

MEMBERS ALLOWANCES SCHEME

1ST JULY, 2002

**POLICY & MEMBER SERVICES UNIT
CHIEF EXECUTIVES DEPARTMENT**

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**WOKINGHAN DISTRICT COUNCIL
MEMBERS' ALLOWANCES SCHEME 2002/2003**

Introduction

**(1) Members' Allowances Scheme:
Basic Allowances, Special Responsibility Allowances and Carer's Allowance**

All Members are entitled to a "basic allowance" in respect of their duties as a Member of the Council. They may also receive other allowances if the Council authority so decide. The Council, in the light of a report and recommendations of an Independent Remuneration Panel has agreed allowances in respect of special responsibilities borne by some members and an allowance in respect of costs incurred by Members in arranging the care of other dependent relatives where necessitated by their duties as a Member.

These allowances, including the amounts to which Members are entitled and conditions of payment are set out in this "Allowances Scheme" made under section 18 of the Local Government & Housing Act 1989.

(2) Allowances are also payable to Members in respect of travelling/subsistence necessarily incurred to enable them to perform any "approved duty" as defined in Regulation 16 of the Local Authorities (Member Allowances) Regulations 1991 (as amended).

The payment of travelling and subsistence expenses allowances is subject to a number of conditions and limitations imposed by the legislation or past practice of the Council:

- (a) The amount claimable in any case shall be at the rate from time to time prescribed by the Office of the Deputy Prime Minister, subject to any conditions and limitations applying thereto.
- (b) Expenses are not payable to the extent that they are claimable from any other body.

WOKINGHAM DISTRICT COUNCIL

MEMBERS' ALLOWANCES SCHEME

The Wokingham District Council having had regard to a report from an Independent Remuneration Panel and in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991 (as amended by The Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. This scheme may be cited as the Wokingham District Council Members' Allowances Scheme, and shall have effect commencing from the 1st July 2002 until reviewed.

2. In this scheme,

"councillor" means a member of the Wokingham District Council who is a councillor;

Basic Allowance

3. Subject to paragraph 7, for each year a basic allowance shall be paid to each councillor on the basis set out in Schedule 1 to this Scheme.

Special Responsibility Allowances

4. (1) For each year a special responsibility allowance shall be paid to those Members who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this Scheme.

(2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

(3) No member may receive more than one special responsibility allowance.

Attendance Allowances

5. No attendance allowances will be paid.

Renunciation

6. A councillor may by notice in writing given to The Chief Executive elect to forego any part of his/her entitlement to an allowance under this Scheme.

Part-year Entitlements

7.(1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic or special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.

(2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then the

appropriate provisions contained in Sections 7,8 & 9 Local Authorities (Members' Allowances) Regulations 1991 as amended will apply.

Travelling and Subsistence

8. Travelling allowances and subsistence may be claimed in respect of any expenses incurred as a result of the pursuit of any approved duty as defined by Regulation 16 of the Local Authorities (Members' Allowances) Regulations 1991 (as amended).

Claims and Payments

9. A claim for travelling/subsistence and childcare & dependent carers' allowance made under this scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.

10.(1) Payments shall be made -

- (a) in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month;
- (b) in respect of travelling or subsistence allowances, on the last working day of each month in respect of claims received up to the sixth day of the month.

(2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 7, he or she 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.

11. In relation to the mileage rates, those be paid at the appropriate maximum limit as set by the Office of the Deputy Prime Minister for the cylinder capacity of the vehicle.

Conference Allowances

12. Allowances in respect of attendance at conferences and meetings remain under the separate system instituted by Section 175 of the Local Government Act 1972.

This system covers any conferences or meeting organised by any person or body who is not doing so by way of trade or whose objects are wholly or partly political, where the purpose of the conference or meeting is to discuss matters which in the Council's opinion relate to the interests of their area, of part of it, or to the inhabitants of their area, or some of them.

An allowance in the nature of an attendance allowance can be paid.

The Wokingham District Council has previously decided that no conference attendance allowance will be payable and that each Council Member is expected to undertake a range of duties, including meeting and conference attendance, as required, within the basic allowance paid to them.

LEVELS OF BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

- **EACH MEMBER WILL RECEIVE THE BASIC ALLOWANCE**
- **NO MEMBER MAY RECEIVE MORE THAN ONE SPECIAL RESPONSIBILITY ALLOWANCE.**
- **ANY MEMBER MAY GIVE NOTICE TO THE CHIEF EXECUTIVE ELECTING TO FORGO ANY PART OF HIS/HER ENTITLEMENT TO AN ALLOWANCE UNDER THIS SCHEME**

THOSE MEMBERS/OFFICE HOLDERS THE ALLOWANCES WILL APPLY TO	£ ANNUAL AMOUNT
<p>Total basic allowance to all Members of the Council (excluding travelling, subsistence, and childcare & dependent relatives allowances which can still be claimed for)</p> <p>Note: (1) Allowances do not and are not intended to cover any party political work. (2) Allowances are usually based on the assumption that people normally give some of their time, free of charge, in some kind of public service.</p> <p><i>Each Member would be expected to exercise an active Community/Ward representative role on behalf of their electorate; to exercise some area of special responsibility, e.g. a Political Group Spokesperson on a service area, a Committee or Sub-Committee Vice-Chairman, a Lead Member on Community Consultation/Liaison, a Representative on Outside Body(ies), a Chairman of a specific task/time limited Sub-Committee, a member of Appeals Panels, etc., and to attend Conferences, as required and training events.</i></p>	<p>£5,000</p>
<p>Special Responsibility Allowances to be paid in relation to the following posts:</p> <p>(Note:</p> <p>a) Special Responsibility Allowances are based on multiples of the Responsibility Allowance of £4,000).</p> <p>b) No member may receive more than one Special Responsibility Allowance.</p>	
<p>Leader of the Council, where there is a majority group</p>	<p>£12,000 3 times the Responsibility Allowance</p>

Deputy Leader of the Council, where there is a majority group	£8,000 2 times the Responsibility Allowance
Members of the Executive	£8,000 2 times the Responsibility Allowance
Champions to the Executive	£4,000 1 times the Responsibility Allowance
Chairman of the Overview & Scrutiny Committee	£4,000 1 times the Responsibility Allowance
Chairman of Select Committee	£2,000 0.5 times the Responsibility Allowance
Chairman of Development Control Committee	£4,000 1 times the Responsibility Allowance
Chairman of the Licensing & Appeals Committee	£1,000 0.25 times the Responsibility Allowance
Chairman of Standards Committee	No allowance to be paid.
Chairman of the Highways Board	£1,000 0.25 times the Responsibility Allowance
Leader of the Opposition where there is a majority group	£6,000 1.5 times the Responsibility Allowance

Hung Council position,

(a) the two Leaders share the allowances set out on the following basis:-

	£
Sum set for Leader of the Council	12,000
Sum set for Leader of Political Group not the Controlling Group	<u>6,000</u>
	<u>18,000</u>
Allocated equally	<u>9,000</u>

(b) the two Deputy Leaders share the allowances set out on the following basis:-

	£
Sum set for Deputy Leader of the Majority Group	8,000
Allocated equally	<u>4,000</u>

**APPROVED DUTIES AS DEFINED UNDER REGULATION 16 OF LOCAL
AUTHORITIES (MEMBERS' ALLOWANCES) REGULATIONS 1991 (AS AMENDED)**

- a) Attendance at a meeting of the Council or any committee or sub-committee of the authority.
- b) Attendance at a meeting of any other body to which the Council make appointments or nominations, or any committee or sub-committee of such a body;
- c) Attendance at any other meeting the holding of which is authorised by the Council or a committee or sub-committee of the Council, or by a joint committee of the Council and one or more other authorities or sub-committees of such a joint committee, provided that:
 - (i) where the Council is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the Council not so divided, it is a meeting to which at least two members of the authority have been invited.
- (d) Attendance at a meeting of any association of authorities of which the Council is a member.
- (e) The performance of any duty for the purpose of, or in connection with, the discharge of the functions of the Executive;
- (f) The performance of any duty in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
- (g) The performance of any duty in connection with the discharge of any functions of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- (h) The performance of any duty in connection with arrangements made by the Council for the attendance of pupils at school approved for the purposes of section 342 (special schools) of the Education Act 1996.
- (i) Any other duty approved by the Council, or any other duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council, or any of its committees or sub-committees.

Note: (1) Excludes nominees to School Governing Bodies and Youth and Community Committees.

(2) Travelling and Subsistence Allowances will not be paid for -

(a) Events primarily of a social nature.

Any other activity not defined as an approved duty as defined in Regulation 16 of the Local Authorities (Member Allowances) Regulations 1991 as amended.

(3) Pages 7 to 10 set out the rates of Travelling, Subsistence and Childcare & Dependent Carers Allowance payable. The application form for an allowance is reproduced on pages to Attention is drawn to the declaration to be signed on the incurring of travelling and subsistence expenses.

(4) Travelling allowances will only be paid from a Member's home address in the District, or from their normal place of work, as disclosed by them to the Chief Executive.

RATES OF TRAVELLING ALLOWANCE (LAST REVISED 1ST APRIL, 2000)

1. (1) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred -
 - (a) on Pullman Car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable to him/her for that night.

2. (1) The rate for travel by a member's own solo motor cycle or one provided for his/her use shall not exceed -
 - (a) For the use of a solo motor cycle of cylinder capacity not exceeding 150cc.8.5p a mile
 - (b) For the use of a solo motor cycle of cylinder capacity exceeding 150cc but not exceeding 500cc12.3p a mile
 - (c) For the use of a solo motor cycle of cylinder capacity exceeding 500cc16.5p a mile
(2) The rate for travel by a member's own private motor vehicle, or one belonging to a member of his/her family, or otherwise provided for his/her use, other than a solo motor cycle, shall not exceed -
 - (a) for the use of a motor car of cylinder capacity
 - (i) not exceeding 999cc.....34.6p a mile
 - (ii) exceeding 999cc but not exceeding 1199cc.....39.5p a mile
 - (iii) exceeding 1199cc.....48.5p a mile

- (3) The rates specified in sub-paragraph (1) and (2) may be increased -
 - (a) in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment, by not more than 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers.

- (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight parking.
3. The rate for travel by taxi-cab or cab shall not exceed -
- (a) in the case of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
 - (b) in any other case, the amount of the fare for travel by appropriate public transport.
4. The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it, provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.
5. The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air:
- Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding -
- (a) the ordinary fare of any available cheap fare for travel by regular air services, or
 - (b) where no such service is available or in case of urgency, the fare actually paid by the member.
6. The rate for travel by pedal cycle shall be 5.2p per mile.

Note

(1) In respect of Paragraph 1, the Finance and General Purposes Committee on 16th February, 1984 resolved: "That as a general rule, Members shall travel first class and that the appropriate ordinary fare or if available cheap fare applicable to first class travel be reimbursed."

(2) In relation to the mileage rates paid to Members, the Policy and Resources Committee on 30th March, 1998 decided that it should be the maximum rates prescribed by the Office of the Deputy Prime Minister from time to time.

RATES OF SUBSISTENCE ALLOWANCE (LAST REVISED 1ST APRIL, 2000)

1. (1) The rate of subsistence allowance shall not exceed -
 - (a) in the case of an absence, not involving an absence overnight from the usual place of residence the following day subsistence rates
 - (i) Breakfast Allowance (More than 4 hours away from normal place of residence before 11am) £4.92
 - (ii) Lunch Allowance (More than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2pm) £6.77
 - (iii) Tea Allowance (More than 4 hours away from normal place of residence including the period 3pm to 6pm) £2.67
 - (iv) Evening Meal Allowance (More than 4 hours away from normal place of residence ending after 7pm) £8.38
 - (b) in the case of an absence overnight from the usual place of residence £79.82 and for such an absence overnight in London, or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association and the Welsh Local Government Association or such other association of bodies as the Secretary of State may for the time being approve for the purpose (currently, the Association of British Market Authorities, the British Resorts Association, the Council of Local Education Authorities and the National Association of Local Councils). £91.04
 - (2) For the purposes of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.
2. Any rate determined under paragraph 1(b) above shall be deemed to cover a continuous period of absence of 24 hours.
 3. The rates specified in paragraph 1 above, shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body during the period to which the allowance relates.
 4. Meals on Trains
 - (1) Where main meals (i.e. breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

- (2) The limitations on reimbursements are:-
- (a) for breakfast absence of more than 4 hours away from normal place of residence before 11.00 a.m.
 - (b) for lunch absence of more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2.00 p.m.
 - (b) for dinner absence of more than 4 hours away from normal place of residence ending after 7.00 p.m.

RATES OF CHILDCARE & DEPENDENT CARERS ALLOWANCE

A carer's allowance shall be paid to any councillor who necessarily incurs cost in respect of providing care for a child or adult dependent relative on each occasion on which that councillor is prevented from providing such care by reason of his/her carrying out a relevant duty.

- (a) To be paid to Members in respect of any "approved duty" and should be paid at a rate of £4.20 per hour + £1, Total of £5.20 (indexed to the minimum wage for over 21 years olds);
- (b) The Childcare and Dependent Carers Allowance be claimed only by the person with direct caring responsibilities;
- (c) Claims must be limited to a maximum of 8 hours per week;
- (d) The carer engaged must not be a member of the claimant's family i.e. Spouse of Partner, Other Children of the Councillor or Councillor's spouse or any member of the Councillor's family who live at the same address as the Councillor.

MEMBER ALLOWANCES CLAIM FORM

PLEASE NOTE THAT ALL CLAIM FORMS SHOULD BE SUBMITTED WITHIN
TWO MONTHS OF THE EXPENSE BEING INCURRED

<u>1</u> Date	<u>2</u> Place & Time of Departure Return		<u>3</u> Meeting Name/Approved Duty & Location Start Time	<u>4</u> No.of Miles	<u>5</u> Public Transport Fares Receipt Required	<u>6</u> Details and Subsistence Amount (including parking, Children & Dependent Carers Allowance) Receipt Required		<u>7</u> Receipt/ Ticket Enclosed? Cols 5 & 6
TOTALS								

**To avoid delay in payment please check all relevant details are completed and forward to
Members' Services by the 5 day of each month**

This claim form has been checked by:

Date.....

Members' Services

DECLARATION BY MEMBER

Travelling and Subsistence Allowance

I declare that

- 1 I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as set out in Column 3 of this claim form
- 2 I have actually paid the fares and made the other payments shown in Columns 5 and 6 of this claim form.
- 3 The amounts claimed are strictly in accordance with the rates determined by the said Council.

General

I declare that the statements above are correct. Except as shown above I have not made and will not make, any claim under any enactment for financial loss allowance and for travelling or subsistence allowances in connection with the duties indicated overleaf

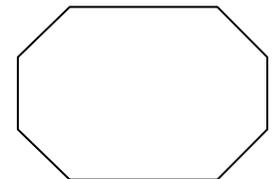
Date.....Please Print NamePlease Sign.....CC of Vehicle.....

FOR OFFICE USE ONLY

Payroll No. Date

CODE

No. of Miles (col 4)	<input type="text"/>	A998P4342
Public Transport (col 5)	<input type="text"/>	A998P4345
Subsistence (col 6)	<input type="text"/>	A998P4330
Parking (col 6)	<input type="text"/>	A998P4340



AUDIT