual cost per hour for care of dependents whether children, elderly or people with disabilities, while a member is on Council business.

(iv) Co-optees' Allowance

Payable to Independent Members of the Standards Committee - £600 p.a.

M1.7

(v) **Other Allowances – for information**

The following are paid pursuant to the Local Government Act 1972 (approved by the Council at each annual meeting):

*	Chairman of the Council	£3,400 p.a. (for 2007/08)
*	Vice-Chairman of the Council	£ 830 p.a. (for 2007/08).

2. **SUBSISTENCE ALLOWANCES**

For approved duties both inside and outside the District the following rates apply:

- (i) Breakfast allowance
(more than 4 hours away from normal place of residence before 11.00 am) £5.85
- (ii) Lunch allowance
(more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2.00 pm) £8.15
- (iii) Tea allowance
(more than 4 hours away from normal place of residence including the period 3.00 pm to 6.00 pm) £3.23
- (iv) Evening meal allowance
(more than 4 hours away from normal place of residence ending after 7.00 pm) £10.09

The rates set out above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

Meals on trains - the reasonable costs of main meals taken on trains during a period for which there is entitlement to day subsistence is reimbursed in full subject to the limits set out above.

3. **TRAVELLING ALLOWANCES**

(i) **Motor Mileage Allowance**

The rate for motor cars is 40p per mile

This rate applies if travel results in a substantial saving of the member's time or is in the interests of the body or is otherwise reasonable.

Passenger Supplement - for passengers, not exceeding 4, a supplement of 5.0 pence per mile for each passenger carried.

(ii) **Motorcycle Allowance**

The rate for motorcycles is 24p per mile.

M1.8

(iii) **Bicycle Allowance**

The rate for bicycles is 20p per mile.

(iv) **Public Transport**

For most forms of public transport and the use of taxicabs, the actual cost will be reimbursed. In the case of train journeys, a "rail warrant" will normally be provided by the Council.

The rate for travel by a hired motor vehicle other than a taxicab shall not exceed the rate which would have been applicable had the vehicle belonged to a member who hired it:

provided that where the body so approves, the rate may be increased to an amount not exceeding the actual cost of hiring.

The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air:

provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

4. **OVERNIGHT SUBSISTENCE**

Allowance for absence overnight from the usual place of residence	£89.05
Allowance for such absence in London (within specified London Boroughs) or for attendance at the annual conference of the Local Government Association	£101.56

These rates only apply where the Council has **not** booked and paid for the accommodation on behalf of the member.

PART 7

MANAGEMENT STRUCTURE

M1.11

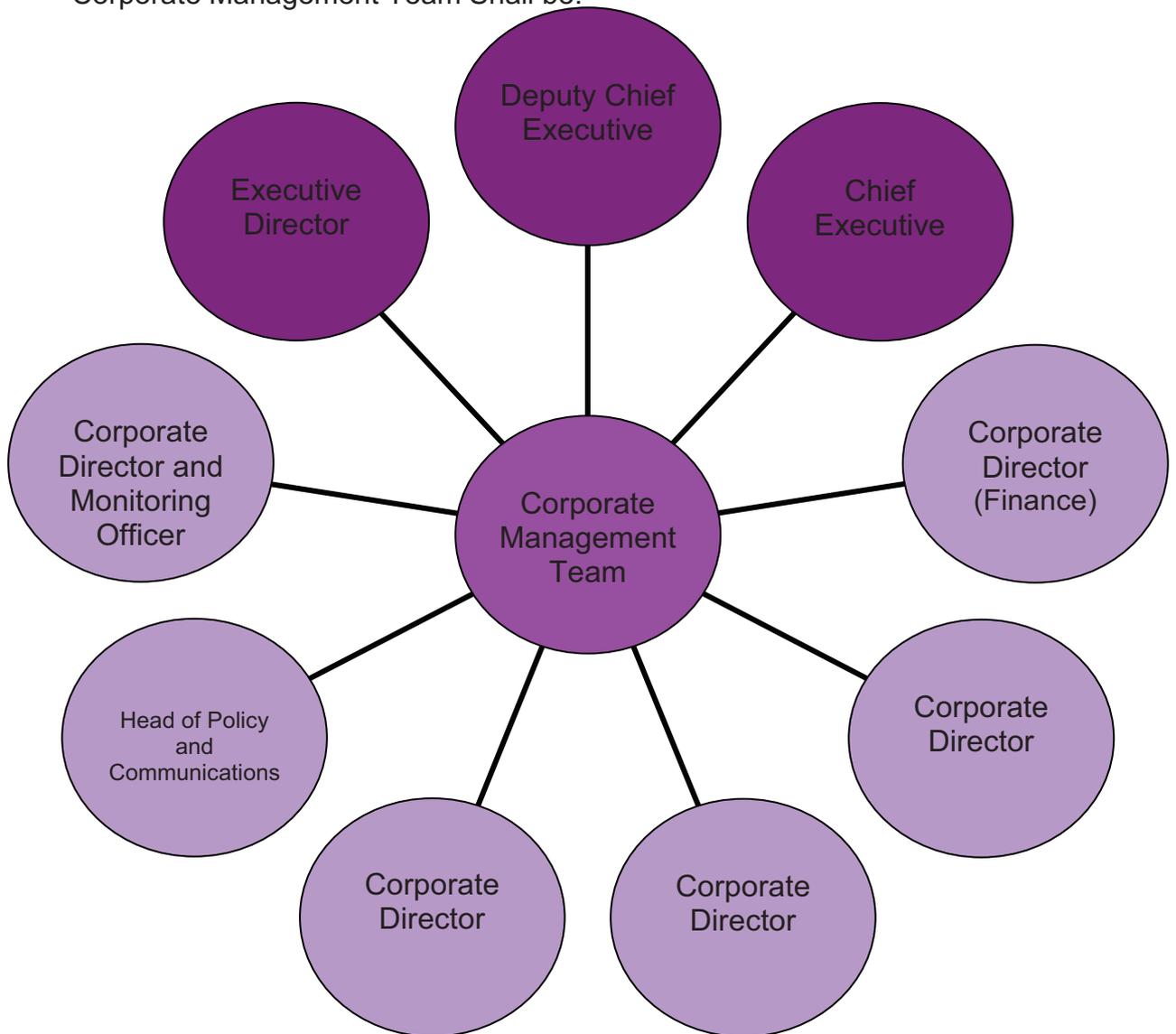
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MANAGEMENT STRUCTURE

Strategic Management Team shall comprise:

- The: Chief Executive
- Deputy Chief Executive
- Executive Director (Finance)
- Executive Director

Corporate Management Team Shall be:



Note; Note one Corporate Director currently on secondment.

M1.12

MEMBERS' ALLOWANCES SCHEME

The payment of allowances to Members of the District Council will be made in accordance with this Scheme.

A Member may by written notice to the Director of Central Services elect to forego all or part of his or her entitlement to an allowance.

It is a condition of payment of all allowances that the duty for which they are paid will have been approved before it is undertaken. The Council cannot decide afterwards that an allowance should be paid.

1. Operation of Scheme

This Scheme shall come into operation on 18th May 2011. Elected Members of Huntingdonshire District Council may claim the following Allowances as specified in this scheme:

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Travel and Subsistence Allowance
- ◆ Care Allowance.

2. Basic Allowance

Each year a Basic Allowance shall be paid to each District Councillor. From 18th May 2011 the amount of the Basic Allowance shall be calculated at the rate of £4,235 per annum.

3. Special Responsibility Allowances

Each year a Special Responsibility Allowance in the amount and to the District Councillors specified in Schedule 1 to this Scheme shall be paid. No District Councillor may receive more than one Special Responsibility Allowance other than ordinary Members of the Development Management Panel who will be entitled to receive an allowance of £620.00 per annum in addition to one other Special Responsibility Allowance.

4. Annual Adjustment

The Basic Allowance and Special Responsibility Allowances in paragraphs 2 and 3 above respectively shall be adjusted annually with effect from the date of the Annual Council Meeting commencing in 2012 to reflect any increase in inflation using as an automatic index mechanism the percentage change for spinal column point 33 approved by the National Joint Council for Local Government Staff Services and negotiated as the pay award for local government employees. Such mechanism will be applied until 30th April 2015 or until such time as the Independent Remuneration Panel recommends otherwise.

5. Travel and Subsistence Allowances

General

Travel Allowances shall be payable where they are necessarily incurred in performing the following duties -

- ◆ attending a meeting of the Council, Cabinet or any Panel, Committee, Sub-Group, Advisory Group or other appointed body;
- ◆ attending a meeting of any body to which the Council appoints representatives, when attending as the Council's appointed representative;
- ◆ attending any other meeting or joint meeting authorised by the Council provided that Members of at least two political groups have been invited to it;
- ◆ attending a meeting of any association, organisation or body of which the Council is a member;
- ◆ undertaking any duty (including training courses, seminars, workshops or other events) which a Member is invited to attend by a Director or Head of Service, provided that the duty has been approved previously by the Director of Central Services, or in his absence the Head of Democratic and Central Services;
- ◆ attending any approved Conference specified in Schedule 2 to this Scheme;
- ◆ undertaking any duty which a Member is required to undertake by virtue of their election or appointment to an office in accordance with the Council's Standing Orders, Code of Financial Management, Code of Procurement, Scheme of Delegation or other approved strategy, policy or procedure; and
- ◆ undertaking any other duty or class of duty previously approved by the Council in connection with the discharge of its functions.

Claims for travelling, Subsistence and motor mileage allowances will be payable at the rate in force on the day on which the qualifying duty is undertaken.

The following points should be noted:-

- ◆ The amount to be reimbursed in respect of qualifying duties is the actual amount spent; and
- ◆ Receipts must be produced in respect of all claims for expenses incurred otherwise claims may be returned to a Member unpaid.

Travel

Public Transport

The rate of travel by public transport shall not exceed the amount of the standard class or ordinary fare or the most cost effective method that meets the needs of a Member's travel requirements.

The rate may be increased by supplementary allowances not exceeding expenditure actually involved.

- (a) On Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and

- (b) on sleeping accommodation engaged by the Member for an overnight journey, subject to a reduction by one third of any subsistence allowance payable for that night.

Should Members be required to take journeys for which the rates recommended above are not practical then approval for that journey must be sought in advance from the Director of Central Services, or in his absence, the Head of Democratic and Central Services and receipts provided for the reimbursement of any claims. Should prior approval not be practicable actual reasonable costs will be met on the production of receipts and approval by the Director of Central Services, or in his absence, the Head of Democratic and Central Services.

Taxi Cab or Hired Motor Vehicle

The rate for travel by taxi cab shall not exceed:-

- ◆ in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- ◆ in any other case, the amount of the fare for travel by appropriate public transport.

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member and hired it, ie the private vehicle mileage.

Bicycle, Motor Cycles and Motor Cars

Where Members travel by bicycle, motorcycle, or carry passengers to approved duties they shall be paid in accordance with the mileage rates published by Her Majesty's Revenue and Customs.

Vehicle Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	40p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Two or more Members going by motor car to the same conference or meeting shall be expected, unless there are special circumstances, to car share. This similarly applies in the case of a Member travelling with an owner. The owner of the vehicle used will make the claim.

Air

Air travel will require prior authorisation by the Director of Central Services or in his absence, the Head of Democratic and Central Services.

The rate for travel by air should not exceed the rate applicable to travel by appropriate alternative means of transport. Provided that where the Director of Central Services or in his absence the Head of Democratic and Central Services decides, that the saving in time is so substantial as to justify the payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no service is available or in case of urgency, the fare actually paid by the Member.

6. Subsistence Allowances

A Member shall be entitled to claim subsistence allowance on approved duties outside the authority area in accordance with advisory rates published by the East of England Regional Assembly as follows:-

Type of Allowance	Maximum Amount
Breakfast (more than 4 hours away before 11.00am)	£ 6.88
Lunch – (more than 4 hours away including noon – 2.00pm)	Actual amount up to £9.50 (receipt required)
Tea (more than 4 hours away including 3.00 – 6.00pm)	£ 3.76
Evening Meal (more than 4 hours away ending after 7.00pm)	£11.77

On those occasions when Members are required to attend conferences out of the District, reasonable actual expenditure incurred for subsistence shall be reimbursed subject to the production of the requisite receipts. For Members required to be absent from their usual place of residence overnight accommodation should be pre-booked by the Authority. In the event that it is not practical to make such arrangements in advance, reasonable actual costs shall be reimbursed on production of receipts. In both circumstances, the Director of Central Services, or in his absence the Head of Democratic and Central Services shall determine the reasonableness of claims submitted.

7. Care Allowances

With effect from 18th May 2011, Councillors who pay for childcare or for the care of elderly and/or disabled dependants while they are engaged on Council duty may claim the following -

- ◆ for the purpose of childcare¹ the operative rates are as follows:-
 - £5.80 - £5.93 an hour for workers aged 21 and over
 - £4.83 - £4.92 an hour for workers aged 18 - 20
 - £3.57 - £3.64 an hour for workers aged 16 – 17
- ◆ for the purpose of care of elderly or disabled dependents - an allowance calculated by reference to an hourly rate paid by Cambridgeshire County Council to home care assistants.

8. Co-opted Members

Co-opted Members and the Parish Council representatives who serve on the Standards Committee shall receive a basic allowance of £231.00 per annum and shall be entitled to claim travel, subsistence and care allowances in accordance with this scheme. Allowances shall also be paid for attendance at appropriate training events and seminars under the scheme. An independent Member acting as Chairman and Vice-Chairman of the Standards Committee shall receive a Special Responsibility Allowance equivalent to that payable to an elected Member elected to that post.

9. Withholding of Allowances

The Standards Committee shall be authorised to determine whether to withhold payment of the basic, special responsibility, and travel and subsistence allowances payable to Members or co-opted Members suspended or partially suspended under Part III of the Local Government Act 2000 for the period for which and the responsibilities of duties from which s/he is suspended or partially suspended.

10. Pensions

District Councillors shall not be entitled to join the Local Government Pension Scheme.

11. Members IT Support

District Councillors shall be entitled to IT and telephone support to assist them in their roles as Members of the authority. Such support shall include ICT, telephone equipment and consumables which shall be issued in accordance with the guidelines appended to this scheme.

12. Claims and Payments

Basic and Special Responsibility Allowances shall be paid in 12 instalments on the 15th of each month by BACS transfer, except in the year that a Councillor is re-elected when the payment for May will be made in June (or in a different month of the date of annual elections is changed for whatever reason).

Travelling, Subsistence and Care Allowances will be paid by BACS transfer on the 15th day of each month for claims received by the first day of that month.

Claims for Travelling, Subsistence and Care Allowances shall be made in writing on a form provided by the Director of Central Services within two months of the date on which the approved duty arises. The claim shall include a disclosure that no other claim will be made in respect of that duty.

13. Revocation

All earlier Schemes relating to the payment of Members' Allowances are revoked with effect from 17th May 2011.

Notes:

- ¹ *Childcare allowances will only be paid to childminders who are not members of the immediate family.*

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

	Remuneration per annum £
SPECIAL RESPONSIBILITY ALLOWANCES¹	
The Executive	
Executive Leader	14,010.00
Deputy Executive Leader	10,537.00
Other Cabinet Members	8,394.00
Chairmen	
Overview and Scrutiny Panels	5,604.00
Development Management Panel	6,311.00
Council	3,763.00
Licensing and Protection Panel/Committee	6,311.00
Employment Panel	2,779.00
Corporate Governance Panel	1,968.00
Vice-Chairmen	
Overview and Scrutiny Panels	2,242.00
Development Management Panel	2,837.00
Council	1,563.00
Licensing and Protection Panel/Committee	2,837.00
Employment Panel	927.00
Corporate Governance Panel	649.00
Opposition Group	
Leader – Principal Opposition	7,005.00
Deputy Leader	2,837.00
Leader – Minor Opposition²	
Group Leader	723.00
Development Management Panel	
Ordinary Members ³	620.00
Standards Committee	
Chairman ⁴	2,779.00
Vice-Chairman ⁴	927.00
Co-Optees Allowances	
Each co-opted Member and parish council representative on the Standards Committee	231.00
Dependant Carer's Allowance	
Each qualifying District Councillor with children or elderly/disabled dependant	Up to a maximum of 7.5 hours per week at the minimum wage level in the case of childcare and for an elderly or disabled dependant at the County Council's recommended "home carer" rate.

(Issued Dec 2010)

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Notes

1. No Member may receive more than one Special Responsibility Allowance.
2. Subject to the party having a minimum of five Members (or at least 10% of the Council's membership) and being registered as a political group.
3. Excluding the Chairman and Vice-Chairman of the Panel and any Cabinet Member appointed to the Panel.
4. An Independent Member (non-elected) acting as Chairman/Vice-Chairman of the Standards Committee shall receive a special responsibility allowance equivalent to that payable to a Member elected to that post.

SCHEDULE 2

SCHEDULE OF APPROVED CONFERENCES AND DELEGATES

DELEGATES

Unless otherwise stated, the delegate(s) to the following approved conferences will be determined by the Chief Executive, or in his absence the Director of Central Services, after consultation with the Leader and Deputy Leader:

Local Government Association

- ◆ **Annual Meeting and Conference**
- ◆ **Tourism, Culture and Sports Conference**
- ◆ **Housing Conference**
- ◆ **Rural Conference**

Annual Conference of the Chartered Institute of Public Finance and Accountancy

Annual Conference of the Chartered Institute of Housing

Annual Conference of National Housing and Town Planning Council

Royal Town Planning Institute: Town and Country Planning Summer School

Two Members to be determined by the Director of Operational Services
(after consultation with the Chairman of the Development Control Panel)

Town and Country Planning Association Weekend School for Councillors on Development Control

Two Members to be determined by the Director of Operational Services
(after consultation with the Chairman of the Development Control Panel)

Royal Town Planning Institute Annual Conference

Two Members to be determined by the Director of Operational Services
(after consultation with the Chairman of the Development Control Panel)

Institute of Leisure and Amenity Management Annual Seminar and Exhibition

Environmental Health Congress and Exhibition

Home Office Emergency Planning College Conferences

**Federation of Economic Development Authorities:
Annual Meeting and Regional Study Tours**

Tidy Britain Group: People and Places Conference

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MEMBERS' IT AND TELEPHONE SUPPORT: GUIDELINES

1. General

- 1.1 This note summarises the support provided for Members of the Council to assist them in their roles as Councillors. It prescribes Members entitlement to ICT, telephone equipment and consumables.
- 1.2 These guidelines will be reviewed after twelve months operation (August 2011).

2. New Councillors

- 2.1 Whilst there are several equipment options for Members to take advantage of, all require compliance with the Council's e-mail, internet and mobile 'phone protocols and written confirmation that the equipment will be returned or purchased at an agreed rate when the Member ceases to become a Councillor. Notwithstanding, the Council will supply each Member with -

- ◆ a standard build desk top PC or 'My Office' remote connection which enables the use of a personal computer at home;
- ◆ a TFT monitor;
- ◆ a black/white laser jet printer;
- ◆ a BT 'phone line and handset and broadband connection or HDC standard Nokia 6303i* mobile 'phone, if the Member already has a personal broadband connection.

*subject to Vodaphone specification changes.

** Only one mobile phone will be supplied per Member. Should this be lost or damaged, the Member would be responsible for its replacement.

See [New Members IT & Telephony Equipment Options flowchart](#)

- 2.2 In the event that a Member already has broadband installed at their home address and prefers that arrangement to continue, that Councillor is eligible to receive an allowance towards reimbursement of their home broadband cost of £10* per month.

*current rate

- 2.3 Similarly, should a Member indicate that they wish to retain their home telephone number, that Councillor would be eligible to receive an allowance of £8.92 per month (current rate) towards use of their home telephone for Council business.

2.4 Consideration will be given to the supply of a laptop PC or a mobile phone should a Member be able to demonstrate a reasonable need for, or the cost effectiveness of, this alternative provision. The reasonableness of this request will be determined by the Head of Democratic and Central Services after consultation with the Members' IT Support Officer.

2.5 Each Member will be supplied with an e-mail address as follows -

firstname.lastname@huntsdc.gov.uk

3. Consumables

3.1 Where a black/white printer has been supplied by the Council, Members will be entitled to receive a maximum of two replacement cartridges per year free of charge.

3.2 In the event that Members continue to use their own personal printer, two replacement cartridge sets will be supplied per year.

3.3 Consumables and paper can be obtained from the Chairman's Secretary, Karen Pauley (01480) 388014 or Democratic Services (01480) 387049 on request. A record of consumables supplied will be maintained.

3.4 Members are encouraged to request Democratic Services to arrange for the printing of large documents via the Document Centre at Eastfield House.

4. Support

4.1 Members have a dedicated Members' IT Support Officer - Colin Chesterton (01480) 388236. Colin is part of the IMD Help Desk Team -(01480) 388121. He will supply and maintain the Members' Council IT equipment, as well as giving general and specific IT training on the computer operating system, Microsoft Office and other Council Systems either at PFH or at the Members' homes.

4.2 **Advice on a messaging service for BT and mobile 'phones.** It is recommended that use be made of the BT 1571 Service, so callers can leave a message when a Member is not available to take a call. Similarly, where applicable, Members should use the Vodafone Voicemail

system to enable callers to leave a message. Colin Chesterton can offer advice on the setting up of both these services.

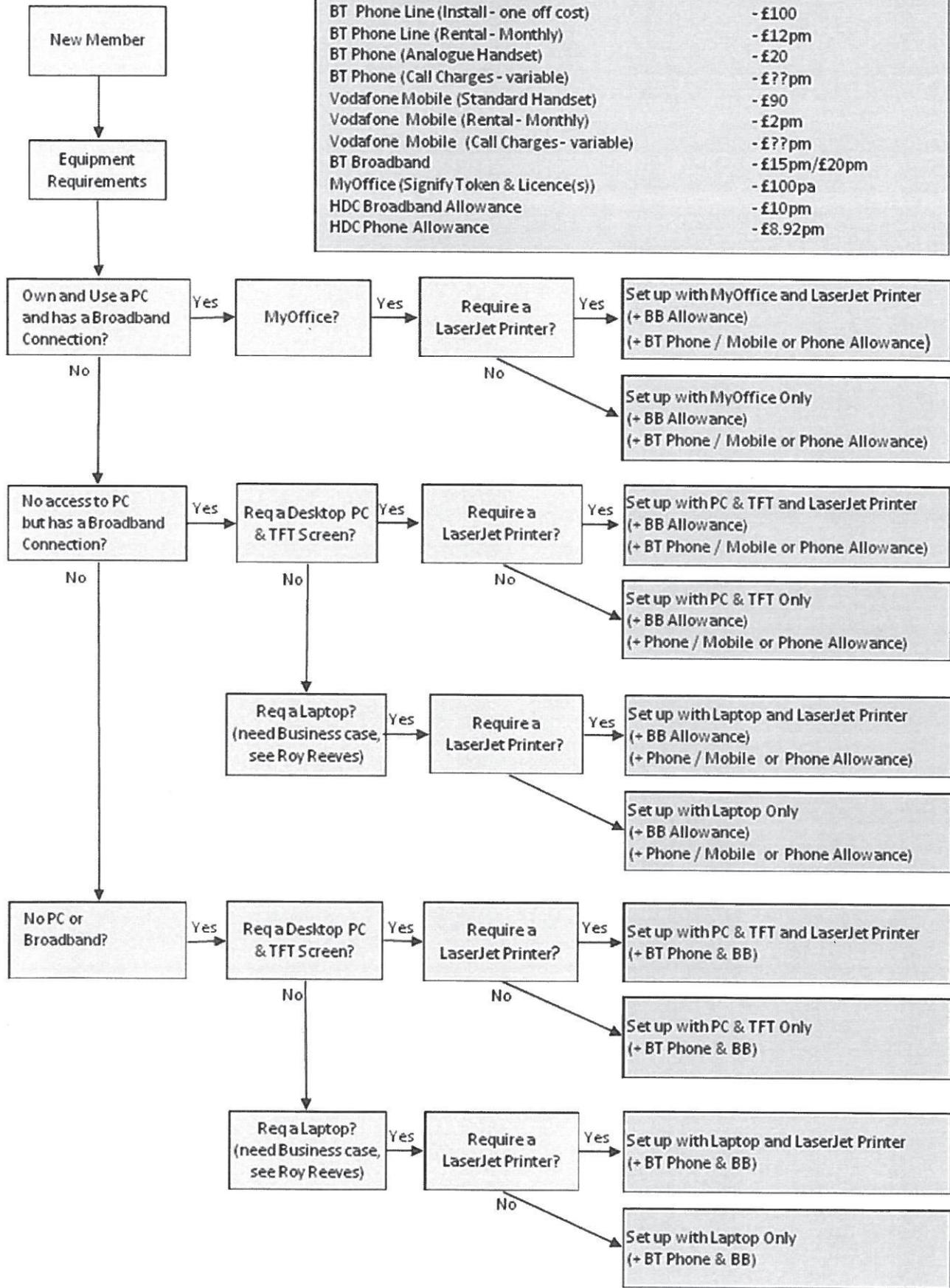
5. **Other Issues**

- ◆ Members are not permitted to install any software on a PC or laptop allocated to them by the Council without prior approval by the Council;
- ◆ The District Council will register each Councillor as a "data controller" with the Information Commissioner and will pay the annual fee for registration. This will cover the Councillors' use of a PC for District Council work.
- ◆ The mobile phone or telephone line provided by the Council shall be used for Huntingdonshire District Council or ward business only; and
- ◆ In the case of telephone lines and mobile phones supplied by the Council, the Council will meet the cost of all ongoing calls. In the case of Members retaining their own telephones and receiving the allowance of £8.92 per month, no additional remuneration is made available to meet the costs of the calls.

New Members IT & Telephony Equipment Options

Equipment and Services costs (July 2010)

Dell Desktop Computer (PC)	-£540
Dell Standard 17" Monitor (TFT)	-£115
Dell Standard Laptop	-£780
HP LaserJet B&W Printer (LJ)	-£60
HP LaserJet Replacement Toner	-£40
BT Phone Line (Install - one off cost)	-£100
BT Phone Line (Rental - Monthly)	-£12pm
BT Phone (Analogue Handset)	-£20
BT Phone (Call Charges - variable)	-£??pm
Vodafone Mobile (Standard Handset)	-£90
Vodafone Mobile (Rental - Monthly)	-£2pm
Vodafone Mobile (Call Charges - variable)	-£??pm
BT Broadband	-£15pm/£20pm
MyOffice (Signify Token & Licence(s))	-£100pa
HDC Broadband Allowance	-£10pm
HDC Phone Allowance	-£8.92pm



Appendix

COUNCIL, 27 JANUARY 2011

MEMBERS' ALLOWANCES, 2011/12

The effect of accepting the Panel's recommendations would be:

Allowance	2010/11	2011/12
Basic	£4,627	£4,627
Leader	£10,300	£10,300
Deputy Leader	£7,726	£7,726
Other Cabinet Members	£6,868	£6,868
Chairman of Council	£3,884	£3,884
Vice-Chairman of Council	£1,942	£1,942
Leader of the Major Opposition Group	£3,495	£3,495
Chairman of Scrutiny & Overview Cttee	£3,495	£3,495
Vice-Chairman of Scrutiny & Overview Cttee	£1,748	£1,748
Chairman of Planning Committee	£4,437	£4,437
Vice-Chairman of Planning Committee	£2,219	£2,219
Chairman of Corporate Governance Cttee	£1,775	£1,775
Chairman of Licensing Committee *	£500	£250
Chairman of Standards Committee	£443	£443
Independent Member of Standards Cttee	£276	£276
Parish Member of Standards Cttee	£220	£220
Chairman of Employment Committee	£431	£431

* Council, at its meeting held on 29 January 2009 resolved to gradually phase out the SRA in respect of the Chairman of Licensing Committee

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Members' Allowances Scheme 2010 / 11

The South Cambridgeshire District Council, on 28 January 2010, accepted the recommendations of an independent remuneration panel and, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) [and Amendment] Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the South Cambridgeshire District Council Members' Allowances Scheme, and shall have effect from 1 April 2010.
2. In this scheme,

"councillor" means an elected member of the South Cambridgeshire District Council;

"year" means the 12 months ending on 31 March 2011.

Basic Allowance

3. (1) Subject to paragraph 6, for each year a basic allowance of £4,627 shall be paid to each councillor, which includes £646 towards expenses. This is intended to cover time spent in attendance at meetings and with constituents, parish council meetings and the cost of telephone / internet calls from home. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.
- (2) Where a member is fully suspended from his or her responsibilities or duties as a member of this authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, the part of basic allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.

Special Responsibility Allowances

4. (1) Each year, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority as specified in schedule 1 to this Scheme.
- (2) No councillor may receive more than one special responsibility allowance.
- (3) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in schedule 1 to this Scheme.
- (4) Where a member is suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance, the special responsibility allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.
- (5) Where a member is partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance for responsibilities or duties relating to body to which the partial suspension has been applied, the special responsibility allowance payable to him or her in respect of the period for which he or she is partially suspended will be withheld by the authority.

Renunciation

5. (1) A councillor may, by notice in writing given to the Chief Executive, elect to forgo any part of his / her entitlement to an allowance under this scheme.

- (2) A councillor not wishing to receive his / her allowances may nominate a charity to which they may be paid.

Part-year Entitlements

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances or a member to co-optees' 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 special responsibility in respect of which a special responsibility is payable, or the member's appointment begins or ends.
 - (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance or adds or deletes entitlement to a special responsibility allowance then, in relation to the period following the amendment, the entitlement to such an allowance shall be in the same proportion as that period bears to the relevant municipal year.
 - (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be in the same proportion as the term of office bears to the relevant municipal year.
 - (4) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be in the same proportion as the period of special responsibility bears to the relevant municipal year.
 - (5) Where the appointment of a member (a person not an elected member of the authority but a member of a committee or sub-committee of the authority) begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a co-optees' allowance shall be in the same proportion as the term of office as member bears to the relevant municipal year.

Dependants' Carers' allowance

7. A carers' allowance may be claimed by a councillor where additional expenditure is incurred on childcare or care for a sick or dependent relative to facilitate fulfilment of approved Council duties. Payments will cover the period of the qualifying duty and the travelling time to and from the councillor's home and the location of the duty.
8. Meetings or activities that qualify for the allowance will be those specified on the list of approved duties attached at schedule 2 to this Scheme; attended as of right or by invitation.
9. Reimbursement of expenditure will be restricted:
 - (a) in the case of childcare to children up to their fourteenth birthday who normally reside with the councillor.
 - (b) in the case of a sick or dependent relative to care which would otherwise be carried out by the councillor.
 - (c) normally, to payments made to persons providing care other than a close relation or a person normally resident at the councillor's home.
10. It is the responsibility of the councillor employing the carer to ensure that s/he is suitably qualified to provide the care required.
11. Payments will reimburse actual expenditure up to a maximum hourly rate set by the Council. The maximum hourly rate set by the Council for the period from 1 April 2010 to 31 March 2011 is £15.32.

Travelling Allowances

12. Travelling allowances may be claimed by councillors or members (with the meaning as in paragraph 16) for necessary travel from home to undertake approved duties as contained in the list at schedule 2 of this Scheme.
13. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Subsistence Allowances

14. Subsistence allowances may be claimed by councillors or members (with the meaning in paragraph 16) where carrying out an approved duty involves an absence from home of more than 4 hours, including specified hours.
15. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Co-optees' Allowances

16. Each year an allowance shall be paid to those persons who are not elected members of the authority but are members of the Standards Committee ("co-optees").
17. Subject to paragraph 6, the allowances for the year shall be:

Independent members	£276
Parish council members	£220

18. Where an independent or parish council member is the Chairman of the Standards Committee, that member shall be entitled to an allowance equivalent to the special responsibility allowance payable to a councillor with that special responsibility and subject to the same provisions as to part year payments contained in paragraph 6.

Pensions

19. All councillors shall be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972.
20. Both basic allowance and any special responsibility allowance may be treated as amounts in respect of which such pensions are payable.

Claims and Payments

21. (1) Payments shall be made in respect of basic, special responsibility and co-optees' allowances, subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month, except that co-optees may select an alternative means of payment;
- (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 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.
22. Claims for dependants' carers' and travel and subsistence allowances under this Scheme will need to be submitted in writing no later than the 14th of the month in which they are to be paid and must be submitted by one month of the end of the relevant financial year to which the claim applies. Claims for carers' allowance must be accompanied by a receipt signed by the carer. Claims for travel and subsistence allowance must be accompanied by relevant VAT receipts.
23. Claims may not be made from two bodies for the same meeting nor travel expenses claimed for the same journey from two or more bodies where different meetings are attended on the

same day. Claims shall be accompanied by a statement that the councillor has not made and will not make any such other claim.

24. Where a member is suspended or partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, that member will not be able to claim for dependants' carers' and travel and subsistence allowances for duties and responsibilities relating to the body or bodies from which the member has been suspended.

Publicity

25. As soon as practicable after the end of each year, arrangements will be made for the publication within the area of South Cambridgeshire of the total sum paid in that year under this Scheme to each member in respect of each of the following, namely, basic allowance, special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.

Annual Review

26. Annual adjustments may be indexed for up to four years, subject to an annual review by an independent remuneration panel of any changes in responsibilities.

Schedule 1: Schedule of Allowances

The following rates apply from 1 April 2010 to 31 March 2011:

Basic Allowance

£3,981 plus expenses of £646 (£4,627 total) towards the cost of purchase of office sundries other than those provided by the Council, telephone calls etc.

Special Responsibility Allowances

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

Position with Special Responsibility Allowance	£	£
Leader of the Council	10,300	-
Deputy Leader	7,726	-
Cabinet Member	6,868	-
Major Opposition Group Leader	3,495	-
	Chairman	Vice-Chairman
Council		
Allowances for Chairman of Council	3,884	1,942
Committees		
Scrutiny & Overview Committee	3,495	1,748
Planning Committee	4,437	2,219
Corporate Governance Committee	1,775	-
Licensing Committee	500	-
Standards Committee	443	-
Employment Committee	431	-
Co-optees' Allowances		
Independent Member of Standards Committee	276	-
Parish Council Member of Standards Committee	220	-

Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £15.32. This allowance may be claimed for attendance as a district councillor at a parish council meeting.

Travel Allowances

(a)	Private transport rates			
	Motor Vehicles	cc of vehicle	rate per mile	without VAT receipt
		Not exceeding 999	38.7p	37.51p
		over 1,000	40.0p	38.81p
	Motorcycles	Not exceeding 150	9.0p	7.81p
		151-500	12.5p	11.31p
		over 500	17.5p	16.31p
	Bicycles		20.0p	20.0p

(Rates equivalent to the prevailing National Joint Council for local government employees, except for Motor Vehicles over 1,000 cc – agreed by Council 28 July 2005)

(b) A supplement of not more than 3p per mile may be added for first passenger and 2p per mile for the second and subsequent passengers to whom a travelling allowance would otherwise be payable, to a maximum of four.

(c) The Council will normally pay mileage for the most direct route between relevant points.

Public and other Transport

- (a) Travel by public transport will be reimbursed at the ordinary or any available cheap fare rate and tickets should be attached to the claim form.
- (b) The cost of travel by taxi may be reimbursed in exceptional circumstances, where there is no other useable alternative; the Legal and Democratic Services Manager should be advised in advance of the journey.

Subsistence Allowances

- (a) Councillors may claim the actual amount spent up to the following sums:

Breakfast	£6.07
(more than 4 hours away from normal place of residence before 11am)	
Lunch	£8.39
(more than 4 hours away from normal place of residence including the period 12 noon to 2pm)	
Tea	£3.31
(more than 4 hours away from normal place of residence including the period 3pm to 6pm)	
Evening meal	£10.38
(more than 4 hours away from normal place of residence ending after 7pm)	

(Rates equivalent to the prevailing National Joint Council for local government employees)

- (b) Receipts are required in support of claims. If no receipt can be produced, a maximum of £2.50 sandwich allowance may be claimed, the rate being the same as that agreed for employees.
- (c) Where breakfast, lunch or evening meal is necessarily taken on a train and the other qualifying conditions are fulfilled, reimbursement may be made in full.
- (d) Refreshments may be purchased from the staff room. Where there is entitlement to reimbursement as above, the refreshments should be ordered through an appropriate officer, in which case the Council will bear the cost directly.
- (e) Any claim will be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or other body during the same period as the claim covers.

Overnight Subsistence

- (a) Where the total period of absence from home on approved duties, exceeds 24 hours, and the Council has booked or paid for the accommodation on behalf of the councillor, actual expenditure on bed and breakfast accommodation will be reimbursed, up to a maximum of £130 per night.
- (b) The maximum allowance is increased to £150 for an overnight stay in London.
- (c) An out-of-pocket allowance of £4 per night may be claimed in addition.
- (d) Subsistence for other meals may be claimed in accordance with the provisions for meal subsistence allowances above.

Schedule 2: Approved Duties

Members are eligible to claim travelling and subsistence allowances for all duties carried out for the purposes of, or in connection with, the discharge of the functions of the Council, its Executive or any of its committees or sub-committees and other duties as authorised by any two of the Chairman of Council, the Chief Executive, Chief Finance Officer or Leader.

For guidance, claims will automatically be allowed for:

- Attendance at all internal meetings, including seminars
- Attendance as an authorised representative of the Council at meetings of outside bodies (except where that body pays expenses to representatives)
- Attendance at meetings authorised by the Council
- Attendance as the Council's representative at joint meetings of local authorities, government bodies or a local authority association
- Attendance at approved conferences and training sessions
- Authorised duties on behalf of the Council in relation to the inspection of premises
- Duties carried out by Executive members and chairmen and vice-chairmen for the necessary exercise of the functions of the post
- Duties carried out as a ward member at the request of Council or one of its constituent parts
- The Dependents' Carers' Allowance may be claimed for attendance as a district councillor at a parish council meeting.

The Council will not pay allowances for:

- Attendance at meetings of a single political group
- Attendance at the Chairman's Reception and similar functions
- Attendance at parish council meetings

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