

PART 6.1

MEMBERS' ALLOWANCES SCHEME

As at Council 21/04/2010

Part 6.1 Members' Allowances Scheme

1. INTRODUCTION

The basic powers for paying allowances to Councillors are provided in the Local Government and Housing Act 1989, Section 100 of the Local Government Act 2000 and in Regulations made by the Wales Assembly Government namely The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002

These Regulations require the Council to make a scheme for the payment of allowances in respect of the current year and subsequent years.

The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales to review councillors' allowances in Wales. The Panel was established in January 2008 to prescribe the maximum levels of allowances payable by County and County Borough Councils in Wales.

The Panel published its 'Initial Report' on 31st June 2008 and in accordance with the regulations, County and County Borough Councils were required to amend their schemes of allowances to take on board the Panel's determinations.

The Council is required to publish its scheme, any amendments thereto, and details of the amounts paid to Councillors each year in respect of Basic, Special Responsibility, Travelling and Subsistence Allowances.

All members receive a Basic Allowance which recognises the time devoted by Councillors to their work including incidental expenses, such inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils.

Basic Allowance also covers Councillors' I.T., telecommunications and office costs and other incidental costs such as the use of their homes.

A Special Responsibility Allowance (SRA) is paid to members appointed by the Council or Leader of the Council to specific positions i.e. Executive Board Members Chairs and Vice Chairs of Committees.

The Chair and Vice Chair of the Council receive allowances under Sections 22 and 24 of the Local Government Act, 1972 to assist them with the expenses of their office.

In accordance with the recommendations of The Independent Remuneration Panel for Wales in its 'Initial Report' dated 31st June 2008 the Council has established a Scheme for the payment to Councillors of a Care Allowance in respect of such expenses of arranging for the care of children or dependants (aged 15 years and over) as are necessarily incurred in the carrying out of that Councillor's duties.

Co-opted Members of Scrutiny Committees and Independent Members of the Standards Committee that have voting rights will receive a co-optees allowance.

Co-optees that chair council committees will receive a higher level of allowance in recognition of this additional responsibility.

Co-opted members and independent member(s) of Committees that do not have voting rights and participants contributing to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling and subsistence allowances at the same rates payable to councillors.

The level of allowances paid are as indicated at Appendix A to this scheme.

1.1 SUSPENSION OF COUNCILLORS

(WHERE A COUNCILLOR IS SUSPENDED OR PARTIALLY SUSPENDED FROM OFFICE BY THE STANDARDS COMMITTEE (OR OTHERWISE) IN ACCORDANCE WITH PART III OF THE LOCAL GOVERNMENT ACT 2000 OR REGULATIONS MADE UNDER THAT PART, TRAVELLING, SUBSISTENCE, BASIC, SPECIAL RESPONSIBILITY, CARE AND FINANCIAL LOSS ALLOWANCES WILL BE WITHHELD BY THE COUNCIL.

WHERE ANY TYPE OF ALLOWANCE HAS ALREADY BEEN PAID DURING A PERIOD WHEN A COUNCILLOR HAS BEEN SUSPENDED OR PARTLY SUSPENDED FROM OFFICE, OR HE/SHE HAS CEASED TO BE A COUNCILLOR OR IS NOT OTHERWISE ENTITLED TO RECEIVE AN ALLOWANCE, THAT ALLOWANCE WILL BE REPAID.)

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2. ALLOWANCES

2.1 Basic Allowance and Approved Duties

- 2.1.1 Basic Allowance is payable at the same rate to all Councillors. It is paid in recognition of work undertaken by Councillors, including the undertaking of approved duties which include:
- (a) Attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority makes appointments or nominations or of any committee of such a body;
 - (b) Attendance at a meeting of any association of authorities of which the authority is a member.
 - (c) Attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - (d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act.
 - (e) A duty undertaken in connection with the discharge of any function of the authority which empowers or requires the authority to inspect or authorise the inspection of premises;

- 2.1.1 (f) Attendance at any training or developmental event approved by the authority or its executive or board;
- (g) Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees.
- (h) The authority has approved the following specific approved duties as part of the above definitions:
- Attendance at Meetings of the Council, the Executive Board, Committees and Advisory Panels
 - Attendance at Meetings of Executive Board members convened for the purpose of taking executive decisions and formally convened by the Chief Executive.
 - Activities in connection with the exercise of duties as an Executive Board Member.
 - Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council.

(Councillors should ensure that they have signed the appropriate register to record their attendance and that it has been countersigned by the appropriate officer.)

- rota visits to the homes and other establishments under the control of the Social Care and Housing Department.
- Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a committee.
- Meetings of Joint Liaison Committees.
- Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty".

- 2.1.1 (h)
- Attendance at meetings of Opposition Spokespersons convened by the Chief Executive
 - Attendance by members of the Executive Board at any local, regional or national event where the Leader has nominated them to attend in his/her place as a representative of the Council.

Other duties -

- Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been appointed or nominated by the Council.
 - Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies, and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes. However, claims for travelling and subsistence allowances should not be made to both outside bodies and the Council for the same duties.
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- 2.1.2 The basic allowance is also intended to recognise the time devoted by Councillors to their work including incidental expenses, such inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils and to cover other incidental costs such as the use of their homes.

2.2 Special Responsibility Allowances (SRA)

- 2.2.1 Special Responsibility Allowances are payable to certain designated Councillors in recognition of the additional work undertaken in fulfilling a specific role. The Council has agreed that Special Responsibility Allowances will be paid as indicated at Appendix A of this scheme.

2.3 Care Allowance

The Council provides for the payment to Councillors of a Care Allowance in respect of such expenses of arranging for the care of children or dependants (Aged 15years and over) as are necessarily incurred in the carrying out of that Councillor's duties. It is a matter for councillors to satisfy the council that it is reasonable and appropriate for them to receive a care allowance

Payment will not be paid :

- in respect of any child or dependent(s) aged 15 years or over unless the councillor satisfies the Council that the child or dependant required supervision which has caused him or her to incur expenses that were necessary for the carrying out of his/her duties as a member of the Council.
- to more than one Councillor in relation to the care of the same child or dependent
- in respect of more than one care allowance to any Councillor who is unable to demonstrate to the reasonable satisfaction of the Council that he / she has to make separate arrangements for the care of different children or dependants.

2.3

The amount of allowance payable will be as determined by the Council with the maximum not exceeding that recommended by the Independent Remuneration Panel for Wales. The Council has agreed that care Allowance will be paid as indicated at Appendix A of this scheme.

To be considered for the payment of care allowance, councillors will have to complete an application form providing relevant details and will have to re-apply for the allowance at the beginning of each financial year. Applications for the care of children or dependents aged 15 years of age or over requiring supervision must be supported by a letter from a GP setting out the reasons for supervision.

Applications will be considered and approved by the Chief Executive who may, if necessary, seek the views of the authority's Occupational Health Physician in respect of the need for supervision of children or dependents aged 15 years of age or over.

Claims for care allowance will be submitted to the Democratic Services Manager, Chief Executive's Department by the 1st of each month and will be accompanied by relevant receipts showing the name of the business, the date and nature of the care service provided.

Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

If there are any changes in Councillors' eligibility for the allowance then members must immediately notify the Democratic Services Manager, Chief Executive's Department of the changes.

Councillors will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.

(Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.)

Abuse of this scheme will be considered as a breach of the provision in the Members Code of Conduct concerning the stewardship of public funds

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2.4 Travelling and Subsistence Allowances

A member shall be entitled to receive payments by way of travel allowance or subsistence allowance at rates determined by the authority where expenditure on travel or subsistence is necessarily incurred by that member in the performance of an approved duty as a member of the authority as defined in Paragraph 2.1.1 above.

Any claim for payment of travel and subsistence allowances in accordance with this scheme shall be accompanied by appropriate receipts proving actual expenses, payments will not exceed the appropriate rates referred to in Appendix A of this scheme.

Councillors will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.

(Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.)

2.5 Renunciation

2.5.1 Councillors may elect to forego any part of their entitlement to an allowance by giving written notice to the Chief Executive or Director of Resources.

2.5.2 However, ***Social Security rules take into account any income that is available to Councillors even if they choose not to take advantage of it. Thus, even though Councillors may elect to forego their allowances, the Benefits Agency or the Council's Housing Benefits Section can treat Councillors as if they had been paid the allowances and reduce their benefits accordingly.***

3. RATES OF ALLOWANCES

The rates for Basic and Special Responsibility and Care Allowances are shown in Appendix A of this scheme along with details of the Mileage and Subsistence Allowances payable.

3.1 Basic Allowance

This figure will only be increased in line with the recommendations of the Independent Remuneration Panel for Wales which was established under The Local Authorities (Allowances for Members) (Wales) Regulations 2007 to review councillors' allowances in Wales

3.2 Special Responsibility Allowance

These figures will only be increased in line with the recommendations of the Independent Remuneration Panel for Wales which was established under The Local Authorities (Allowances for Members) (Wales) Regulations 2007 to review councillors' allowances in Wales

3.3 Care Allowance Scheme

These figures will only be increased in line with the recommendations of the Independent Remuneration Panel for Wales which was established under The Local Authorities (Allowances for Members) (Wales) Regulations 2007 to review councillors' allowances in Wales

3.4 Travelling Allowances

Councillors must notify the Democratic Services Unit of the Chief Executive's Department as soon as possible of their impending journey in order that the most economical price can be negotiated where accommodation, rail or air travel will be required.

The Independent Remuneration Panel for Wales' view is that Council members should always be mindful of choosing the most cost effective method of travel

3.4.1 Where Councillors are required to travel on Council approved duties (see Section 2.4 above), the following rules apply -

Travel by Rail

- (a) All rail travel by elected members must be arranged, at the earliest opportunity, through the Democratic Services Unit in order to maximise savings to the Council.

Travel by rail will normally be by standard second class ticket. Members are permitted to travel by first class rail where work requirements justify such expenditure. (i.e. working on the train prior to attending a meeting the same day).

First class apex tickets, or their equivalent, will be provided when they are available and it can be shown that these tickets would produce a saving to the Council over the standard second class rail fare.

(Obtaining a first class apex ticket normally requires the ticket to be booked at least a week in advance of the rail journey.)

Rail warrants and tickets will be issued by the Democratic Services Unit for all rail journeys as this enables the Council to re-claim VAT.

3.4.1 (b) Travel by Private Car

Allowance claims for travel by private car must be for the shortest route and claims will be verified by Democratic Services Unit staff.

Travelling out of County

When travelling “out of County” councillors must travel by the most cost effective means to the Council, taking into account the cost of travel and time involved in a journey. This is usually by rail and where rail facilities exist the rate for travel by a Councillor’s own car is Standard Day Return rail fare in lieu.

However, where the Chief Executive or the Democratic Services Manager agrees prior to the journey being made that travel by rail is inappropriate because of meeting start time or inappropriate rail services, the councillor concerned will be authorised to travel using one of the Council’s leased cars or, if unavailable by private car at the travelling allowances outlined in Appendix A of this scheme

In instances where more than one member is travelling to the same meeting / conference outside the County and a member is authorised to travel by private car, then whenever possible, arrangements should be made to share car travel.

In addition, ferries, and parking fees will be paid on the production of receipts. Tolls paid for bridges and roads will also be refunded.

Travelling “in County”

that the current travelling allowances paid to councillors for travel by private car, as outlined in Appendix A of this scheme be payable for journeys within County

(c) Travel by Hired Car

Councillors may hire cars through the Democratic Services Unit if the total of the hire charge and the petrol used will be less than the Standard Class rail fare. If a car is hired, the hire charge is paid direct by the Council and a claim form has to be submitted for the petrol used and other costs such as car parking and will only be reimbursed on the production of the relevant receipts. Tolls paid for bridges and roads will also be refunded.

Prior to using a hired car a Councillor must undertake a familiarisation course on the vehicle this will be arranged by the Democratic Services Unit in conjunction with the Transport Manager of the Technical Services Department.

(Recognised as good practice under the Council’s Fleet Road Risk Policy)

- 3.4.1 (d) Travel by Council Leased Car
Councillors may use Council Leased cars where the amount of petrol used is less than the Standard Class rail fare.

Expenses for such things as the petrol used and other costs such as car parking will only be reimbursed on the production of the relevant receipts. Tolls paid for bridges and roads will also be refunded.

Prior to using a leased car a Councillor must undertake a familiarisation course on the vehicle this will be arranged by the Democratic Services Unit in conjunction with the Transport Manager of the Technical Services Department.

(Recognised as good practice under the Council's Fleet Road Risk Policy)

- (e) Travel by Taxi
Where it is reasonable to do so, the actual taxi fare may be claimed on the production of the relevant receipts.

3.5 Subsistence Allowances

Claims for subsistence will be paid for the actual expenses incurred supported by the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme

Note:

Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

In determining the duration of a Councillor's duties for the payment of this Subsistence Allowance, the method of calculation is as follows –

For Council Meetings e.g. Council, Executive Board and Committee meetings

Actual travelling time, plus

Actual length of time of the Meeting, plus one hour for consultation with Officers.

These are the only times allowable in the calculation of subsistence and must conform to the requirements detailed in Appendix A of this scheme.

The rates must be reduced by an appropriate amount in respect of any meal provided by an authority or body during the period to which the allowances relate. As a guide to what the appropriate deduction might be, the allowances shown in Appendix A of this scheme are considered reasonable.

3.6 Overnight Accommodation and Subsistence Allowances

All arrangements for overnight stays by elected members must be carried out by the Democratic Services Unit.

Where an approved duty involves an overnight stay from the member's usual place of residence for a continuous period of absence of 24 hours or more all reasonable subsistence expenses incurred will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme

A reasonable level of accommodation will be arranged by the Democratic Services Unit (except where the accommodation is provided as part of a conference/seminar or event fee).

Where the accommodation does not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates as shown in Appendix A of this scheme. Where meals are included, no additional subsistence allowances will be paid.

Where Seminar/Conference or Event fees are paid direct by the Council and are inclusive of accommodation but do not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding in total the appropriate rates as shown in Appendix A of this scheme. Where meals are included, no additional allowance will be paid.

3.7 Data Services / Telephone Lines.

The County Council will meet the full cost of installing a telephone line for new Members of the Council who have no telephone and a secondary line for the **exclusive purpose of providing on line data services** (e.g Intranet, e-mail, etc.).

3.8 Pension

All members will be entitled to join the Local Government Pension Scheme (LGPS) and their Basic and where appropriate Special Responsibility Allowances will be pensionable.

4. PAYMENT

The payment of Basic and Special Responsibility Allowances is incorporated into the monthly payroll system and paid automatically by Bank Credit Transfer without any action required by Councillors.

These payments are enhanced by the Care Allowance, Travelling and Subsistence Allowances claimed for the previous month. Claims should be submitted on the appropriate forms to the Democratic Services Unit of the Chief Executive's Department within one month of the meeting to which the allowance refers, providing appropriate receipts, in order to maintain accurate financial profiles.

Payment is made on the 15th of each month, or the nearest banking day and the appropriate claim form should be submitted to Democratic Services Unit by the first day of every calendar month.

Note:

Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

Councillors will lose their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.

Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.

5. INCOME TAX

Basic and Special Responsibility Allowances are taxable and Councillors will be taxed under the normal PAYE system. It should be noted that daily subsistence for a period of attendance at the usual place of meetings of the Authority is taxable. However, for meetings away from the normal place of attendance, tax is non deductible.

Councillors should contact the Inspector of Taxes if they feel they are entitled to allowances against this income. Typical tax deductible expenses which may be claimed include:-

Travel by Car - An arrangement applies where a Member uses his/her own car in the performance of non approved duties which do not attract mileage allowance. This provides for an allowance, calculated using Inland Revenue authorised mileage rates (40p per mile as at 01/04/09) Members will have to keep records of their mileage on non-approved duties in order to claim this allowance.

Postage & Stationery - The actual costs wholly, exclusively and necessarily incurred for which no allowance can be obtained from the Authority.

Secretarial Expenses - Where payments are made for necessary secretarial assistance involving, for example, drafting replies to letters, typing and filing, and such assistance is not provided by the Authority. Any amounts claimed must be reasonable in relation to the Members' allowances and to the assistance given. The amounts must actually have been paid to the assistant on a regular basis. The Inspector may wish to see evidence of such payments.

Hire of Rooms – The expenditure to be claimed should be limited to the amount incurred and should relate to hire for 'surgeries' or public meetings e.g. planning objections. A claim cannot be allowed in respect of the hire of rooms for party political purposes.

Household Expenses - Where additional household expenses are incurred (light, fuel, heating etc.) relating to those parts of Members' homes that are used for duties as Members, the Inland Revenue will accept a standard deduction (an amount agreed between the Association of Councillors and Inland Revenue Head Office) to cover this. (£135.00 as at 01/04/09) If a room is used exclusively for council business, a claim may be made for the proportion of Council Tax, heat and light relative to that room.

Other Expenses - Members with expenses not covered by the above should itemise them on their tax return. The Revenue may require evidence and details of the expenditure.

6. NATIONAL INSURANCE CONTRIBUTIONS

If a Councillor under 65 years of age (60 for women) receives taxable allowances equalling or exceeding the current lower earnings limit, there is a liability for Class I National Insurance contributions at the standard rate.

Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor may have another job or is self-employed.

However, there is an annual maximum for contribution liability and in certain instances a Councillor may be entitled to a refund. An explanatory leaflet (NP28 People with more than one job) is available from Social Security Offices. In addition leaflet NP 18 is available for people who pay Class 4 contributions and are also self employed.

7. SOCIAL SECURITY BENEFITS

Benefits Unaffected by Councillors' Duties or Allowances

The following benefits should be unaffected by being a Councillor or by any payments they receive for undertaking their duties -

Child benefit and one parent benefit.

Retirement or widow's pension.

Disability living allowance or Department of Social Security attendance allowance.

Industrial disablement or war disablement benefit paid because of being assessed as having a percentage disability.

If a Councillor is single, and these are the only benefits which they are claiming in their own right, then these benefits are unlikely to be affected by their Councillors' allowances.

If a Councillor receives a married woman's retirement pension or if a Councillor's partner claims benefits which include an amount for the Councillor as their dependant these benefits can be affected by the Councillor's allowances.

Councillors should therefore seek advice from the Department of Social Security regarding partners under each of the separate benefits available.

Claiming Benefits - The Basic Rules

The following rules apply if -

Claiming any benefit, other than those listed above; or

A partner claims a means-tested benefit; or

A partner claims an extra amount or retirement pension, unemployment benefit, incapacity benefit, severe disablement allowance, maternity allowance or invalid care allowance for the Councillor as his or her dependant.

A Councillor must notify the Department of Social Security Office from which they receive the benefits that he/she is an elected Councillor. If a partner claims a means-tested benefit or claims for the Councillor as his or her dependant, he or she must also tell the relevant benefit offices about the Councillor's Council duties.

Some Councillors may think that if they refuse to accept their allowances, this will mean their benefits will not be affected. This is not true. In most cases, the social security rules take into account any income that is available to you, even if you choose not to take advantage of it.

The treatment of different Councillor's allowances varies from benefit to benefit. For some benefits, the very fact that they are undertaking Council duties (whether or not they get aid for them) can affect their rights to claim. In other cases, it is the level of income from the allowance that affects entitlement.

Social Security benefits is an area of growing complexity and detailed specialist advice should be obtained from the local office of the Benefits Agency.

8. INSURANCE

The Council maintains a Personal Accident Policy to provide benefits for Councillors who sustain injuries or who suffer an assault in the course of their duties as a Council Member.

The Policy will operate during the time the Member is engaged on Council business, including:

service on behalf of the Council on Committees of other Authorities or bodies, provided no other cover applies in respect of such service, and
direct travel in connection with the above.

The Policy is extended to cover Members' spouses while travelling on official journeys on Council business.

The range of benefits are:-

Death	£50,000
Permanent Total Disablement	£50,000 applied on Continental scale
Temporary Total Disablement	£100 per week
Temporary Partial Disablement	£50 per week
Hospitalisation	£20 per day after first day
Convalescence Benefit	£20 per day after first day

N.B. the maximum combined benefit period for hospitalisation and convalescence is 31 days.

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the Hospitalisation and Convalescence Benefit are not affected.

The Council also maintains a Business Travel Policy to provide benefits for Members participating in official journeys outside the U.K.

This policy is also extended to cover Members' spouses.

The range of benefits are:-

Death	£150,000
Permanent Total Disablement	£150,000 applied on Continental scale
Medical and other expenses	£250,000 per person less £25 excess
Baggage and Personal Effects	£1,500 subject to £250 maximum any one item and £25 excess
Money	£400 any one person and £25 excess
Cancellation, loss of deposit, etc.	£3,000 any one person
Personal Legal Liability	£1,000,000

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the medical expenses, baggage and personal effects, money, cancellation etc., and personal liability benefits are not affected.

9. FURTHER INFORMATION

For further information or queries, please contact -

		Telephone
Colin Davies	Democratic Services Manager	01267 224029
Kevin Jenkins	Payroll Manager	01267 224680
Lyn Thomas	Head of Administration & Law	01267 224012
Roger Jones	Director of Resources	01267 224021

Appendix A

Rates of Allowances

1. Basic Allowance

The Basic allowance payable to all members is £13,356 p.a. (w.e.f. 01/04/09)

2. Special Responsibility Allowance (SRA)

Special Responsibility Allowances are payable to the following at the rates shown:-

BANDS	POSTS	Basic Allowance (w.e.f. 01/04/09)	SRA (w.e.f. 01/04/09)	Total Package	No of Councillors eligible in Carmarthenshire for payment of an SRA
Band A	Leader	£13,356	£35,461	£48,117	1
Band B	Executive Board Strategy Deputy Leaders (Co-ordinators) (2) (Band C+ 5%)	£13,356	£18,618	£31,974	2
Band C	Executive Board Members (7)	£13,356	£17,731	£31,087	7
Band D	Chairs of Scrutiny Committees (7) Principal Opposition Group Leader (not included within Executive Board) (1) Chair of Planning Committee (1) Chair of Licensing Committee(1)	£13,356	£10,637	£23,993	10
Band E	Chairs Audit and Appeals Committees (2) Vice Chairs of Licensing and Planning Committees(2)	£13,356	£7,091	£20,447	4
Band F	Leaders* of Other Political Groups (0)	£13,356	£3,547	£16,903	0

** Only to be paid to Leaders of other political groups (as defined in the 2002 regulations) if their respective groups consist of at least 10% of the Council's membership."*

3. Allowances for the Chair and Vice Chair of the Council

These allowances are paid in accordance with Sections 22 and 24 of the Local Government Act, 1972 -:

Chair of County Council - £10,637 (updated in line with any increase in Band D of the special responsibility allowances referred to above)

Vice Chair of Council - £7,091 (updated in line with any increase in Band E of the special responsibility allowances referred to above)

In addition both members are entitled to the basic allowance-as prescribed above.

4. Travelling allowances for vehicles

The maximum travel rates payable for councillors undertaking approved duties will be the following rates set by HM Revenues and Customs (HMRC) for 2008/09.

All vehicle sizes of private motor vehicle:

Up to 10,000 miles – 40p per mile

Over 10,000 miles – 25p per mile

Private motor cycles – 24p per mile

Pedal cycles – 20p per mile

Passenger supplement – 5p per passenger per mile

Bus/Taxi fares – accompanied by appropriate receipts and paid at actual expense

5. Subsistence Allowances

5.1 A daily allowance of £28.00 per day will be payable in the following way:

5.1.1 where an overnight stay is not involved subsistence allowance be payable as follows:

Breakfast – more than 4 hours before 11.00 a.m. (when not included as part of an overnight stay)	£4.00
Lunch – more than 4 hours including 12 noon to 2.00 p.m.	£8.00
Tea – more than 4 hours including 3.00 p.m. to 6.00 p.m.	£3.00
Dinner – more than 4 hours ending after 7.00 p.m.	£13.00

5.1.2 that where an overnight stay is involved and includes breakfast as part of overnight accommodation a day subsistence rate of £24.00 will be made available

(The allowances are statutory maxima and claims will be paid on the basis of actual expenditure supported by receipts. The maximum allowance in each case will be paid only if actual expenditure equals or exceeds it.)

5.2 that the allowance for an overnight stay is set at a maximum of £124.00 for London, £95.00 elsewhere, with effect from 1st December, 2008. (the above sums will be exclusive of VAT where recoverable) **and that in particular circumstances, such as booking council members into hotels for conferences, the Leader in consultation with the Chief Executive be granted reasonable discretion to exceed the maximum.**

5.3 that a maximum allowance of £25.00 is available for an overnight stay with friends or relatives whilst on approved duty, with effect from 1st December, 2008.

Note:

All arrangements for overnight stays and accommodation must be carried out by the Democratic Services Unit.

Claims for subsistence will be paid on the basis of actual expenditure supported by receipts. The maximum subsistence allowance in each case will be paid only if actual expenditure equals or exceeds it.

Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

These figures will only be increased in line with the recommendations of the Independent Remuneration Panel for Wales which was established under The Local Authorities (Allowances for Members) (Wales) Regulations 2007 to review councillors' allowances in Wales

6. Care Allowance

Care Allowance is paid to Councillors in respect of such expenses in arranging for the care of children or dependants (Aged 15years and over) as are necessarily incurred in the carrying out of that Councillor's duties.

The maximum level of care allowance payable for **2009/10 is £403 per month** supported by receipts and should the costs incurred be less than the maximum allowance payable, then only actual costs will be reimbursed.

This figure will only be increased in line with the recommendations of the Independent Remuneration Panel for Wales which was established under The Local Authorities (Allowances for Members) (Wales) Regulations 2007 to review councillors' allowances in Wales

Receipts provided for caring costs must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

7. Allowances paid to Co-opted Members of Scrutiny Committees, Independent Members of Standards and Audit Committees

Co-opted Members of Scrutiny Committees and Independent Members of Standards with voting rights will receive a co-optees allowance payable on one of the following levels:

Co-optees who chair council committees (such as standards committees) - maximum allowance of £1,486 per year.

Other co-optees - a maximum allowance of £779 per year.

Independent members of Audit and other Committees with no voting rights will be entitled to claim travelling and subsistence allowances at the same rates as that paid to councillors (as specified in paragraphs 4 and 5 above).

(Co-opted Members of Scrutiny Committees and Independent Members of Standards and Audit Committees will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred)

8. Scrutiny Participants.

Participants contributing to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling and subsistence allowances at the same rates as that paid to councillors (as specified in paragraphs 4 and 5 above).

9. Office Costs

In the same way that officers are provided with equipment and supplies to enable them to carry out their functions, the Council provides or facilitates the provision of a range of services directly to members to assist them with their office costs.

These services include the provision of computer software and consumables and other office supplies, such as pens, pencils, postage stamps, files, staplers, paper, envelopes, hole punches etc. and also direct practical support from the Democratic Services Unit in the preparation of surgery posters, newsletters and so forth.

As at Council 14/10/09