

WYCHAVON DISTRICT COUNCIL

MEMBERS ALLOWANCES 2008/09, as from 1 April 2008

1. Basic Allowance

1.1. This is intended to recognise the time devoted by Councillors to their work, including meetings with officers and constituents, and to cover incidental costs such as the use of private telephones.

1.2. £4,125 per annum per member, paid automatically each month as part of the payroll process and no claims are necessary.

2. Special Responsibility Allowance

2.1. This reflects additional work required of office holders in the Council. Councillors can only receive one Special Responsibility Allowance. However, the Leader of the Council may also receive Special Responsibility Allowance as a Group Leader (see g below) reduced by 50%.

2.2. Paid as follows:-

	£
(a) Leader of the Council	10312
(b) Executive Board Member	6188
(c) Chairman of Overview and Scrutiny Committee	6188
(d) Chairman of Development Control Committee	6188
(e) Chairman of Licensing Committee	1238
(f) Chairman of Scrutiny Team	1031
(g) <u>Group Leaders:</u> £86.00 per Member, but reduced by 50% if a Group Leader receives any other Special Responsibility Allowance.	

2.3. Paid automatically each month as part of the Payroll process, and no claims are necessary.

2.4. A majority of Councillors should not be in receipt of Special Responsibility Allowances at any given time.

2.5. Allowances will be index-linked to the average wage index for Worcestershire.

2.6. The Independent Standards Committee Chair will receive a Special Responsibility Allowance of £1031 per annum.

2.7. The following civic payments are also made with 25% paid immediately upon taking office with the balance in monthly instalments:-

	£
Chairman of the Council	6000
Vice-Chairman of the Council	<u>2500</u>
	<u>8500</u>

3. Travelling and Subsistence

3.1. Recompenses members for travel and subsistence expenses necessarily incurred when performing an approved duty. These rates accord with those set for the Council's Officers.

3.2. The approved duties are:-

(a) A meeting of:-

- The Council
- The Executive Board
- A Committee or Sub-Committee
- Any other body to which the Council makes appointments or nominations (unless claimable from that body – see paragraph 3.3 below) or a meeting of a Committee or Sub-Committee of such a body.

(b) Any other meeting the holding of which is authorised by:-

- The Council
- The Executive Board
- A Committee or Sub-Committee of the Council
- A joint Committee of the authority and one or more other authorities
- A Sub-Committee of such a joint Committee

provided that it is a meeting to which Wychavon members of at least 2 political groups have been invited.

(c) A meeting of any association of authorities of which the authority is a member.

- (d) Meetings of panels properly constituted to deal with establishment matters, eg: appeals, grievances and appointments; Homelessness appeals.
 - (e) Meetings involving the Council's officers and connected with the authority's functions that has been properly convened in writing by the Managing Director or a Service Unit Manager, including being present at the opening of tenders, as required by Contract Standing Orders.
 - (f) Conferences and seminars, where attendance has been agreed in accordance with the Member Development Strategy.
 - (g) Any one off events designated as an approved duty by the Council.
- 3.3. Where travel and subsistence may be claimed from a body to which the Council has made an appointment, members representing the Council must claim from that source. A Member appointed to represent the Council on any "outside body" is required to report back to the Council on the work of that organisation and the number of meetings/events they have attended.
- 3.4. The Council may add or delete from the list of approved duties for attendance and travelling and subsistence allowances but it cannot approve a duty in retrospect.
- 3.5. The current travelling and subsistence allowances are set out in the attachment.
- 3.6. Subsistence allowances should be regarded as taxable in respect of attendances at the Civic Centre. Attendances away from the Civic Centre and conference subsistence are untaxed. All flat-rate subsistence payments are liable for National Insurance Contributions where appropriate.
- 3.7. If you are going on Council business that involves an overnight stay, please make arrangements for this via the relevant Service Unit, wherever possible.

4. IT Equipment for Councillors

Following approval by Council and Executive Board of Minute No 96 of the Overview & Scrutiny Committee meeting on 13 February 2007 there are set payments for Members who use their own IT equipment for Council work, rather than IT equipment being provided. The payments are:-

- £500 once per term towards the purchase or upgrading of computer related equipment;
- £200 per year towards the purchase of consumables.

5. Dependent Carers Allowance

5.1. The Council will reimburse the legitimate and reasonable costs of Councillors with caring responsibilities where the dependent lives at home with the Councillor and is either:

- under 16 years old or,
- in need of full-time care.

5.2. In claiming the allowance, the Councillor must declare that the minder is not a member of immediate family and is over 16 years of age.

5.3. Costs can only be claimed if incurred when the Councillor is carrying out the following duties:

- (a) attending a meeting of:-
 - the Council;
 - the Executive Board;
 - a committee or sub-committee of the Council or Executive Board;
 - any other body to which the Council makes appointments or nominations, or a meeting of a committee or sub-committee of that body.
- (b) attending any other meeting, the holding of which is authorised by:-
 - the Council;
 - a committee or sub-committee of the Council;
 - a Joint Committee of the authority and one or more other authorities;
 - a sub-committee of such a Joint Committee;

provided that it is a meeting to which Wychavon members of at least 2 political groups have been invited.
- (c) attending a meeting of any association of authorities of which Wychavon is a member.
- (d) attending the opening of tenders, where required by the Council's Contract Standing Orders.
- (e) carrying out a duty to inspect premises.

6. Other Items

6.1. Councillors may claim actual expenditure incurred on tolls or parking fees, in addition to vehicle allowances. Proof of expenditure must be provided.

6.2. VAT receipts for fuel must be provided with each claim for travel expenses.

6.3. The rate for travel by Taxi Cab shall not exceed:

- (a) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
 - (b) In any other case, the amount of the fare for travel by appropriate public transport.
- 6.4. The rate for travel by public transport must not exceed the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined by reference to second class fares unless the Council determines that first class fares shall be substituted.
- 6.5. If you are using your private vehicle for attendance at Council meetings, Committees, etc you should advise your insurance company. Such use can be interpreted as "Business Use" and unless declared could result in a claim being disputed on the grounds of non disclosure.
- 7. Non Council Members on Committees, etc
 - 7.1. Travelling and subsistence at the agreed rate for Council Members will be payable to non Council members of Council Committees, Sub-Committees, Working Parties and Working Groups, when they could not reasonably be expected to be paid such allowances by any body they might be representing.
 - 7.2. Co-optees to be paid travel and subsistence allowance in accordance with the NJC rate for Officers, a bicycle rate of 0.20p per mile, out of pocket expenses, including loss of earnings where appropriate and claimed; and a dependant carer's allowance.
- 8. Procedure for claiming allowances
 - 8.1. The composite claim form for attendance allowances and travelling and subsistence allowances should be used on a monthly basis, within the first week following the end of the calendar month to which the claim refers.
 - 8.2. You should supply details of the vehicle used on the "declaration" side of the claim form.
 - 8.3. The regulations provide for a maximum period of two months between the approved duty and the claim. If you extend the period of your claim, there is a risk of being liable to pay national insurance contributions.
 - 8.4. VAT receipts for fuel must be provided with each claim for travel expenses.

9. Renunciation of Allowances

9.1. You may choose not to receive all or any of the entitlement to allowances. If so, you must notify the Managing Director in writing.

10. Queries

10.1. If you have any queries on the application of the scheme, please contact the Committee or Payroll Sections.

11. Oversight and Assignment of Accountability

11.1. The Council's Standards Committee is the responsible body.

MEMBERS ALLOWANCES

MEMBERS ALLOWANCES – As at 1 April 2008

These are to be paid in accordance with the National Joint Council rate for Officers with inflation increases. Members are allowed to claim the rates agreed by the Office of the Deputy Prime Minister and the Inland Revenue, making it unlikely that allowances will be taxed.

Subsistence Allowance

(a)	Breakfast allowance (payable for any absence from home for over 3 hours before 11.00 am)	£4.97
(b)	Lunch allowance (payable for any absence from home covering the whole period 12.00 noon to 2.00 pm)	£6.84
(c)	Tea allowance (payable for any absence from home covering the whole period 3.00 pm to 6.00 pm)	£2.70
(d)	Evening meal allowance (payable for any absence from home of over 3 hours and extending beyond 7.00 pm)	£8.42
(e)	Absence overnight from usual place of residence	£85.20
(f)	Absence overnight from usual place of residence – London only	£97.18
(g)	Absence overnight from usual place of residence for attendance at Local Government Association Annual Conference	£97.18

Payments made under (e), (f) or (g) are deemed to cover a continuous period of absence of 24 hours.

If you are going on Council business that involves an overnight stay, please make arrangements for this via the relevant Service Unit, wherever possible.

Where a meal is provided free of charge by an Authority or body during the period to which the allowance relates then no claim should be made.

There will be an exception to this where meals are provided by Wychavon during lengthy meetings such as Development Control Committee. In these circumstances, if a Member who will be attending such a Meeting gives at least 24 hours notice that he or she does not wish to be provided with a meal, they may claim, as an alternative, an amount up to the

maximum value of the meal (such a claim can not exceed the maximum value of the allowance stated above).

Travelling Allowance

A	<u>Motor Cycles</u>	<u>Pence per mile</u>
(a)	Not exceeding 150cc	08.7 per mile
(b)	151cc – 500cc	12.6 per mile
(c)	Exceeding 500cc	16.9 per mile
B	<u>Motor Cars</u>	
(a)	Up to 999cc	42.9 per mile
(b)	1000cc and over	46.9 per mile

Bicycle Rate: 0.20p per mile.

NB VAT receipts for fuel must be provided with each claim for travel expenses.