

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.

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 2009 / 2010 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	£1,391
Planning - Chair	£2,226
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 uprated 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.

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| (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; 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. 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.**