

DATA CONSIDERED BY THE INDEPENDENT REMUNERATION PANEL

To inform the review, the Panel considered a number of factors including:

- a) figures paid by neighbouring and comparative authorities;
- b) comparison data considering overall spend on allowances distributed by capita and number of Members;
- c) LGA Submission Documents;
- d) The work undertaken by the IRP in 2014 during the last full review;
- e) Details of the duties and responsibilities of Chairmen of Licensing Committee and Scrutiny Committee Chairmen;
- f) Details of information collated in relation to Licensing and Scrutiny Meetings;
- g) Current salary levels for BDC Staff;
- h) Deprivation levels for the area;
- i) Efficiency Support Grant details;
- j) Published details of payments made to Members of BDC during 2014/15;
- k) Financial implications of a 1% increase to allowances; and
- l) The currently adopted scheme of Allowances.

a) figures paid by neighbouring and comparative authorities

Members Allowance Comparison Data

(as at 5/01/16)

DERBYSHIRE DATASET

Basic Allowance:

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
South Derbyshire	5,982.00	
Rushcliffe	5,188.00	
North East Derbyshire	5,171.32	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Erewash	3,932.00	
Amber Valley	3,800.00	

Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	53,682.00	Directly Elected Mayor
Chesterfield	27,785.00	
Ashfield	18,892.05	
South Derbyshire	17,940.00	
North East Derbyshire	17,776.67	
Bolsover	14,672.16	
Rushcliffe	14,545.00	
Bassetlaw	13,100.00	
Erewash	13,034.00	
Amber Valley	11,390.00	

Deputy Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	18,147.00	
Chesterfield	15,825.00	
Ashfield	14,169.04	
North East Derbyshire	12,773.98	
South Derbyshire	9,860.00	
Bolsover	9,781.44	
Rushcliffe	8,606.00	
Erewash	7,820.00	
Bassetlaw	7,800.00	
Amber Valley	5,700.00	

Cabinet Member:

Authority	Allowance (£)	Notes
Mansfield	15,033.00	
Ashfield	11,335.23	
South Derbyshire	8,960.00	Policy Committee Chairs
North East Derbyshire	8,147.38	
Chesterfield	6,101.00	
Erewash	5,865.00	
Rushcliffe	5,670.00	
Bassetlaw	5,600.00	
Bolsover	4,980.72	
Amber Valley	3,990.00	

Leader of the Opposition:

Authority	Allowance (£)	Notes
South Derbyshire	8,960.00	
Chesterfield	8,686.00	
Ashfield	7,556.82	
Erewash	5,078.00	
North East Derbyshire	4,914.80	
Bolsover	4,890.72	
Rushcliffe	4,684.00	
Bassetlaw	4,218.00	
Amber Valley	2,850.00	
Mansfield	1,075.00	

Deputy Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	4,342.00	
South Derbyshire	2,240.00	
Ashfield	1,133.52	
Erewash	750.00	
Amber Valley	0	
Bassetlaw	0	
Bolsover	0	
Mansfield	0	
North East Derbyshire	0	
Rushcliffe	0	

Scrutiny Chair:

Authority	Allowance (£)	Notes
South Derbyshire	8,960.00	
Ashfield	7,556.82	This is for the main scrutiny board, scrutiny panel chairs receive £6,612.22
Mansfield	7,524.00	
Chesterfield	4,654.00	
North East Derbyshire	3,889.73	
Erewash	3,451.00	
Rushcliffe	3,276.00	
Bolsover	3,260.48	
Bassetlaw	3,100.00	
Amber Valley	1,710.00	

Scrutiny Vice Chair:

Authority	Allowance (£)	Notes
Chesterfield	2,327.00	
South Derbyshire	2,240.00	
Ashfield	1,889.21	
Bolsover	1,630.24	
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Rushcliffe	1,092.00	
Bassetlaw	600.00	
Amber Valley	0	
Mansfield	0	

Chair of Planning Committee:

Authority	Allowance (£)	Notes
Mansfield	10,424.00	
South Derbyshire	8,960.00	
North East Derbyshire	7,779.00	
Ashfield	7,556.82	
Bolsover	4,890.00	
Rushcliffe	4,823.00	
Chesterfield	4,629.00	
Erewash	3,451.00	
Bassetlaw	3,100.00	Each Cttee Member receives £700
Amber Valley	570.00	All Cttee Members receive this amount

Vice Chair of Planning Committee

Authority	Allowance (£)	Notes
Ashfield	2,833.81	
Rushcliffe	2,411.00	
Bolsover	2,445.00	
South Derbyshire	2,240.00	
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Bassetlaw	600.00	Each Cttee Member receives £700
Amber Valley	0	Each Cttee Member receives £570
Chesterfield	0	
Mansfield	0	

Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Mansfield	8,339.00	
Chesterfield	4,629.00	Including Appeals
Ashfield	3,778.41	
Erewash	3,451.00	
Bolsover	2,445.00	
South Derbyshire	2,240.00	Including Appeals
Bassetlaw	2,100.00	
Amber Valley	1,710.00	
Rushcliffe	1,200.00	
North East Derbyshire	0	Part of Environment Exec Responsibility

Vice Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Bolsover	1,200	
Erewash	1,148.00	
Bassetlaw	400.00	Additional £24 allowance per meeting for each Cttee Member
Amber Valley	0	
Ashfield	0	
Chesterfield	0	
Mansfield	0	
North East Derbyshire	0	
Rushcliffe	0	
South Derbyshire	0	

Chair of Audit Committee:

Authority	Allowance (£)	Notes
North East Derbyshire	3,889.73	
Ashfield	3,778.41	
Erewash	3,451.00	
Bassetlaw	3,100.00	
Chesterfield	2,277.00	Combined with Standards
Mansfield	2,075.00	
Amber Valley	1,710.00	
Bolsover	1,467.00	Chaired by a Co-optee
Rushcliffe	0	
South Derbyshire	0	

Vice Chair of Audit:

Authority	Allowance (£)	Notes
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Bassetlaw	600.00	
Bolsover	366.75	For relief Chair
Amber Valley	0	
Ashfield	0	
Chesterfield	0	
Mansfield	0	
Rushcliffe	0	
South Derbyshire	0	

Chair of Standards:

Authority	Allowance (£)	Notes
North East Derbyshire	3,889.73	
Ashfield	3,788.41	
Erewash	3,451.00	
Chesterfield	2,277.00	
Amber Valley	1,710.00	
Mansfield	1,596.00	
Bolsover	1,222.00	Chaired by Co-optee
Rushcliffe	1,200.00	
Bassetlaw	0	
South Derbyshire	0	

Vice Chair of Standards:

Authority	Allowance (£)	Notes
North East Derbyshire	1,293.85	
Erewash	1,148	
Bolsover	203.67	For relief Chair
Amber Valley	0	
Ashfield	0	
Bassetlaw	0	
Chesterfield	0	
Mansfield	0	
Rushcliffe	0	
South Derbyshire	0	

Co-optees:

Authority	Allowance (£)	Notes
Chesterfield	2,277.00	
Amber Valley	1,140.00 Ind 345.00 Parish	
South Derbyshire	1,116.00	
Mansfield	519.00 Standards 289.00 Audit	
North East Derbyshire	516.11	
Bolsover	500.00 Standards 250.00 Audit	
Erewash	500.00	
Ashfield	307.04	
Rushcliffe	293.00	
Bassetlaw	0	

Members Allowance Comparison Data
(as at 24/01/16)

CIPFA DATASET

Basic Allowance:

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
Cannock Chase	5,339.00	Of which 1,224.00 is for consumables e.g. stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.
Nuneaton and Bedworth	4,935.00	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Newcastle Under Lyme	3,365.04	
Rossendale	3,342.00	
Copeland	3,063.24	

Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	53,682.00	Directly Elected Mayor
Chesterfield	27,785.00	
Copeland	25,534.44	
Ashfield	18,892.05	
Cannock Chase	18,150.00	
Bolsover	14,672.16	
Newcastle Under Lyme	13,590.00	
Rossendale	13,368.00	
Bassetlaw	13,100.00	
Nuneaton and Bedworth	12,336.00	

Deputy Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	18,147.00	
Chesterfield	15,825.00	
Ashfield	14,169.04	
Rossendale	10,026.00	
Bolsover	9,781.44	
Newcastle Under Lyme	9,510.00	
Cannock Chase	9,260.00	
Nuneaton and Bedworth	8,020.00	
Bassetlaw	7,800.00	
Copeland	6,358.68	

Cabinet Member:

Authority	Allowance (£)	Notes
Mansfield	15,033.00	
Ashfield	11,335.23	
Cannock Chase	8,025.00	
Nuneaton and Bedworth	7,051.00	
Rossendale	6,684.00	
Copeland	6,358.68	
Chesterfield	6,101.00	
Newcastle Under Lyme	5,660.00	
Bassetlaw	5,600.00	
Bolsover	4,980.72	

Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	8,686.00	
Ashfield	7,556.82	
Cannock Chase	6,791.00	
Rossendale	6,684.00	
Copeland	4,975.56	
Bolsover	4,890.72	
Bassetlaw	4,218.00	
Nuneaton and Bedworth	2,588.00	
Newcastle Under Lyme	1,130.00	
Mansfield	1,075.00	

Deputy Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	4,342.00	
Ashfield	1,133.52	
Bassetlaw	0	
Bolsover	0	
Cannock Chase	0	
Copeland	0	
Mansfield	0	
Newcastle Under Lyme	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Scrutiny Chair:

Authority	Allowance (£)	Notes
Ashfield	7,556.82	This is for the main scrutiny board, scrutiny panel chairs receive £6,612.22
Mansfield	7,524.00	
Copeland	6,358.68	
Chesterfield	4,654.00	
Nuneaton and Bedworth	3,883.00	
Rossendale	3,342.00	
Bolsover	3,260.48	
Bassetlaw	3,100.00	
Newcastle Under Lyme	2,830.00	
Cannock Chase	1,853.00	

Scrutiny Vice Chair:

Authority	Allowance (£)	Notes
Chesterfield	2,327.00	
Ashfield	1,889.21	
Bolsover	1,630.24	
Newcastle Under Lyme	1,130.00	
Bassetlaw	600.00	
Cannock Chase	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Chair of Planning Committee:

Authority	Allowance (£)	Notes
Mansfield	10,424.00	
Ashfield	7,556.82	
Copeland	6,358.68	
Bolsover	4,890.00	
Chesterfield	4,629.00	
Nuneaton and Bedworth	4,586.00	
Cannock Chase	4,322.00	
Newcastle Under Lyme	4,230.00	
Rossendale	3,342.00	
Bassetlaw	3,100.00	Each Cttee Member receives £700

Vice Chair of Planning Committee

Authority	Allowance (£)	Notes
Ashfield	2,833.81	
Bolsover	2,445.00	
Newcastle Under Lyme	1,410.00	
Bassetlaw	600.00	Each Cttee Member receives £700
Rossendale	150.00	One off payment when required to chair a full meeting
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	

Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Mansfield	8,339.00	
Chesterfield	4,629.00	Including Appeals
Nuneaton and Bedworth	4,586.00	
Ashfield	3,778.41	
Newcastle Under Lyme	3,430.00	
Bolsover	2,445.00	
Bassetlaw	2,100.00	
Cannock Chase	1,853.00	
Rossendale	1,671.00	
Copeland	0	Part of Executive Responsibility

Vice Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Bolsover	1,200	
Rossendale	1,671.00	Vice Chair is required to act as Chair for Licensing Subs
Newcastle Under Lyme	1,130.00	
Bassetlaw	400.00	Additional £24 allowance per meeting for each Cttee Member
Ashfield	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	

Chair of Audit Committee:

Authority	Allowance (£)	Notes
Ashfield	3,778.41	
Rossendale	3,342.00	
Bassetlaw	3,100.00	
Newcastle Under Lyme	2,830.00	
Nuneaton and Bedworth	2,588.00	
Chesterfield	2,277.00	Combined with Standards
Mansfield	2,075.00	
Cannock Chase	1,853.00	
Bolsover	1,467.00	Chaired by a Co-optee
Copeland	400.00	

Vice Chair of Audit:

Authority	Allowance (£)	Notes
Newcastle Under Lyme	1,130.00	
Bassetlaw	600.00	
Bolsover	366.75	For relief Chair
Ashfield	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Chair of Standards:

Authority	Allowance (£)	Notes
Ashfield	3,788.41	
Newcastle Under Lyme	2,830.00	
Nuneaton and Bedworth	2,588.00	
Chesterfield	2,277.00	
Mansfield	1,596.00	
Bolsover	1,222.00	Chaired by Co-optee
Bassetlaw	0	
Cannock Chase	0	
Copeland	0	
Rossendale	0	

Vice Chair of Standards:

Authority	Allowance (£)	Notes
Newcastle Under Lyme	1,130.00	
Bolsover	203.67	For relief Chair
Ashfield	0	
Bassetlaw	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Co-optees:

Authority	Allowance (£)	Notes
Chesterfield	2,277.00	
Mansfield	519.00 Standards 289.00 Audit	
Bolsover	500.00 Standards 250.00 Audit	
Ashfield	307.04	
Nuneaton and Bedworth	228.00 Scrutiny 208.00 Standards	30.23 for each half day session or Committee meeting
Bassetlaw	0	
Cannock Chase	0	
Copeland	0	
Newcastle Under Lyme	0	
Rossendale	0	

b) Comparison data considering overall spend on allowances distributed by capita and number of Members

Authority	Pop (est. 2016 data)	No of Members	Political Make-up	Total spent on allowances 15/16	Approx cost per capita	Approx cost per member	Last review of allowances	Can Members claim pensions	Are contributions based on basic, SRAs or both
Amber Valley	122,300	45	23 Con 22 Lab	£218,870	£1.79	£4,864	2016	No	N/A
Ashfield	122,500	33	24 Lab 6 LD 3 Other	£384,628	£3.14	£11,655	2015	No	N/A
Bassetlaw	114,140	48	34 Lab 11 Con 3 Ind	14/15 £328,356	£2.88	£6,084	2014	No	N/A
Bolsover	77,000	37	32 Lab 5 Other	£452,921	£5.88	£12,241	2014	No	N/A
Broxtowe	111,780	44	27Con 12 Lab 4 LD 1 Ind	£257,334	£2.30	£5,849	2014	No	N/A
Chesterfield	104,288	48	34 Lab 14 LD	15/16 £347,595	£3.33	£7,242	2016	No	N/A
Erewash	114,040	47	30 Con 17 Lab	£281,879	£2.47	£5,997	2016	No	N/A
Mansfield	100,000	36	17 Lab 17 Ind 2 Other	14/15 £448,723	£4.48	£12,465	2015	No	N/A
South Derbyshire	98,370	36	24 Con 12 Lab	£350,596.41	£3.56	£9,739	2016	No	N/A

c) LGA Submission Document

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d) The work undertaken by the IRP in 2014 during the last full review

THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES

REPORT TO THE DISTRICT OF BOLSOVER

MEMBERS: -

Gordon Inglis, Head of Bolsover School

Dorothy Wright, former Standard Committee Co-optee

Joanne Hall, manager at South Yorkshire Housing Association Limited

1. INTRODUCTION

We, the members of the Independent Remuneration Panel (the Panel) were invited to participate by Bolsover District Council. This was done in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations require that before making or amending a Members' Allowance Scheme, the Authority must have regard to the recommendations of an independent remuneration panel.

The Panel comprises three members; one of whom, Gordon Inglis, was a member of the panel in 2011 when the Members' Allowance Scheme was last reviewed in full. Another member, Dorothy Wright was a panel member in 2013 when a partial review took place.

We represent a broad range of disciplines within our local society, including social housing and education. Dorothy Wright and Joanne Hall were also previously co-opted members on Bolsover District Council's Standard Committee. We are also independent from the Authority and so are able to look at the matter of members' allowances objectively, with no self-interest. We have also been able to bring the experience of our own spheres to bear on the discussions.

We have been supplied with a range of information to consider during the formulation of our recommendations.

2. THE PANEL'S TERMS OF REFERENCE

These terms of reference have been compiled with reference to The Local Authorities (Members' Allowances) (England) Regulations 2003.

Regulation 10 (5) requires that where an authority relies on an index to update allowances within the scheme the index may not run for more than four years before a further recommendation on it is sought from the Independent Remuneration Panel in a form of a report to the Authority.

In accordance with regulation 21 the Independent Remuneration Panel is required to make recommendations on the Members' Allowance Scheme in the form of a report to the Authority on the following:-

Basic Allowance

- The amount of Basic Allowance which should be payable to its elected members. This is currently an index linked allowance, although it is subject to a freeze agreed by the Council in 2011.

Special Responsibility Allowance

- Whether Special Responsibility Allowances shall be included in the scheme.
- The responsibilities or duties for which a Special Responsibility Allowance should be payable and the amount of each allowance.
- This is currently an index linked allowance, although subject to a freeze.

Travelling and subsistence Allowances

- Whether travelling and subsistence allowances shall be included in the scheme.
- The responsibilities or duties for which travelling and subsistence allowances should be payable and the amount of each allowance.
- The effect on the Members' Allowance Scheme on proposed changes to the employees mileage allowances

These are currently index linked allowances, albeit subsistence allowances have not been increased for many years.

Dependants' carers' allowance

- To review this allowance is linked to an index

Reviews

- Whether the level of allowances may be determined according to an index and if so which index.
- How long the mechanism should be applied (subject to a maximum of four years) before its application should be reviewed

Monitoring

- The mechanism adopted for monitoring performance and to make recommendations for improving the monitoring procedure where appropriate.

3. THE PANEL'S METHODOLOGY

The 2011 panel was concerned at the high level of basic allowance compared to other district councils in its comparator groups. Following extensive work the panel recommended that the basic allowance be reduced from £10,047 to £5,149 (full reasons for this can be seen in the previous panels report).

We were informed that this recommendation was rejected by the Council and have noted in the minutes that the report received a significant amount of criticism from Members who felt that the panel's recommendations were flawed.

In order to avoid embarking on the same process and to have a better understanding of the Members views we invited the leaders of the labour group and the two opposition groups to nominate a member to come and talk to the panel. On the 12th May 2014 we met with Councillors Smith, Webster and Clifton.

We have also received one letter from Councillor Munks setting out her views.

Having heard what the Members had to say we looked at the various issues as follows:-

3.1 BASIC ALLOWANCE

The most striking aspect of the Members Allowance scheme is how much more Bolsover District Council's basic allowance is compared to all other shire district councils. In 2007, according to the Councillors Commission report on Members' Remuneration Bolsover District Council pays the highest basic allowance in the country. The disparity is still abundantly clear despite the fact that there has been no increase since the Council agreed to freeze the allowance.

At the meeting on 12th May Councillors Smith, Clifton and Webster put forward very good arguments as to how time consuming the role of a councillor is and it was suggested that councillors were underpaid.

We do not underestimate what is expected of a district councillor. However although there may be local differences to justify some difference in the basic allowance we have not heard any arguments to justify such a large disparity in allowances paid.

We, however, did not want to simply reaffirm the previous recommendation and have explored various options.

Option 1

We had been informed that the Council had experienced a net 8.8% reduction in central government funding for 2013/14 and 2014/15. The panel considered reducing the current allowance by the same percent reduction of grant funding- 8.8%. This would result in a reduction of £871 to £9,031. The panel felt that this was not adequate. Also to set a figure based on grant reduction levels could result in wide variations over the long term.

Option 2

We looked at using Grade 1 (£12,477) as suggested by one of the councillors at the meeting on 12th May. We could not simply agree to recommend a basic allowance at this level and would need to calculate an amount on a pro-rata basis. The current basic allowance was calculated based on the fact that Members work 96 days per year and if this applied to scale 1 would result in an allowance of £4,791 which is less than what the previous panel recommended. We therefore decided that using Grade 1 was not an appropriate basis for calculating the comparator data.

Option 3

We looked closely at the comparator data to see whether there was any factor that justified such a high allowance. The comparator neighbouring authorities are Ashfield, Mansfield, South Derbyshire, North East Derbyshire, Bassetlaw, Rushcliffe, Chesterfield, Erewash and Amber Valley. An in depth analysis reveals some interesting facts

- As well as paying the highest basic allowance in the region it pays the most per head of population-£4.82, with the average being £2.67 per population;
- Bolsover pay £3,314 more than the next highest (Ashfield)
- In Bolsover the population per councillor is the second lowest (2,054), North East Derbyshire is the lowest with 1,869. The highest is Ashfield with 3,621 residents per councillors;
- the average basic allowance having removed the highest and lowest is £5,156;
- on average Bolsover's basic allowance is £4,390 more than the other authorities
- Bolsover is ranked the 2nd most deprived local authority area (58th in the country) according to the indices of multiple deprivation. Mansfield is the most deprived (38th) with Ashfield 3rd (63rd)

We were also informed that Bolsover is one of 7 authorities that qualify for an efficiency support grant for 2012/13 and 2014/15. We decided to look at what the other 6 authorities pay as the basic allowance and where they ranked according to the indices of multiple deprivation:-

Hastings- £5,559; ranked 19th

Hyndburn- £4,498; ranked 34th

Great Yarmouth- £3,579; ranked 54th

Pendle- £3,000; ranked 33rd

Burnley- £2,700; ranked 11th

Barrow in Furness- £2,371; ranked 32nd

From these figures we were able to determine that there was no link between deprivation and poverty and a high basic allowance for members. On the contrary, Burnley, which is ranked 11th most deprived, pays well below the average basic allowance for a district council

Option 4

We considered maintaining the status quo however having considered all the comparator information and not having heard any arguments to support maintaining the current basic allowance the panel does not feel that there is any justification for this

We therefore decided to look at why the allowance was so much higher than anywhere else and to do this we looked at the very first IRP recommendation in 1999. The panel at that time set the allowance at £7146.24 which was accepted by the Council. The panel also stated as follows

"it [the allowance] is certainly a considerable increase in the previous allowances. It does not however address the motivation for being a Councillor which includes an element of public service and personal political aspiration. We think it is important that Members consider this and make a decision as to whether what they do should be fully reimbursed or whether it should be discounted to recognise this voluntary and personal element. We felt very strongly that Members should take this into account in arriving at their decision"

The 1999 panel then recommended *“that the Authority considers making a reduction of between 10% and 20% in the level of the basic Allowance to take account of the voluntary and personal element of the role of councillor”*.

This recommendation however was rejected by the Council.

We feel that the decision not to apply a voluntary reduction is the root cause of the basic allowance at Bolsover being so much higher than at any other district council. Government guidance states

“ ...it is important that some element of work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that , despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained” (ODPM, 2001).

Taking this into consideration we felt that is essential to now apply a discount to the allowance. The 1999 panel suggested a reduction between 10% and 20% however the Councillors Commission paper on Members remuneration states that *“the public service discount most often used (when the process is explicitly followed) is 30-33 per cent, but can vary between 25 and 50 per cent”*.

In line with current practice we feel that a 30% voluntary reduction would be appropriate and therefore our recommendation is that the basic allowance should be reduced from to £9,902 to £6,932. If this recommendation is adopted then Bolsover councillors will still receive a basic allowance higher than any councillor in the comparator group.

3.2 SPECIAL RESPONSIBILITY ALLOWANCES

We have looked at the current SRA allowances and in comparison to the other local authorities in the group we feel that they are too low. We also feel that there should be greater differential between the Basic Allowance and the allowances paid to members with special responsibilities to encourage councillors to take on more challenging and demanding roles. In doing this we are not devaluing the role of councillors without special responsibilities. We are however reflecting what happens at every local authority in the comparator group, and in fact across the country, in that the SRAs, particularly for the Executive members, Leader and Deputy Leader are higher than the basic allowance.

We have looked at various ways of setting the allowances. For Members of the Executive we have settled on an average of the Executive/Cabinet allowance paid to other council’s across the comparator groups. This will give an allowance of £7,405 which is an increase from current allowance of £2,515 but a decrease in the overall allowances of £456 .

For the Leader and Deputy Allowance we feel that they should experience the same overall level of allowance reduction as the Executive Members. Therefore for the Leader we recommend an allowance of £17,186 and for the Deputy Leader £12,305. This will result in an overall reduction in allowance paid to these two Members of £456, the same as for the Executive.

The Scrutiny Chair is currently paid an allowance equivalent to two thirds of the Executive allowance, the Scrutiny Vice Chair is paid an allowance equivalent to 1/3 of the Executive Allowance, and the Leader of the main opposition party is paid an allowance equivalent to the Executive allowance. We do not feel that the basis for calculating these allowances should change therefore we recommend the Scrutiny Chair should receive £4,936, the Scrutiny Vice Chair should receive £2,468 and the Leader of the main opposition leader should receive £7,405.

As for the Planning Chair's SRA we note that this is now held by a non-Executive member for the first time since SRAs were paid. Consequently it is important to give this allowance more consideration and having viewed what other authorities pay we feel that an allowance equivalent to the Executive SRA would be appropriate (£7,405). We also feel that the Vice Chair of planning should receive an SRA equivalent to 25% of the allowance paid to the Chair of Planning (£1,851).

We also note that the Chair of Licensing Committee at Bolsover does not receive an allowance whereas all the other local Licensing Chairs do. To address this we recommend that the Licensing Chair should receive an allowance equivalent to 50% of the executive SRA (£3,702).

3.3 SAVINGS

Although our terms of reference did not achieving savings it should be noted that if our recommendations are adopted it will generate savings of £72,651.

3.4 TRAVELLING AND SUBSISTENCE ALLOWANCES

We consider that at this time there should be no changes to the Members' Allowance Scheme in relation to the travelling and subsistence allowances. We note that Members are able to claim mileage from their home to the Council offices whereas employees can only claim mileage once they have arrived at work. This is something that we are uncomfortable with and we would like to explore this further when we review the scheme next time.

3.5 CO-OPTEEES

We consider that there should be no changes to the Members' Allowance Scheme in relation to the Co-optees allowances

3.6 DEPENDANTS' CARERS ALLOWANCES

We understand that Bolsover District Council support the Living Wage. We therefore consider that the hourly rate for the Dependents' Carers allowances should be the minimum wage as opposed to the minimum wage (21+ rate)

3.7 MECHANISM WITHIN THE SCHEME FOR REVIEWING THE LEVEL OF ALLOWANCES

We consider that there should be no changes to mechanism for reviewing the Basic Allowance, Special Responsibility Allowance, Co-optees, travel/ subsistence and dependant carers allowances. We are however aware that different pay awards may be offered to different scales. In that situation we recommend that the increase to the higher of the scales will apply. We also intend to take a closer look at the mechanism next time to assess whether the allowance should be adjusted at all in between full reviews of the scheme.

3.8 MONITORING

We were asked towards the end of our review to consider either applying a different system of performance monitoring or not have monitoring at all. Unfortunately this request came too late into our review and so we have been unable to give this any consideration. We therefore do not propose to change the way Members performance is monitored and our recommendation will be as in 2011. We will however look at monitoring in more detail at our next scheme review.

4. RECOMMENDATIONS:-

Having outlined our main considerations, our recommendations are as follows:-

4.1 Basic Allowance

For the reasons set out in paragraph 3.1 the Basic Allowance for all Members be set at £6,932 per annum

4.2 Special Responsibility Allowances

For the reasons set out in paragraph 3.2 the Special Responsibility Allowances should be :-

Role	Recommended SRA (£) p.a.
Leader	17,186
Deputy Leader	12,305
Executive Member /	7,405
Leader of Largest Opposition Group	7,405
Planning Chair	7,405
Planning Vice Chair	1,851
Scrutiny Sub Chair	4,936
Scrutiny Sub Vice Chair	2,468
Licensing Chair	3,702

4.3 Travel and Subsistence Allowances

That the Members Scheme for Travel and Subsistence Allowances continues to mirror the employees' scheme

4.4 Co-optees

That the allowances for Co-optees remain at

Role	Recommended p.a. (£)
Audit Committee	250
Standards Committee	500
Additional Co-optee Chair of Audit	1467
Additional Co-optee Chair of Standards	1222
Additional Co-optee Relief Chair Audit per session	367
Co-optee Relief Chair Standards per session	204

4.5 Dependant Carer's Allowance

That the Dependant's Carers Allowance be the equivalent of the living wage with a maximum entitlement of four hours per day

4.6 Mechanism within the scheme for reviewing the level of allowances.

That the Basic Allowance and Special responsibility Allowance be increased on the same basis as the employees' local scale –

That the allowances for Co-optee chairs are increased on the same basis as the employees' local scale

Where different increases are applied to different scales the allowances shall increase on the same basis as the increase to the higher scale

That the hourly rate of the Dependant Carer's Allowance is updated each year when the living wage is updated

That travel and subsistence remains in line with the employee's rates.

4.7 Monitoring

That no changes are made to the monitoring of Members' performance.

REPORT:

CHAIR OF THE MEMBERS ALLOWANCE WORKING GROUP

This report provides my response as Chair of the Member Allowance Working Group to the recommendations of the Independent Remuneration Panel (“IRP”) received by the Council in October 2014.

First of all I would like to offer my thanks to the members of the panel, Gordon Inglis, Dorothy Wright and Joanne Hill for their hard work and for coming to talk to the Working Group on 23rd January. I also thank them for producing a report and recommendations which are logical and well considered and backed up by reasoned arguments in an effort to be objective within ill defined government parameters.

I have set out below arguments and examples that the IRP would perhaps not have been privy to during their deliberations. Their recommendations have; however, concentrated members minds and set out below are my arguments as to why we do not necessarily need to adopt a scheme based on the recommendations.

Basic Allowance.

My starting point is the Independent Review Panel’s starting point, i.e that the Basic Allowance is higher than other shire district council’s. However, this is not necessarily wrong.

Member’s allowances are set across the country based on a loose set of government guidelines. Consequently, there is no uniform approach to the setting of allowances. This results in a wide spectrum of allowances none of which amount is wrong. It is just that every authority has a different idea of what is appropriate. Yes, Bolsover pay a high basic allowance compared to other councils but that is the level that Bolsover Council feel is appropriate.

One of the explanations for this is the unique position the Council is in. Whereas other authorities pay much higher Special Responsibility Allowances (SRA) with a low basic Allowance, Bolsover District Council takes the opposite approach- high Basic Allowance and lower SRA. The philosophy behind this encourages more equality amongst members of the Council but still rewards those members for taking on or accepting additional duties. This carries on the traditional differentials that existed prior to the introduction of the Basic Allowance system and was laid down by government.

By adopting this approach the overall expenditure per member of the combined Basic Allowance/SRA paid by BDC is not so different to other near neighbours.

At Bolsover District Council the total amount paid to ‘elected’ Members (excluding travel and subsistence) in 2013/14 was £433,458.06. This equated to an average of £11,715.08 per member.

Ashfield District Council's total spend on Basic and SRA= £378,993.16 which provided an average of £11,484.64 per member.

Mansfield District Council's total spend on Basic and SRA = £449,668.25, an average of £12,153.19 per member. N.B. this amount includes an allowance to an elected Mayor of £53,682.

This demonstrates that if you look at the bigger picture the difference in basic allowance does not seem unreasonable. This argument however can only be maintained if we agree that the Basic Allowance should, on the whole, be higher and the Special Responsibility Allowance lower than the comparators used by the Independent Review Panel.

If, we as a Council, consider that monetary reward should be the driving force and that those members with a special responsibility should be paid more and we increase the SRA then the Basic Allowance must be reduced. If not the whole argument loses credibility. Therefore we can only keep a high Basic Allowance if the SRA remains low.

Public perception is also extremely important when assessing what is appropriate. If the people of Bolsover agree with the findings of the IRP then we would be told. However, I have not received any adverse comments from constituents and I am unaware of any other members who have received objections to the allowances paid. The previous panel's recommendation (2011) was advertised in the local press along with the Council's decision not to reduce the Basic Allowance without any stinging criticism. Over the past few weeks I have deliberately sought the views of many and varied constituents who in the main feel that the Basic Allowance is just reward for the diverse responsibility and problem areas disassociated with the district council. The most recent IRP recommendation was published last year without any comment from the public. I feel that it is therefore not an issue that the people of Bolsover have strong feelings for one way or another.

A higher Basic Allowance does however place a higher responsibility on all members. We are in a privileged position having been elected by our peers and being paid more than some other district councillors. We therefore must repay the trust by taking a full part in public life. Yes, there are some members who have an added responsibility however; we can not expect that those members will do the bulk of the work. In order to carry out the scrutiny function we must be fully engaged in everything the Executive does. We must read all reports. We must understand the reports and if we do not understand we must seek information from elsewhere usually outside the authority. This preparation takes time and commitment especially for newly elected inexperienced members.

A good example is the decisions being made by members that will have far reaching effects on the future of local politics; I refer of course, to the changes being considered due to the general cut backs in revenue support. This is a tremendous responsibility that cannot be left to a few people. Neither can it be left to government on the assumption that 'they know best'. Devolution of powers, city regions, strategic alliance and combined authorities are all decisions that have to be considered and made in light of possible consequences.

Next I turn to the Panel's methodology for their recommendations. To recap, they were generally happy with the formula that the original IRP used to set the basic allowance. They were however not happy that the basic allowance did not contain an element of voluntary contribution. The Council in 1999 had been given the option to apply a voluntary element of between 10% and 20% but the

Council decided not to do so. The panel in 2014 decided that there should be an in built voluntary element. Guidance suggested that this voluntary contribution should be between 25% and 50% and the IRP proposed a 30% reduction.

I do not disagree that there should be a voluntary element (see above); however, we need to consider the starting point for applying it.

The allowance was calculated using a daily rate multiplied by 96 days. I believe that this starting point is wrong.

The Councillor Census 2013 states that on average, a shire district councillor with no additional responsibility will do 14 hours of work per week. 14 hours per week is the equivalent to 98 days so the 96 days used by the original IRP and so is on a par with the average if not slightly less.

It is my belief that this 96 day starting point is incorrect. The reason for this is that I believe we do far more than 96 days per year. The 14 hours mentioned in the Councillor census is an average. Therefore there will be some councillors who do more and some who do less. I believe that we are the ones who do more than the average. This point of view was expressed by the three councillors who met the panel. It was also stated in the Councillor Munks letter to the panel.

The fact that the Council uniquely pays a higher basic allowance than SRA which places an exceptionally high expectation on all councillors is a strong indication that Bolsover councillors work harder than other shire district councillors. It is however difficult to calculate how much work over and above the norm we do. The panel applied a 30% discount. I don't think it would be too far off the mark to suggest that we do 30% more than the average if not more.

Guidance recommends that there should be a voluntary element to the basic allowance. It is my contention that the work that we do above the 96 days should be our voluntary contribution. If we accept that then the basic allowance should stay as it is.

At a meeting of Working Group on the 23rd February it was suggested that the allowance be increased in line with the recent staff pay agreement. The general consensus of opinion was that there should not be an increase at this time.

Special Responsibility Allowance

The panel recommended an increase in the SRAs. However, as I discuss above I think we should only accept this if the Council agrees a reduction in the basic allowance. I therefore suggest that on the whole the SRAs should not change from what they are paid now.

There are few issues that need to be addressed.

The philosophy and formula maintained by Bolsover District Council over the past 15 years should in the main be adopted by all other district authorities. When you compare the poor position of the district in relation to the various economic league tables following the decimation of the coal and engineering industry over the past 20 years with today's financial position, the benefit of all members sharing in the democratic process is plain for all to see.

1. The Panel recommended that the Planning Chair should receive the same as and Executive member. I think that this recommendation should be adopted (£4890).
2. The Panel recommended that the Vice Chair of planning should receive an SRA equivalent to 25% of the allowance paid to the Chair of Planning. 25% of the existing SRA for Executive is £1,222 which I feel is too low particularly considering that the vice chair of the scrutiny receives £1,630 which is 50% of the chair of Scrutiny. I feel that if the vice chair of scrutiny receive 50% of the Chair of Scrutiny then the Vice Chair of Planning's SRA should be 50% of the Chair of Planning's allowance- £2,445.
3. The Panel recommended that the Chair of Licensing should receive an allowance equivalent to 50% of the executive SRA. This would give an allowance of £2445 which is less than the allowance paid to the Chairs of Scrutiny. I considered whether the Chair of Licensing should receive the same as a Scrutiny Chair however the current Chair of Licensing who is also the Chair of the Safe & Inclusive Scrutiny Committee does not think that Chair of Licensing should receive as much as a Scutiny Chair. Therefore I consider that the Panel's recommendation should be accepted.
4. The Chair of Licensing has however suggested that the Vice Chair of Licensing should receive 50% of the SRA for the Chair of Licensing £1,222. On the grounds that all other Council Vice Chairs receive an allowance it would seem sensible to recommend this to the Council.

It was also suggested that the

In conclusion:

1. For the reasons set out above I believe the current level of Basic Allowance is acceptable and we should continue to receive this amount;
2. The Chair of Planning should receive an allowance the equivalent of an Executive member (£4,890);
3. The Vice Chair of Planning should receive an allowance of £2,445;
4. The Chair of Licensing should receive an allowance of £2,445;
5. The Vice Chair of Licensing should receive and allowance of £1222.

Steve Fritchley

- e) **Details of the duties and responsibilities of Chairmen of Licensing Committee and Scrutiny Committee Chairmen;**

CHAIRS OF PLANNING/LICENSING COMMITTEES

(1) **Purpose**

1. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference
2. To provide leadership of and direction to the Committee
3. To demonstrate to the public, applicants, objectors etc., fair and open decision making by or on behalf of the Committee
4. To ensure that adequate resources (financial and officer support) are identified and sought from the Council

(2) **Duties and responsibilities**

1. To ensure Committee members obtain the necessary skills and training to contribute to the work of the Committee and to work with officers to provide training if necessary
2. To endeavour to engage all members of the Committee in its activities
3. To lead the Committee, in consultation with officers, in prioritising its work
4. To develop a constructive relationship with the relevant Director and their staff and where appropriate, with relevant portfolio holders
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee
6. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible
7. To Chair the Committee in a fair and open manner in accordance with the procedures of the Committee, applicants and objectors to put their arguments to the Committee

8. To ensure the Committee fully considers the merits of any applications taking account of national and local policies and guidance and any other material considerations
9. To guide, with the assistance of officers, the Committee to reach decisions based on the information presented to it
10. Where necessary, to act as witness for the Council at any court hearing, tribunal or other appeal against a decision made by that Committee

(3) Skills Required

1. Good communication and interpersonal skills
2. The ability to chair meetings and facilitate open discussion
3. Leadership skills
4. Project and time management skills
5. Ability to influence and work constructively with Members, officers, the public, external advisors and outside organisations

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor

CHAIRS OF SCRUTINY COMMITTEES

(1) Purpose

1. To provide leadership of, and direction to, their particular Committee
2. To ensure that adequate resources (financial & officer support) are identified and sought from the Council
3. To chair Committee meetings and ensure the Committee achieves its terms of reference

(2) Duties and responsibilities

1. To ensure that Committee members lead on developing an effective work programme
2. To encourage Committee members to obtain necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary
3. To endeavour to engage all members of the Committee within the scrutiny process
4. To lead the Committee in prioritising its work so as to ensure effective scrutiny
5. To co-ordinate work with other scrutiny Committees & Chairmen and to share learning
6. To develop a constructive relationship with the Executive, especially with relevant portfolio holders
7. To develop a constructive relationship with the Joint Directors and Assistant Directors in the areas that the Committee scrutinises
8. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.

(3) Skills Required

1. Good communication and interpersonal skills

2. The ability to chair meetings and facilitate open discussion
3. Leadership skills
4. Project and time management skills
5. Ability to influence and work constructively with Members, officers, the public and outside organisations
6. Ability to work as part of a team

NOTE The above duties and responsibilities are in addition to the Member's role as a Councillor.

f) Details of information collated in relation to Licensing and Scrutiny Meetings

Licensing Committees

INFORMATION REQUIRED	Bolsover
Frequency of Meetings	11 in a Civic Year Plus 3 Specials and 6 Hearings this year (C and CV not in attendance for Hearing)
Length of Meetings (Average over last 12 months)	3 Hours plus
Length of average Scrutiny Committee	1 hour, 10 mins this year, last year was 2 hours.
Frequency of Scrutiny meetings.	3 committees meeting 12 times a year. Plus 1 special towards year end.

g) Current salary levels for BDC Staff

APPENDIX ONE

GRADING STRUCTURE

Points From	To	Grade	Spinal Column Points	Salary points within each grade
-	Up to 300	1	1	13,550
301	344	2	2	14,165
			Living Wage	15,916
345	388	3	3	16,264
			4	16,503
			5	17,048
389	432	4	6	17,816
			7	18,617
			8	19,455
433	476	5	9	20,098
			10	20,760
			11	21,446
			12	22,153
477	520	6	13	22,928
			14	23,731
			15	24,562
			16	25,420
521	564	7	17	26,184
			18	26,969
			19	27,777
			20	28,611
565	608	8	21	29,870
			22	31,184
			23	32,556
			24	33,989
609	652	9	25	35,196
			26	36,446
			27	37,739
			28	39,079
653	696	10	29	39,860
			30	40,657
			31	41,471
			32	42,301
697	740	11	33	43,041
			34	43,793
			35	44,559
			36	45,339
741+	-	12	37	45,731
			38	46,659
			39	47,586

h) Deprivation levels for the area

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i) Efficiency Support Grant details



Department for
Communities and
Local Government

To the Chief Executive

Our Ref: ESG

Your Ref:

28 May 2014

Dear colleague,

Efficiency Support Grant GRANT DETERMINATION (2014/15): No 31/2366

The Parliamentary Under Secretary of State (“the Parliamentary Under Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the Efficiency Support Grant Determination (2014/15) No.31/2366.

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Parliamentary Under Secretary of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Treasury consent

4) Before making this determination in relation to local authorities in England, the Parliamentary Under Secretary of State obtained the consent of the Treasury.

Signed by authority of the Parliamentary Under Secretary of State for local government.



SHEHLA HUSAIN

A senior civil servant within the Department for Communities and Local Government

ANNEX A

Authorities to which grant is to be paid **Amount of grant to be paid £**

Barrow-in-Furness	1,175,000.00
Bolsover	1,064,000.00
Burnley	1,859,000.00
Great Yarmouth	1,864,000.00
Hastings	975,000.00
Hyndburn	1,272,000.00
Pendle	1,026,000.00
East Lindsey	113,000.00
Chesterfield	39,000.00

j) Published details of payments made to Members of BDC during 2014/15

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k) Financial implications of a 1% increase to allowances

Responsibility	2016/17 Allowance	2017/18 Allowance (1% Increase)
Basic Allowance	9,902.44	10001.46
Leader Of Authority	14,672.16	14,818.88
Deputy Leader Of The Authority	9,781.44	9,879.25
Members Of The Executive	4,890.72	4,939.63
Chair Of The Scrutiny Committee	3,260.48	3,293.08
Vice Chair Of Scrutiny Committee	1,630.24	1,646.54
Largest Opposition Political Group Leader	4,890.72	4,939.63
Chairs Of Planning Committee	4,890.72	4,939.63
Vice Chair Of Planning Committee	2,445	2,469.45
Chair Of Licensing Committee	2,445	2,469.45
Vice Chair Of Licensing Committee	1,222	1,234.22
Chair Of Standards Committee (co-optee)	1,222	1,234.22
Chair Of Audit Committee (co-optee)	1,467	1,481.67
TOTAL	419207.76	423399.67

l) The currently adopted scheme of Allowances.

MEMBERS ALLOWANCE SCHEME

1. Scheme

The Bolsover District Authority, in exercise of the duty conferred on it by the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, hereby make the following Scheme:

(1)

(2)

This Scheme may be cited as the Bolsover District Authority Members' Allowances Scheme, and shall have effect from 1st April 2016.

In this Scheme -

(i)

"Member" means a "Member" of the Bolsover District Authority.

(ii) "scheme year" means the 12 months ending with 31 March.

(iii) "Regulation" refers to a regulation contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

2. Basic Allowance

Subject to paragraph 9 of this Scheme, a Basic Allowance of £9902.44 will be paid to each Member.

3. Special Responsibility Allowance

(1)

For each year a Special Responsibility Allowance shall be paid to those Members who hold special responsibilities in relation to the Authority.

(2)

Subject to paragraph 9 of this Scheme, the amount of each such allowance shall be the amount specified against that special responsibility.

(3) No Member shall be entitled to receive more than one Special Responsibility Allowance.

(4) The following are specified as having special responsibilities in respect of which Special Responsibility Allowances are payable and the amounts of those allowances:-

Leader of the Authority-	£14, 672.16
Deputy Leader of the Authority-	£9,781.44
Members of the Executive	£4,890.72
Chair of the Scrutiny Committee -	£3,260.48
Vice Chair of Scrutiny Committee-	£1,630.24
Largest Opposition Political Group Leader-	£4,890.72

Chairs of Planning Committee-	£4,890.72
Vice Chair of Planning Committee	£2,445
Chair of Licensing Committee-	£2,445
Vice Chair of Licensing Committee-	£1,222
Chair of Standards Committee (co-optee)-	£1,222.00
Chair of Audit Committee (co-optee)-	£1,467.00

(5)

The following rules apply to payments of Special Responsibility Allowances in relation to the Leader/Deputy Leader or person acting as the spokesperson of an opposition political group:-

(i) Either where there are two or more opposition political groups and one of these opposition groups is larger than any of the others the Leader of that group only will be paid a Special Responsibility Allowance of £4,890.72

(ii) Or where there are two or more opposition political groups and there is no one larger group because 2 or more of those political groups are equal in size, the Leaders of the largest political groups will receive £4,890.72 divided equally amongst them, and
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(iii) In (i) or (ii) above no payment of a Special Responsibility Allowance will be made to any other opposition group.

(iv) Where there is one opposition political group the Leader of that group will be paid a Special Responsibility Allowance of £4,890.72 in total.

4. Travelling allowance and subsistence reimbursement

(1) Travelling allowance and subsistence reimbursements shall be paid to Members for carrying out approved duties under the categories set out in Appendix A to this scheme.

(2) Co-optees shall be entitled to the same rates of travelling allowance and subsistence arrangements as Members.

(3) Members shall claim for travelling allowance and subsistence reimbursements and in doing so shall be expected to satisfy themselves that they are entitled to receive the allowances claimed.

(4) The rates of travelling allowance and subsistence reimbursements applicable to Members shall be the same as the rates applicable to the officers of the Authority.

(5)

Travelling allowance and subsistence reimbursements shall be paid in accordance with Appendix C & D.

5. Co-optees' allowance

(1) An annual allowance of £500 shall be paid to Co-optees for their duties on Standards and £250 for their duties on Audit Committee.

(2) The above allowances are subject to the Co-optee not receiving payment from any other source for the same duties.

(3)

(4)

If someone is a Co-optee of both the Standards and Audit Committee, he/she shall be entitled to both the £500 and £250 allowance in respect of both Committees.

If a non co-opted member other than the Chair is called on to chair a meeting of the Audit Committee, then a session relief payment of £366.75 is payable. If a non co-opted member other than the Chair is called on to chair a meeting of the Standards Committee, then a session relief payment of £203.67 is payable.

6. Carer's dependents allowances

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(1) An hourly rate equivalent to the national minimum wage (21+ rate (See Minute No. 878 – Authority – July 2011) for a maximum of 4 hours per day is payable in respect of approved duties, this includes up to 30 minutes travelling time each way.

(2) Prior approval to claim this allowance must be obtained from the Chief Executive.

7. Adjustment of allowances

Where changes are retrospectively made to allowances or pay on which allowances under this scheme are based the following shall apply:-

Allowances under this scheme shall have the same effective date where the change is within the scheme year provided that Members are not worse off as a result of the retrospective amendment.

8. Election to forgo allowance

A Member may, by notice in writing given to the Chief Executive Officer elect to forego any part of his entitlement to an allowance under this scheme, and a copy will be forwarded to the Payroll Section.

9. Part year entitlements

(1)

The provisions of this paragraph shall have effect to regulate the entitlements to Basic, Special Responsibility and Co-optees Allowances where, in the course of a year, this scheme is amended or that individual to whom the allowances applies, becomes, or ceases to be, a Member or Co-optee, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

(2) If an amendment to this Scheme changes, the amount to which a Member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, or the amount to which a Co-optee is entitled to a Co-optees Allowance, then in relation to each of the periods:-

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

(ii) 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 determined by the following formula:-

entitlement = $A \times C$

B

Where A = number of days for which claim for allowance is being made

B = 365 days

C = appropriate yearly rate for Special Responsibility

Allowance, Basic Allowance or Co-optees

Allowance.

(3)

If an amendment to this Scheme changes the duties specified in the Schedule as approved duties, or the amount payable by way of Travelling allowance and subsistence reimbursements, the entitlement to such allowances shall be to the payment of the amount of the allowance under the Scheme as it has effect when the duty is carried out.

(4) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member to a Basic Allowance shall be determined as set out in *paragraph 9(2)*.

(5) Where the term of office of a Co-optee begins or ends otherwise than at the beginning or end of a year, the entitlement of that Cooptee to a Co-Optees Allowance shall be determined as set out in *paragraph 9(2)*.

(6) Where a Member has during part of but not throughout a year, such special responsibilities as entitle him or her to a Special Responsibility Allowance that Members entitlement shall be determined as set out in *paragraph 9(2)*.

10. Claims and payments

(1) Subject to *paragraph 9* of this Scheme, Basic, Special Responsibility and Co-optees Allowances shall be paid by monthly instalments of one twelfth of the amount specified in this scheme on the 26th day of each month.

(2)

Where a payment of one-twelfth of the amount specified in this Scheme in respect of these Allowances would result in the individual receiving more than the amount to which, by virtue of *paragraph 9* and its sub-paragraphs, the Member 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.

(3) Claims for Travelling allowance, subsistence reimbursements, and dependent carers covering a calendar month are required to be submitted by the 6th of the following month.

(i)

Payment of these claims received by the due date shall be made on the 26th day of the month in which they are

received.

(ii)

Payment of claims received after the due date shall be made on the 26th day of the following month.

(iii) Members expense claims submitted more than three months after the expenses were incurred will be paid only with the express approval of the Director of Corporate Resources.

11. Level of allowances

(1)

The level of allowances payable under the Scheme were set following the recommendations of an independent panel which was appointed to review the remuneration paid to Members of this Authority.

12. Repayment of allowances

Where payment of any allowance has already been made in respect of any period during which the Member or Co-optee concerned :-

(i) ceases to be a Member or Co-optee of the Authority,

(ii)

is in any other way not entitled to receive the allowance in respect of that period.

The Authority may require that such part of the allowance as relates to the period be repaid.

13. Duplication of allowances

Where a Member of this Authority is also a Member of another authority or body, that Member may not receive allowances from more than one authority or body in respect of the same duties.

MEMBERS' ALLOWANCES – GUIDANCE

6.1 Introduction

(1) The aim of this section is to provide Members with a guide to the expenses and allowances that are payable to them under the Members' Allowance Scheme.

(2) Any queries not addressed by this section should be directed to the Assistant Director of Governance and Monitoring Officer.

(3) The official duties carried out by the Chairman and Vice-Chairman of the Authority are civic duties of the civic leader of the Authority and are not covered by the Members' Allowance Regulations. Expenses for these duties are met from the Chairman's Allowance.

(4) The work of the Independent Persons are governed by the Localism Act 2012 and not covered by the Members' Allowance Regulations.

(5) In accordance with the recommendations of the Independent Remuneration Panel on Members' Allowances the monitoring is carried out in respect of Members.

6.2 Allowances/Reimbursements

(1) The Authority's Members' Allowance Scheme (from page 437) ("the Scheme") made under the provisions of the Regulations for the payment of the following allowances:-

- Special Responsibility Allowances,
- Basic Allowance
- Travelling Allowance and Subsistence Reimbursements
- Cooptees Allowance
- Dependent/Carers Allowance

6.3 Publishing

(1) The Regulations require that the Authority publish within the Authority's area:-

(i)
The Scheme.

- Following any amendment or making of a Scheme
- Every twelve months

(ii) In respect of each year, details of the amounts of allowances paid under the Scheme to each member.

(2) The Freedom of Information Act 2000 requires the Authority to produce its publication scheme which has been approved by the Information Commissioners' Office, an independent body that reports directly to Parliament and monitors the Data Protection Act 1998 and the Freedom of Information Act 2000.

6.4 Payment Restrictions

(1) Certain bodies pay their own expenses and allowances. Members should therefore claim their expenses from these bodies direct and not from this Authority.

(2) Certain duties necessarily carried out by Members of the District Authority are not duties for the purposes of claiming Members' Allowances (see Appendix B).

(3) Where a Member is a Member of more than one local authority or public body payment of Members' Allowances will, in general, be made by the local authority or public body, for which the approved duty is undertaken. For example:-

if a Member serves as a co-opted Member on a County Authority Committee the allowances will be payable by the County Authority.

6.5 Special Responsibility Allowances

These allowances are paid to such Members of the Authority who hold positions with a special responsibility under the provisions of the Regulations; the positions in this Authority are listed in the Scheme.

6.6 Basic Allowances

(1) This allowance is intended to recognise the time devoted by Members to their work as elected representatives, including inevitable calls on their time such as meetings with constituents, Member's surgeries and political group meetings. It is also intended to cover incidental costs incurred in the course of a

Members work.

(2) This allowance is payable to all Members, each Member receiving the same amount of allowance.

6.7 Travel Allowances/Expenses – See Appendix C

(1) See Appendix C for information on Car Parking and Travel Fees.

(2) Criteria for the use of taxis are detailed below:

(i) The rate for taxi fares must not exceed the amount of the actual fare and any reasonable gratuity paid.

Reimbursement will only be made on the production of receipts.

(3) Where a Member travels in his own car any fixed penalty parking fines or other traffic violation fines are the personal responsibility of that Member.

(4) Where a Member travels with an officer or other Member who is entitled to claim allowances, the Member may not claim travelling allowances for that journey.

(5) When mileage allowances are claimed the miles claimed must be based on the most reasonable route. However, in respect of home to The Arc mileage, the miles claimed will always be in accordance with the approved schedule. Prior to making their claim for home to The Arc mileage, the Member must seek from Audit Services the acceptable number of miles.

(6) Private mileage must not be included in the claim.

(7) Where Members have to travel between their place of work and the Authority Offices to carry out approved duties the mileage allowance or travel expenses claimable shall be the lesser of:-

Home to approved duty

Work to approved duty

(8) Members, in their own interests, must ensure that their car insurance policy covers them for use on official business for the Authority. The Assistant Director of Human Resources and Payroll will carry out spot checks of insurance certificates to ensure full compliance.

Members Car Insurance / Business Mileage

Members are required to have car insurance that covers them for **business use** and they must sign the declaration on the claim form to confirm this.

The extract below explains the different types of insurance cover and the importance of having the correct cover.

What are the different use types?

REMEMBER - it is important that you have the right use for your car, if you have the wrong use you may find that your insurance company will not pay out on a claim.

Social, Domestic & Pleasure - this covers you for normal day to day driving, such as driving to visit family or friends, or shopping.

Commuting - this covers you to drive back and forth to a permanent place of work. Please note that travelling to a

railway station, where you park your car, is classed as commuting.

Business Use - this covers you to use the car in connection with your job, driving to different sites, travelling to training courses or prearranged meetings away from your normal place of work.

Commercial Travelling - This covers the car to be used for such things as door-to-door sales.

Insurance cover for commuting does **not** cover business use.

Members work from home; this means that journeys between their home and the Authority offices are **not** classed as commuting if the journeys are made during the course of their duties.

(9) Travel expenses may be subject to income tax and national insurance contributions.

(i) Members are deemed to have two places of work and as such the HMRC guidance states that Members can receive tax (and NI free) home to work payments where:-

The Member routinely uses their homes to see constituents (and not merely used for reading Council papers, correspondence etc) and

(ii) The mileage allowance paid does not include any element of profit and is dealt with under the HMRC's approved mileage allowance payments.

(iii) If the criteria in (i) and (ii) above are not met the home to work travel expenses will be subject to tax and national insurance.

(iii) The Council must hold relevant documentation to demonstrate that any Members paid home to work mileage free from tax have confirmed that they meet the relevant criteria. Where this is the case, Members will need to complete a declaration to confirm this.

(iv) Additionally the declaration on the Members' Allowance Claim form requires Members to indicate where the travel claim is classed as non taxable.

6.8 Subsistence Reimbursements

(1) In order to claim a Subsistence Reimbursement a Member must have personally incurred expenditure on subsistence. (See Appendix C for further information)

(2) Third parties (including spouse/partner) accompanying a Member on business trips:-

Where a Member is accompanied by a spouse, partner or a third party and there is an additional cost, the extra cost should be reclaimed from the Member. This would not be the case if the spouse, partner or third party is also representing the Authority. It is the Members responsibility to indicate on their claim form where reclaims from Members Allowances are due for this reason.

6.9 Royal Garden Party

(1) The HMRC do not consider that attendance at a Royal Garden Party is part of the duties of any Authority Member and as such

expenses incurred would not be classed as business expenses for PAYE purposes.

(2) This does not affect the Authority's decision to include this as an approved duty.

(3) Any travel and subsistence costs (reimbursement or payment made directly by the Authority) have to be subject to income tax and national insurance when paid.

6.10 Approved Duties outside the UK – See Appendices A, B & C

(1) There are no specific provisions covering payments of Members' Allowances in connection with overseas visits.

(2) Reasonable travelling expenses are paid by the Authority direct or reimbursed to the member on submission of a claim.

(3) Officers are required to keep a record of expenditure that they make on behalf of Members.

(4) Where possible details of amounts paid on the Members behalf including name of any officer of the Authority who has made any payments during the foreign visit.

6.11 Cash Advances

Cash advances can be arranged on request. In such cases the person receiving the advance must keep records of all expenditure made and whenever possible must obtain receipts. As soon as possible after the visit, the balance of the advance (if any) and/or the full record of the expenditure made together with the receipts must be returned to the creditors section of Financial Services.

6.12 Members' Surgeries

Members' Allowances are not payable in respect of the time spent on Member' surgeries. It has been agreed that an allowance is made, however, under section 111 of the Local Government Act 1972, to cover the cost of advertising and operating Members surgeries. Members should make their own arrangements for advertising and accommodation and, upon presentation of properly certified invoices, the Governance Team will reimburse up to the limit of approved allowances in any one year.

6.13 Making Claims

(1) *Expenses and Allowances*

There are rules enabling you to claim expenses and allowances in connection with some of your duties as a Member. These rules must be scrupulously observed.

(2) Frequency of Claiming

Members are requested to claim monthly as this helps in reducing administration costs. This is particularly important at the month ending 31st March, when prompt submission is required in order to assist with the closing down of the accounts, and also for income tax purposes.

(3) Method of Payment

Payments are made direct to a Members bank account.

(4) Making a Claim (see 6.8 (2) re persons accompanying Members)

(i) Where, a Member performs approved duties for more than one local authority or public body the amount that is claimed from the different bodies must not exceed the amount that would be claimed had the duty been carried out as a member of only one of these bodies.

(ii) A Member is not entitled to receive Members' Allowances under the Local Authorities (Members' Allowances) (England) Regulations 2003 in addition to any comparable allowances under any other enactment, in the same period of twenty-four hours for the same duties.

(iii) A claim for Members' Allowance is made by completing a Members' allowance claim form. The claim form is based on a statutory format and contains all the declarations required by law. The form is available via the Intranet.

(iv) The following details should be entered on the form in the appropriate columns:-

Name and address

Vehicle registration mark and cubic capacity of the motor vehicle (on the back of the form) if a mileage claim is made.

Date of approved duty.

Time approved duty started. This will be the time the Member left home or work to undertake the approved duty.

Place of Departure

Details of the approved duty (e.g. committee, etc.)

Place of return

Time the approved duty ended – including reasonable travelling time.

To claim a mileage allowance, enter the date, number of miles travelling on the approved duty, whether the expenses is taxable or non-taxable, the mileage rate claimed and the amount claimed.

The amount of other approved expenses (e.g. bus/train fare) indicating whether the expense is taxable or non taxable

If the journey had involved travel by more than one method of transport it is necessary to use a separate line for each such method.

The totals for each allowance claim should be entered at the bottom of each column.

The Declaration at the foot of the claim form must be signed. The certification is required by law and Members should read it carefully and ensure that the statements they are signing are correct. If in any doubt, Members should consult the Chief Executive Officer or the Head of Human Resources and Payroll.

VAT receipts must be attached for all reimbursements.

Pre dated VAT receipts for fuel must be attached where mileage is claimed.

(v) The completed form should be forwarded to the Personal Assistant to the Chief Executive Officer.

(5) Cases of Doubt

Where doubt arises, which cannot be settled between the Member and the Chief Executive Officer, the matter can be referred to the appropriate body.

(6) Checks Applied to a Members' Claim

(i) In Members own interest, the Personal Assistant to the Chief Executive Officer, checks as far as possible the attendance at official meetings, insofar as attendance records are available. It is therefore important for Members to ensure they sign the attendance sheet.

(ii)

This check does not in any way relieve the Member from personal responsibility for the correctness of the claim for allowances.

(iii)

An attendance register will be circulated at each meeting of the Authority, Executive and Scrutiny Committees, and every Member present at such meeting shall record their attendance thereat by signature. The attendance sheet together with the minutes will be the official record of attendance at meetings and will be used for the purpose of authorising payments of Members attendance allowances. Members may consider it prudent to maintain a personal diary recording more details of approved duties than is shown on their claim form. This would assist them personally should any query be made by objectors, or the External Auditor, possibly at a much later date.

(iv)

All claims are subject to scrutiny by the External Auditor and the statutory record of Members allowances is open for public inspection.

6.14 Statutory Sick Pay – effect on Members

(1) The provisions of the above came into force for 'Employees' on 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Members who are in receipt of Members' Allowances are considered to be 'employed' by their authority and will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Incapacity Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Members whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Members of this Authority, it is felt, nevertheless, that all Members should be aware of the entitlement.

(2) Where Members wish to make a claim for payment of SSP it is essential that they notify the Human Resources & Payroll Section, telephone 01246 242474 on the first day of absence due to sickness.

(3) Further advice and documentation will then be issued. Also further details of SSP can be obtained from the Payroll Section.

6.15 Income Tax and National Insurance Contributions

(1) Income Tax and National Insurance contributions are deducted from Members' Allowances in accordance with the Authority's statutory obligations.

(2) The PAYE system operates for Members' Allowances. New Members who cannot supply a tax form P45 will be required to complete a form P46. This form can be obtained from the Payroll Office.

(3) Her Majesty's Revenue and Customs (HMRC) is sent an annual schedule giving details of allowances and expenses paid to each member.

(4) HMRC has allowed Members to receive an additional tax free pay allowance per annum to be used against Members' allowances; this is included in the Members tax coding.

(5) Reduced or no National Insurance contributions are payable by the Member if the Member is aged over state pensionable age, or is a married woman with a right to opt for reduced rate contributions (this option has now ceased but protected rights exist), or where the Member will pay the maximum amount of National Insurance contributions due to earnings from another job.

(6) Members must provide the payroll office with a certificate, which is obtained from the Members local contributions agency before no or reduced rate National Insurance contributions are deducted from a Members' Allowance.

6.16 Social Security Benefits

(including Housing Benefit and Authority Tax Benefit)

(1) The benefit system is very complicated and it is difficult to know exactly how the payments a Member is entitled to receive or does receive will affect any benefits payable to that Member.

(2) Members claiming any benefit are advised to keep their benefit provider informed about any Members' Allowances they are **ENTITLED** to receive or do receive.

6.17 Insurance Cover for Members, provided by the Authority.

The following types of insurance cover are provided for Members:-

(1) Officials Indemnity

To indemnify the Assured against legal liability for damages as a result of a claim or claims made arising out of any negligent act, error or omission committed or alleged to have been committed by or on behalf of the Assured in or about the conduct of the Assured's business.

Including indemnity to all employees and elected Members of the Authority or any co-opted Members of any committee or sub – committee.

(2) Public Liability

Indemnity against legal liability for accidental bodily injury to any person or loss of or damage to material property.

Only applicable when representing the Authority.

(3) Libel and Slander

To indemnify the assured in respect of any amount the assured

shall become legally liable to pay as damages resulting from any libel and slander committed in any form whilst undergoing the conduct of the Assured's business.

Members should be aware that statements made in official meetings are only covered by qualified privilege and that accordingly a Member may be sued on a defamatory statement made in such a meeting.

APPENDIX A CATEGORIES OF APPROVED DUTIES

Travelling Allowance and *Subsistence Reimbursements (Exceptional circumstances only – see Appendix D)

Travelling and Subsistence may be paid to Members for certain types of meeting the categories of which are defined in the Local Authorities (Members' Allowances) (England) Regulations 2003. The following is a list of those categories as defined.

Some of the categories allow for discretion to be exercised. In particular category 5 allows the Authority to approve a class of duty for the payment of Travelling allowance and subsistence reimbursements. The classes of duty approved by this Authority are listed below number 5. Any meeting which falls within that class of duty as defined under category 5 automatically qualifies for payment of Travelling allowance and subsistence reimbursements and does not need to be approved by Authority or Committee.

(1) Authority and committee meetings where expenditure necessarily incurred in connection with the performance of an approved duty.

(2) Meetings of outside bodies to which the Authority makes appointments and nominations and where the member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(3) Meetings the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(4) Meetings of associations where the Authority is a Member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions:

(a) Any partnership of which the Authority is a partner and to which the member is appointed by the Authority.

(b)
Formal liaison meetings with other local authorities, representatives of other bodies and individuals.

(c)
With the prior approval of the committees concerned visits, official visits, site visits and inspections within the Authority's area.

(d) Visits by Members of Executive to the Authority's offices to discuss Authority business.

(e) Any duty of a Chairman of a Committee within the Authority's

area.

(f) Any duty of a Vice-Chairman of a Committee within the Authority's area.

(g) Visits by Leaders and Deputy Leaders of each party (and who are nominated as such to the Chief Executive Officer) to the Authority's offices to discuss Authority business. Such visits by a Leader and Deputy Leader to be additional to the visits permitted as Chairman or Vice Chairman of a Committee of the Authority.

(h) Visits by Members (other than Leaders, Deputy Leaders and Chairmen of Committees) to the Authority's Offices to discuss Authority business or to attend, by prior agreement of the appropriate Chairman, a meeting of a Authority Committee of which the Member is not a member.

(i) Attendances at commercially provided conferences and seminars as approved by the Chief Executive Officer including externally provided training held at the Authority offices.

(j) Attendances at internally provided training held at the Authority offices.

(k) Attendance at public meetings and public inquiries with the prior approval of the appropriate Committee.

(l) Attendance with **the prior written approval** of the Chief Executive Officer at any meeting or visit not otherwise provided for in the scheme where the Chief Executive Officer considers it appropriate and necessary on the grounds of urgency or in the interests of the Authority's improvement and learning agenda, grant such approval in the interests of efficient conduct of the Authority's affairs **provided** such approval is reported to the next available meeting of Authority together with reasons. Such attendance is additional to any entitlements contained in other headings in this scheme.

(m) Working Parties of this Authority with prior approval.

(6) Conferences inside or outside the UK to discuss matters relating to the interest of the area or the inhabitants or any part, provided conference is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub Committees.

(7) Meetings inside or outside the UK to discuss matters relating to the interests of the area or the inhabitants or any part provided meeting is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub-Committees.

EXAMPLES OF MEETINGS WHERE TRAVELLING ALLOWANCE AND SUBSISTENCE REIMBURSEMENTS ARE PAYABLE

N.B. Subsistence Reimbursements are not payable for duties carried out at The Arc, Bolsover

(1) Authority and Committee Meetings where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Strategic Alliance Joint Committee

Bolsover Conservation Area Joint Advisory Committee

(2) Meetings of outside bodies to which the **Authority** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Isabella Smithson's Charity

(3) Meetings, the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.

Duties under this category are to be approved at Committee prior to the duty being performed.

(4) Meetings of associations where the Authority is a member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty- including for example:

Association of District Authorities

(5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions.

(a) Any partnership of which the Authority is a partner and to which the Member is appointed by the Authority.

(b) Any formal liaison meetings with other local authorities, representatives of other bodies and individuals.

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(c) With the prior approval of the Committees, official visits, site visits and inspections within the Authority's area.

(6) Meetings of outside bodies to which the **Executive** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – including for example:

Chesterfield and District Crematorium Joint Committee

Groundwork Creswell

(7) Members should seek advice from Legal Services if they are unsure of any of the above.

APPENDIX B

DUTIES WHICH ARE NOT “APPROVED DUTIES” FOR MEMBERS’ ALLOWANCE PURPOSES

Governing Bodies of Nursery, Primary and Secondary Schools
Local/Town/Parish Authority Meetings
Members Surgeries
Party Political Meetings
Visits to Authority Officer to collect correspondence, etc.
Youth Centre Management Committees

APPENDIX C

REIMBURSEMENT OF EXPENDITURE

(1) Meal Allowances

- (i) Reimbursement of expenditure for meals (subsistence) will no longer be paid.
- (ii) Exceptionally, where attendance at a seminar or similar does not include the provision of meals, reimbursement of reasonable expenses, subject to submission of receipts, may be subject to the prior approval of the Leader or Deputy Leader.
- (iii) No reimbursement of expenditure is payable for Members attending qualification training courses.

(2) Overnight Accommodation

- (i) For Members, overnight accommodation is currently booked through the Governance Team as part of the training and seminar booking procedure. There is no current limit on overnight accommodation, but the Leader or Deputy Leader who signs the booking form must ensure that the expenditure is reasonable.
- (ii) In exceptional circumstances, where the Authority is not being invoiced directly by the hotel, payment of expenditure will be in arrears, subject to the prior approval of the Leader or Deputy Leader and subject to submission of receipts. The expenses should be deemed to be reasonable in the circumstances.

(3) Car Parking

- (i) Fees will be paid at actual costs but they must be supported by receipts.

(4) Travel Fees

- (i) In determining the mode of transport to be used for business journeys, employees must take into account economic and environmental issues.
- (ii) The rate for public transport should not exceed the ordinary fare. Or in the case of rail travel, the second class rate. In exceptional circumstances, first class rail fare may be permitted with the prior approval of the Leader or Deputy Leader. Receipts and/or tickets must support all retrospective claims for travel fares.

(iii) Reimbursement of expenditure will not be paid in relation to mileage incurred in relation to qualification training courses.

(iv) With effect from 1st April 2013 the mileage rates will be the HMRC mileage rate (currently £0.45p)

(5) Medical Expenses

(i) Medical expenses incurred with their approved duties will be made in accordance with the relevant Authority Policy, e.g. Eye Tests.

APPENDIX D

MILEAGE RATES –

Allowance for the performance of approved duties

(1) Travelling allowances from 1st April 2016

Mileage will be paid at the HMRC rate

(2) Overnight Absence from Home – Overnight Garaging Allowances

Not more than the amount of any expenditure incurred in tolls, ferries, or parking fees.