

PART 6.1

MEMBERS' ALLOWANCES SCHEME

Part 6.1 Members' Allowances Scheme

1. INTRODUCTION

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

These Regulations require the Council to make a scheme for the payment of allowances in respect of the current year and subsequent years. The Welsh Assembly Government offers guidance to local authorities on the range of allowances which are payable and Councils have some local discretion in determining their scheme.

The Council is required to publish its scheme, any amendments thereto, and details of the amounts paid to Councillors each year.

All members receive a Basic Allowance.

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

Co-opted Members of Scrutiny Committees, Independent Members of Standards and Audit Committees and participants contributing to Scrutiny Committees or Task & Finish Groups are allowed to claim travelling and subsistence allowances at the same rates payable to councillors.

A Special Responsibility Allowance (SRA) is also paid to the Independent Chair of the Standards Committee who is appointed by the Council.

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

2. ALLOWANCES

2.1 Basic Allowance and Approved Duties

2.1.1 Basic Allowance is payable at the same rate to all Councillors. It is paid in recognition of work undertaken by Councillors, including the undertaking of approved duties which include:

- (a) Attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority makes appointments or nominations or of any committee of such a body;
- (b) Attendance at a meeting of any association of authorities of which the authority is a member.

- (c) Attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
- (d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act.
- (e) A duty undertaken in connection with the discharge of any function of the authority which empowers or requires the authority to inspect or authorise the inspection of premises;
- (f) Attendance at any training or developmental event approved by the authority or its executive or board;
- (g) Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees.
- (h) The authority has approved the following specific approved duties as part of the above definitions:
 - Attendance at Meetings of the Council, the Executive Board, Committees and Advisory Panels
 - Attendance at Meetings of Executive Board members convened for the purpose of taking executive decisions and formally convened by the Chief Executive.
 - Activities in connection with the exercise of duties as an Executive Board Member.
 - Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council. Councillors should ensure that they have signed the appropriate register to record their attendance and that it has been countersigned by the appropriate officer.
 - rota visits to the homes and other establishments under the control of the Social Care and Housing Department.
 - Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a committee.
 - Meetings of Joint Liaison Committees.
 - Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty".

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

Other duties -

- Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been appointed or nominated by the Council.
- Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies, and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes. However, claims for travelling and subsistence allowances should not be made to both outside bodies and the Council for the same duties.

2.1.2 The basic allowance is also intended to recognise the time devoted by Councillors to their work including incidental expenses, such inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils and to cover other incidental costs such as the use of their homes.

2.2 Special Responsibility Allowances (SRA)

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

2.3 Travelling and Subsistence Allowances

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

Any claim for payment of travel and subsistence allowances in accordance with this scheme shall be accompanied by appropriate receipts proving actual expenses, payments will not exceed the appropriate rates referred to in Appendix A of this scheme (except in instances of validated claims in respect of Business Lunches / Evening Dinners [See Para 3.6]).

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

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

2.4 Renunciation

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

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

3. RATES OF ALLOWANCES

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

3.1 Basic Allowance

This figure to be increased in line with changes in the average male non-manual wage for Wales as published in the New Earnings Survey. The increase will be paid after notification is received from The National Assembly for Wales.

3.2 Special Responsibility Allowance

These figures to be increased in line with any increase in the basic salary level of members of The National Assembly for Wales. The increase will be paid after notification is received from the National Assembly.

3.3 Travelling Allowances

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

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

(a) Travel by Rail

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

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

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

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

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

(b) Travel by Private Car

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

Travelling out of County

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

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

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

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

Travelling “in County”

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

(c) Travel by Hired Car

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

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

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

(d) Travel by Council Leased Car

Councillors may use Council Leased cars where the amount of petrol used is less than the Standard Class rail fare.

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

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

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

(e) Travel by Taxi

Where it is reasonable to do so, the actual taxi fare may be claimed on the production of the relevant receipts.

3.4 Subsistence Allowances

Claims for subsistence will be paid for the actual expenses incurred supported by the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme (Except in instances of validated claims in respect of Business Lunches / Evening Dinners [See Para 3.6]).

Where a meal is taken on a train, the actual cost of the meal may be claimed instead of the Subsistence Allowance for that meal.

Note:

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

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

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

Actual travelling time, plus

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

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

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

3.5 Overnight Accommodation and Subsistence Allowances

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

Where an approved duty involves an overnight stay from the member's usual place of residence for a continuous period of absence of 24 hours or more all reasonable subsistence expenses incurred will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme (Except in instances of validated claims in respect of Business Lunches / Evening Dinners [See Para 3.6]).

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

Where the accommodation does not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates as shown in Appendix A of this scheme (Except in instances of validated claims in respect of Business Lunches / Evening Dinners [See Para 3.6]). Where meals are included, no additional subsistence allowances will be paid.

Where Seminar/Conference or Event fees are paid direct by the Council and are inclusive of accommodation but do not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding in total the appropriate rates as shown in Appendix A of this scheme (except in instances of validated claims in respect of Business Lunches / Evening Dinners [See Para 3.6]). Where meals are included, no additional allowance will be paid.

3.6 Business Lunches / Evening Dinners

Councillors attending business lunches / evening dinners whilst representing the Council will be allowed to claim the full value of the meal and also refreshments to a reasonable level on the production of receipts and an accompanying brief written report on the purpose and outcome of the meeting.

The Chief Executive or his nominated representative, in consultation with the Leader of the Council, will decide if the claim for attending a business lunch/evening dinner is valid following consideration of the written report on the purpose and outcome of the meeting and will also decide upon the reasonable level of refreshments to be reimbursed.

3.7 Telephone Allowances

The County Council will meet the full cost of installing a telephone line for new Members of the Council who have no telephone and a secondary line for the exclusive purpose of providing on line data services (e.g Intranet, e-mail, etc.). A sum of £400 per annum is paid to each member to cover all costs incurred in respect of use of the line on Council business.

3.8 Overseas Allowances

Where Councillors attend Conferences or perform other approved duties outside the United Kingdom, the Overseas Allowance not exceeding the rate shown in Appendix A of this scheme is payable in respect of out of pocket expenses necessarily incurred in addition to the actual charges for accommodation and full board, subject to the production of receipts. Detailed guidance on the procedure and entitlement is set out in Appendix B of this scheme.

3.9 Financial Loss Allowance

Any member of an authority who is not a councillor to receive a payment by way of "financial loss allowance" not exceeding the amount of any loss of earnings suffered or additional expenses incurred in their role as a member.

4. PAYMENT

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

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

Note:

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

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

Councillors will lose their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred. Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.

5. INCOME TAX

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

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

Travel by Car - An arrangement applies where a Member uses his/her own car in the performance of non approved duties which do not attract mileage allowance. This provides that a deduction may be given of 50% of the rate payable by the Authority for approved duty. Members will have to keep records of their mileage on non-approved duties in order to claim this deduction. The Inspector of Taxes will advise on the nature of the records which will be required.

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

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

Hire of Rooms - Where money is spent for the hire of rooms for 'surgeries' or public meetings e.g. planning objections. A claim cannot be allowed in respect of the hire of rooms for party political purposes.

Household Expenses - Where additional household expenses are incurred (light, fuel, heating etc.) relating to those parts of Members' homes that are used for duties as Members, the Inland Revenue will accept a standard deduction (an amount agreed between the Association of Councillors and Inland Revenue Head Office) to cover this. (£135.00 as at 27/07/05)

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

6. NATIONAL INSURANCE CONTRIBUTIONS

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

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

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

7. SOCIAL SECURITY BENEFITS

Benefits Unaffected by Councillors' Duties or Allowances

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

Child benefit and one parent benefit.

Retirement or widow's pension.

Disability living allowance or Department of Social Security attendance allowance.

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

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

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

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

Claiming Benefits - The Basic Rules

The following rules apply if -

Claiming any benefit, other than those listed above; or

A partner claims a means-tested benefit; or

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

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

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

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

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

8. INSURANCE

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

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

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

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

The range of benefits are:-

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

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

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

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

This policy is also extended to cover Members' spouses.

The range of benefits are:-

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

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

9. FURTHER INFORMATION

For further information or queries, please contact -

		Telephone
Lyn Thomas	Head of Administration & Law	01267 224012
Roger Jones	Director of Resources	01267 224021
Kevin Jenkins	Payroll Manager	01267 224175
Colin Davies	Democratic Services Manager	01267 224029

Appendix A

Rates of Allowances

1. **Basic Allowance**

The Basic allowance payable to all members is £12,718p.a. (w.e.f. 01/04/07)

2. **Special Responsibility Allowance (SRA)**

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

BANDS	POSTS	Basic Allowance (w.e.f. 01/04/07) Including £400 telephone and £200 office allowance (See paras 10 and 11 below.)	SRA (w.e.f. 01/04/07)	Total Package	No of Councillors eligible in Carmarthenshire
Band A	Leader	£13,318	£33,770	£47,088	1
Band B	Executive Board Strategy Co-ordinators (2) (Band C+ 5%)	£13,318	£17,729	£31,047	2
Band C	Executive Board Members (7)	£13,318	£16,885	£30,203	7
Band D	Chairs of Scrutiny Committees (7) Principal Opposition Group Leader (not included within Executive Board) (1) Chair of Planning Committee (1)	£13,318	£10,130	£23,448	9
Band E	Chairs of Licensing, Audit and Appeals Committees (3)	£13,318	£6,753	£20,071	3
Band F	Leaders of Other Political Groups (0)	£13,318	£3,377	£16,695	0
Band G	Chairs of Area Panels (6) (wef 15/08/05)	£13,318	£1,283	£14,601	6

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

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

Chair of County Council - £10,130 (updated on 1st April each year in line with any increase in Band D above)

Vice Chair of Council - £6,753 (updated on 1st April each year in line with any increase in Band E above)

In addition both members are entitled to the basic allowance and telephone and office allowances as prescribed above.

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

4.1 Co-opted Members of Scrutiny Committees and Independent Members of Standards and Audit Committees will be entitled to claim travelling and subsistence allowances at the same rates as that paid to councillors (as specified in paragraphs 6 and 7 below). The allowances to be increased in line with notification received from the National Assembly for Wales.

4.2 The Special Responsibility Allowance paid to the Independent Chair of the Standards Committee (£1783 in 2007/08) will be automatically updated on 1st April each year, in line with any increase in the basic salary level of members of the Welsh Assembly Government. The increase will be paid after notification is received from the National Assembly for Wales.

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

CC140606

5. Scrutiny Participants.

Participants contributing to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling and subsistence allowances at the same rates as that paid to councillors (as specified in paragraphs 6 and 7 below). The allowances to be increased in line with notification received from the National Assembly for Wales.

CC100107 & 121207

6. Travelling allowances for vehicles

Up to 999 c.c.	35.7p per mile
1,000 cc to 1199 c.c.	40.8p per mile
Over 1199 c.c.	50.1p per mile
Passenger supplement	1.0p per mile

(The rates shown will remain at the same level until such time as the equivalent allowance payable to the members of the National Assembly for Wales exceeds them or, until such time as the Independent Remuneration Panel for Wales prescribes the levels payable and the methods by which such allowances shall be determined.)

7. Subsistence Allowances

The rates indicated below are the maximum rates claimable:

Breakfast – more than 4 hours before 11.00 a.m.	£5.08
Lunch – more than 4 hours including 12 noon to 2.00 p.m.	£6.99
Tea – more than 4 hours including 3.00 p.m. to 6.00 p.m.	£2.76
Dinner – more than 4 hours ending after 7.00 p.m. London)	£10.00 (£15 in

(The rates shown will remain at the same level until such time as the Independent Remuneration Panel for Wales prescribes the levels payable and the methods by which such allowances shall be determined.)

They are not mandatory payments. Claims will be paid on the basis of actual expenditure supported by receipts. The maximum allowance in each case will be paid only if actual expenditure equals or exceeds it. Exceptions are :

- a) where a meal is taken on a train journey. In this case the actual amount may be claimed supported by a receipt.
- b) Business lunches / evening dinners (See paragraph 3.6 of the Scheme)

Note:

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

8. Overnight Accommodation & Subsistence Allowances

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

Claims for subsistence will be paid on the basis of actual expenditure supported by receipts. The maximum subsistence allowance in each case will be paid only if actual expenditure equals or exceeds it.(with the exception of Business Lunches / Evening Dinners [See Para 3.6 of the Scheme])

9. Overseas Allowance

£50 per day maximum over and above the overnight allowances shown above subject to claims being paid on the basis of actual expenditure supported by receipts.

10. Telephone Allowance

A flat rate of £400 annually

11. Office Costs

A flat rate of **£200** annually

APPENDIX B

OVERSEAS ALLOWANCES

Claims Procedure

Claims should be accompanied by a detailed itinerary of the trip giving the names of all people travelling, modes of transport between venues and specifying items of expenditure which have been paid in advance by the Council or provided by an outside body. The Council minute authorising attendance should also be quoted.

Each Councillor's expenses must be claimed on individual claim forms. The cost of group expenditure should be split and not pooled on one claim form.

Travelling Allowances

Reasonable travelling expenses whilst abroad may be claimed at actual cost but the normal rules (see 3.2) will apply to any part of the trip within the UK.

Subsistence Allowances

Reasonable Subsistence Allowances for accommodation and main meals (breakfast, lunch and dinner), if not included in the cost of the accommodation, may be claimed at actual cost upon production of valid receipts.

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

If a proper receipt cannot be produced the maximum amount that will be paid for any meal is the Subsistence Allowance rate shown in paragraph 7 of Appendix A above.

All other items, e.g. tea, snacks, etc. are covered by the daily Overseas Allowance (see paragraph 9 of Appendix A above) which is payable for each day abroad. This also covers any private telephone calls made.

If Subsistence is claimed for travelling time within the UK then full details of departure and arrival times must be given in the itinerary.

Other Expenses

The actual cost of currency conversion, business telephone calls and any other valid business costs relating to the trip will also be paid on production of the relevant receipts.

