

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.