

Report to	Council	Item
	25 September 2018	
Report of	Director of business services	9
Subject	Members allowances scheme – review of expenses	

Purpose

To consider the recommendations of the independent panel regarding the expenses element of the members allowances scheme.

Recommendation

- 1) To amend the members allowances scheme to consider (but not be limited to) the following as expenses:
 - a) Mobile phone
 - b) Landline
 - c) Telephone calls
 - d) Broadband costs
 - e) Parking permits
 - f) Stationery
 - g) Stamps
 - h) Flyers
 - i) Newspapers
 - j) Printing
 - k) Ink cartridges
 - l) Heating and lighting
 - m) Office accommodation
 - n) Aids to physical participation in meetings
 - o) ICT and office equipment
 - p) Other items of expenses which are wholly and necessarily incurred in the role of a councillor
- 2) To agree that fifty percent of the basic member's allowances should be considered as expenses; and
- 3) To agree that the travel and subsistence element of the members allowances scheme should remain unchanged

Corporate and service priorities

The report helps to meet the corporate priority a fair city

Financial implications

None

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Anton Bull, director of business services 01603 212326

Stuart Guthrie, democratic and elections manager 01603 212055

Background documents

None

Report

Background

1. The current member's allowances scheme detailed in appendix 1 has been in place since 2017 and is index linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
2. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue has arisen regarding member's allowances and housing benefit that requires consideration by an independent panel.
3. The independent panel was made up of:

Jackie Bush – Social Care Consultant

Philip Hyde – Solicitor

Kate Money – Chair of the trustees of Age UK

The panel

4. The panel met on Thursday 6 September 2018 to consider information around the current member's allowances scheme, details of allowances schemes from other local authorities and the anonymised results of a survey undertaken of member's monthly expenses.
5. Attached are the final report to council from the panel and the report considered by the panel at its meeting on 6 September 2018.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	25 September 2018
Director / Head of service	Anton Bull
Report subject:	Members allowances scheme – review of expenses
Date assessed:	17 September 2018

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helps to allow people from all backgrounds to stand as a councillor.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues

NORWICH CITY COUNCIL

INDEPENDENT PANEL

**INTO MEMBERS ALLOWANCES –
REVIEW OF EXPENSES**

REPORT TO COUNCIL

Panel report to council

Members of the independent panel

Kate Money (Chair)	- Chair, Age UK Norwich
Jackie Bush	- Social care consultant
Philip Hyde	- Solicitor

Contact Officer :- Lucy Palmer, Democratic team leader
t: 01603 212416 e: lucypalmer@norwich.gov.uk

Terms of Reference

1. The Terms of reference of the panel were –

“consider expenses to be able to make a recommendation to council, so that ‘the local authority’ can ‘provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses’.”
2. The independent panel was asked to specifically consider:
 - a) the current allowances and consider whether there is a reasonable proportion of the allowance that could be considered as expenses; and
 - b) the current separation of allowances and travelling and whether there should be a fixed allowance for travelling.

Background

3. The current member’s allowances scheme detailed in appendix 1 of the report considered by the panel has been in place since 2017 and is index linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
4. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue arose regarding member’s allowances and housing benefit that required consideration by an independent panel.

Housing benefit and allowances

5. Guidance from the Department for Work and Pensions requires councillor’s allowances to be treated as income. The guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/236962/hbgm-bw2-assessment-of-income.pdf
6. The relevant extract is reproduced at appendix 2 of the report considered by the panel
7. Paragraph W2.87 of the guidance states that the councillor or the local authority may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.
8. Attached at appendix 9 to the report considered by the panel is a statement on the treatment of councillor’s allowances and benefit for working age claimants which has been prepared by the council’s financial inclusion manager.

Panel report to council

9. The panel was asked to meet and consider the expenses to be able to make a recommendation to council, so that 'the local authority' can 'provide a breakdown when deciding if all or part of the allowance should be disregarded as expense

The Work of the Panel

10. The independent panel convened on 6 September 2018.
11. The panel received guidance and information including:
 - Details of what allowances can be paid under the current regulations, including the council's current members allowances scheme
 - Comparative data on the allowances paid by other similar local authorities and what could be considered as expenses.
 - The results of a survey of members and their monthly expenses

(A full copy of this is attached to this report)
12. The panel noted that although there was a need for part of the work of a councillor to be voluntary, expenses should be covered so that no one would be in a position which meant they were unable to be a councillor.
13. The panel considered the survey conducted of member's expenses to consider the scope of the categories of expenses and determined which of these should be included. They also considered schemes put in place by Broadland District Council and South Norfolk District Council.
14. The panel discussed travel allowances and considered three options:
 - a) To make a fixed payment in additional to the basic allowance for travel within the Norwich City Council area and members can claim for travel outside of the area,
 - b) To include travel within the Norwich City Council area as part of the existing basic allowances and members can claim for travel outside of the area; or
 - c) To leave the travel and subsistence element of the members allowances scheme unchanged
15. The panel reviewed each of the categories of expenses as set out in the members survey to determine a view on whether these should be deemed as expenses and had regard to the definitions of expenses by the HMRC.
16. The panel took an average payment for each of the categories which it considered to be allowable as expenses. Those categories are set out in the recommendation below. Where there were some significant variances in the member survey, they also determined a figure which might be reasonable for the relevant category. This amended average came out at 44% of the total basic

Panel report to council

allowance. However, to allow for other variances and individual circumstances, the panel felt that a contingency should be included and that the final figure should be 50% of the basic allowance.

Recommendations

17. The panel considered the basic allowance and whilst they recognised that a portion of the work of a Councillor should be voluntary and giving back to the community, all sectors of society should be represented. The panel carefully considered all relevant matters included in the report in front of them, along with the appendices, including a survey of members and a letter from Councillor Alan Waters, Leader of the council and made the following recommendations:

- 1) To amend the members allowances scheme to consider (but not be limited to) the following as expenses:
 - a) Mobile phone
 - b) Landline
 - c) Telephone calls
 - d) Broadband costs
 - e) Parking permits
 - f) Stationery
 - g) Stamps
 - h) Flyers
 - i) Newspapers
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 - o) ICT and office equipment
 - p) Other items of expenses which are wholly and necessarily incurred in the role of a councillor
- 2) To agree that fifty percent of the basic member's allowances should be considered as expenses; and
- 3) To agree that the travel and subsistence element of the members allowances scheme should remain unchanged

The panel also wanted to strongly recommend that all members kept receipts relating to any expenses in case these were required by HMRC.

Kate Money

Chair of the independent panel

Report to	Members' Allowances Panel	Item
	6 September 2018	
Report of	Democratic and elections manager	
Subject	Members' Allowances Scheme – review of expenses	

Purpose

To consider the current member's allowance scheme and consider any recommendations to be brought back to council regarding the expenses element.

Recommendations

To:-

- (1) consider the current member allowances and identify any expenses element of the allowance; and
- (2) to make recommendations on amendments to the scheme, if required, to council.

Financial Consequences

These will be considered by the Council

Contact Officers

Lucy Palmer, democratic team leader	01603 212416
Anton Bull, director of business services	01603 212459
Stuart Guthrie, democratic and elections manager	01603 212055

Report

Background

1. The current member's allowances scheme detailed in appendix 1 has been in place since 2017 and is indexed linked to pay increases awarded to staff by the National Joint Council for Local Government Services.
2. A panel would normally convene every four years to consider the scheme and make any recommendations for changes; however an issue has arisen regarding member's allowances and housing benefit that requires consideration by an independent panel.

Housing benefit and allowances

3. Guidance from the Department for Work and Pensions requires councillor's allowances to be treated as income. The guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/236962/hbgm-bw2-assessment-of-income.pdf

4. The relevant extract is reproduced at appendix 2
5. Paragraph W2.87 of the guidance states that the councillor or the local authority may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.
6. Attached at appendix 9 is a statement on the treatment of councillor's allowances and benefit for working age claimants which has been prepared by the council's financial inclusion manager.
7. The panel has been asked to meet and consider the expenses to be able to make a recommendation to council, so that 'the local authority' can 'provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses'.

What allowances can be paid?

8. Under the provisions of the Local Government Act, 2000 and The Local Authorities (Members Allowances)(England) Regulations, 2003 the following allowances can be paid:

Basic Allowance

- a) All local authorities **must** make provision in their scheme of allowances for a basic, flat rate allowance payable to all members. The Basic Allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as attending meetings and political and constituency work. It is also intended to cover incidental costs such as the use of their homes, telephones etc.
- b) Government guidance on member's allowances has suggested that it is important that some element of the work of members continues to be

voluntary.¹ 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.

Special Responsibility Allowance

- c) Local authorities are empowered, but not statutorily required, to pay Special Responsibility Allowances to councillors having extra responsibilities or commitments over and above those ordinarily incurred e.g. Leader or Deputy Leader of the Council, leader of a political group, or chair or vice-chair of a committee etc. They can also be paid to members of a committee that meets with exceptional frequency or for exceptionally long periods. If Special Responsibilities Allowances are paid, then it is mandatory to give at least one such allowance to a member of a minority group.

Dependants' Carers Allowance

- d) A scheme of allowances may also include the payment of Dependants' Carers Allowance to those councillors who incur expenditure for the care of children or other dependants whilst attending council meetings or other approved duties.

Travelling and Subsistence Allowance

- e) Travel and subsistence allowances can be paid for attending council meetings or other approved duties. This can include an allowance for those who travel by bicycle or other non-motorised transport.

Co-optees Allowance

- f) Each local authority may make provision in the scheme for the payment of a Co-optee's allowance to any co-opted and appointed members of a council's committee or sub-committee. The only co-opted members currently appointed to Council committees are on the standards committee.

Backdating Allowances

- g) When a scheme of allowances is amended, an authority may, having regard to the recommendations of the panel, chose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made.

Annual Adjustments for Allowance Levels

- h) A scheme of allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index e.g. inflation or increases in staff salary levels. If the panel makes a recommendation that allowance levels should be determined according to an index, it should also make recommendations as to how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an independent remuneration panel.

¹ The guidance can be found here (see paragraph 53) :
<http://webarchive.nationalarchives.gov.uk/20061017044114/http://www.communities.gov.uk/index.asp?id=1133874#TopOfPage>

Pensions

- i) Section 99 of the Local Government Act 2000 included powers for the Secretary of State to make provision for the payment of pensions to members of a local authority. The 2003 regulations stipulate that a local authorities Members' Allowances Scheme shall set out –
 - i. which members of the authority are entitled to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972;
 - ii. whether the Basic Allowance or the Special Responsibility Allowance, or both, may be treated as amounts in respect of which such pensions are payable.
- j) The council can only make membership of the scheme available to those members who are recommended by the independent panel. However, the council can decide not to offer membership to some or all of the recommended councillors.

Claims and Payments

- k) In respect of Dependants' Carers Allowance; Travelling and Subsistence Allowance and Co-optees Allowance, the Members' Allowances Scheme shall specify a time limit from the date on which an entitlement to each of those allowances arises during which a claim for such allowances must be made by the person to whom they are payable. Currently, claims have to be made on a monthly basis and submitted by the fourth day of the following month. It is suggested that this arrangement should continue.
9. No assessment has been made by the council as to the other expenses that councillors incur and therefore how much of the allowance could be disregarded as income for housing benefit purposes.

Comparator Data

- 10. The ability to tailor schemes according to local circumstances has led to a wide variety in the levels and types of allowances being paid to elected members.
- 11. Details of schemes from Norwich's comparator local government 'family' are detailed in the following appendices to this report:
 - Oxford City Council – appendix 3
 - Exeter City Council – appendix 4
 - Cambridge City Council – appendix 5
- 12. Panel members will see that there is little detail in these allowances schemes around member's expenses.
- 13. More detailed information can be found in Broadland and South Norfolk District Council's member allowances scheme. These are attached to the report at appendices 6 and 7 respectively.

14. A survey was undertaken of our members to gather information on what expenses they currently incur. An average has been taken of the amounts for each category and this information is presented at appendix 8

Budgetary Consideration

15. There are clearly financial constraints on the total amount of allowances which can be paid. The panel is asked to recommend a scheme which fairly recognises the work and responsibilities of councillors independent of those constraints. It will then be up to the council to decide if and how to implement your recommended scheme in the light of other priorities and the budget position.

Issues for consideration

16. The panel will need to consider:-
- a) the current allowances and consider whether there is a reasonable proportion of the allowance that could be considered as expenses; and
 - b) the current separation of allowances and travelling and whether there should be a fixed allowance for travelling.

APPENDIX 1**MEMBERS' ALLOWANCE SCHEME**

With effect from 1 April 2013, the following scheme of members allowances will be increased annually on 1 April, indexed linked to the pay increase awarded to staff by the National Joint Council for Local Government Services :-

BASIC ALLOWANCES (Payable to all councillors) (current rates)	£ 6,380
--	-------------------

SPECIAL RESPONSIBILITY ALLOWANCES

Tier 1	Leader of the council	10,634
Tier 2	Cabinet members & leader of the major minority group	5,317
Tier 3	Chairs of audit, licensing, planning applications and scrutiny committees and the leader of any minority group that comprises minimum of 10% of the council.	2,659
Tier 4	Other members of audit, licensing, planning applications, and scrutiny committees	1,594
Tier 5	Co-opted members of standards committee	373

- *Only one SRA to be paid from Tiers 1, 2 and 3*
- *Only one SRAs to be paid from Tier 4 and a councillor shall not get a Tier 3 allowance as chair as well as a Tier 4 allowance as a member of the same committee.*

Travel and Subsistence Allowances

To be paid at the same rates as Norwich City Council employees and are subject to the same requirements for claims and payments.
The current levels are:-

Travel Allowances

All vehicles – 46.9p per mile

Travel outside Norwich - cheapest public transport option to be used. When own vehicle used, with prior agreement of democratic services, reimbursement is based on equivalent to cheapest public transport option.

Subsistence Allowances

Breakfast	£7.74 (£6.45 with non VAT receipt)
Lunch	£10.69 (£8.91 with non VAT receipt)
Tea	£4.22 (£3.52 with non VAT receipt)
Evening Meal	£13.24 (£11.03 with non VAT receipt)

Out of Pocket Allowance

(Claims for miscellaneous out of pocket expenses should not exceed £25 per night)

Overnight Subsistence

Hotels to be booked on basis of best deal available taking into account the needs of the councillor and the event attended.

Childcare and Dependent Carers' Allowance

To be paid at the rate of £10 per hour per child etc.

(The director of business services is authorised to make additional payment in cases where specialist care is required)

Membership of the Local Government Pension Scheme is not available as part of this Members Allowances Scheme

The Independent Panel to be reconvened no later than 4 years after the implementation of the scheme.

Civic Allowances

(For Information only - not covered by the Local Authorities (Members Allowances) (England) Regulations, 2003)

Lord Mayor	-	£6,588
Sheriff	-	£3,294

(W2.80)-W2.83

- (W2.80) • include payments
- for taking part in radio or television plays, commercials
 - for interviews with press reporters, or
 - for published items
 - made in the UK or from abroad under the Public Lending Right scheme for the use of, or the right to use any copyright, design, patent or trade mark
 - made in the UK or from abroad when the claimant (or partner) is an original contributor to a book registered under the Public Lending Right Scheme 1982 or to a work under an analogous international Public Lending Right Scheme

W2.81 Apportion any such earnings over the period for which they are paid.

HB Reg 29; CTB Reg 19

Example

A claimant receives two annual payments, one for £2000, in November 2003 and a further £3,000 in April 2004.

The first payment received in November 2003 is taken into account for a year. The second payment, received April 2004 is also taken into account for a year. This means that for the period

- November 2003 to March 2004, only the first payment is taken into account
- April 2004 to October 2004, both payments are taken into account
- November 2004 to March 2005 only the second payment is taken into account

British Shipping Federation established benefit

W2.82 Payments may be made from an employer's financial pool to merchant seamen who are unemployed between periods at sea. This is known as 'pool pay'. Such payments should be treated as earnings.

Local Authority councillors

W2.83 Local Authority (LA) councillors, as elected officer holders, are treated as being employed by the LA. They can receive the following allowances

- basic allowance
- special responsibility allowance
- conference attendance allowance, and
- financial loss allowance

W2.84 With the exception of the financial loss allowance, they are treated as earnings **except** any element for expenses which have been wholly, exclusively and necessarily incurred in the performance of their duties. See also *Expenses payments* later in this chapter.

W2.85 A financial loss allowance can be treated either as

- earnings, or
- other income

See *Financial loss allowance* later in this chapter.

HB Reg 35; CTB Reg 25

Basic allowance

W2.86 This allowance applies to councillors on main LAs and is the same for all councillors of that LA. It is paid either as a lump-sum or by instalments and comprises two elements

- payment for the time spent on council work, and
- reimbursement for costs such as postage, stationery and telephone calls not covered by other provisions

W2.87 The councillor or the LA may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.

Special responsibility allowance

W2.88 This may be paid to councillors on main LAs who have significant responsibilities, such as the chairperson of a committee. The amount and method of payment is at the discretion of the LA and is usually paid quarterly.

Conference attendance allowance

W2.89 This allowance can be paid for attendance at conferences and meetings. When it is paid it is not subject to any specific limit.

Financial loss allowance

W2.90 This allowance is only available to parish, town or community councillors (other than community councils in Scotland which are not LAs). Councillors may retain their option to continue to receive it rather than the attendance allowance. It is designed to meet out of pocket expenses, other than travel or subsistence, for which proof of loss is required, including compensation for loss of earnings.

W2.91-W2.98

- W2.91 If paid with any of the other allowances above, a financial loss allowance is treated as earnings in the normal way, with any element for expenses disregarded. But if paid on its own, financial loss allowance is taken into account as other income, in which case any payment for expenses incurred should again be disregarded, see *Items to be disregarded* later in this chapter.

Expenses payments

- W2.92 Allowances paid to meet specific expenses such as travelling and subsistence expenses wholly, exclusively and necessarily incurred in the performance of the duties of the office held are disregarded.
- W2.93 In connection with these, because a councillor has to do much of their work from home, the cost of travelling from home to a council office or any other place on council business is not just travelling to work in the ordinary sense, but is an integral part of their work as a councillor.
- W2.94 Accordingly, reimbursement of such travelling expense is disregarded. This is in contrast to the normal treatment of travelling expenses.

Payments not claimed

- W2.95 Councillors are entitled to allowances, subject to satisfying the appropriate conditions, whether they are claimed or not. If a claimant has not been paid an allowance when payment could be expected, for example, when this has been renounced, consider taking an amount into account as notional income.

Vouchers

- W2.96 When an employee receives vouchers they are treated as payments in kind and fully disregarded as income other than earnings, as long as they are not liable for or they are excluded from NI Contributions.

HB Sch 5 para 23; CTB Sch 4 para 24

Local Exchange Trading Schemes

- W2.97 Local Exchange Trading Schemes (LETS) are associations that allow participants to exchange goods and services with others in the community.
- W2.98 LETS members exchange goods and services, and they may list their offers of, and requests for, goods and services in a directory. Payment is made by a system of credits or credits plus cash. The credits can be given many different names, such as
- Bobbins
 - Brads
 - Newberries
 - Beacons
 - Acorns

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26.1 Basic allowance

Each Councillor gets a basic allowance of £5,016

26.2 Allowance reductions

- (a) A 15% reduction from future allowances will be made for councillors who attend less than two thirds of the scheduled meetings required within a Special Responsibility.
- (b) The Council's Member-Officer Protocol provides for further reductions to be made from future basic allowance payments.

26.3 Special responsibility allowances

Some Councillors get special responsibility allowances.

Special Responsibility	Allowance	Cash amount
Leader	3 x basic allowance	£15,048
Deputy leader	1 x basic allowance	£5,016
Non-Statutory Deputy Leader	1 x basic allowance	£5,016
Lord Mayor	1 x basic allowance	£5,016

Deputy Lord Mayor	0.25 x basic allowance	£1,254
Sheriff	0.25 x basic allowance	£1,254
Board member with particular responsibilities given by the leader (including leader and deputy if they hold particular responsibilities)	1.5 x basic allowance	£7,524
Board member without particular responsibilities	0.5 x basic allowance	£2,508
Chair of scrutiny Committee	1 x basic allowance	£5016
Chair of Audit and Governance Committee	0.25 x basic allowance	£1,254
Chair of Planning Committee	1 x basic allowance	£5,016
Leader of an opposition group	1 x basic allowance	£5,016 Divided equally among opposition leaders
Scrutiny Standing Panel Chair	0.25 x basic allowance	£1,254 (Maximum of 2 Standing Panel SRAs available. Panel must meet at least 5 times to qualify. If more Standing Panels are set up then then) 0.5 x basic allowance (£2,508) to be divided between the Panels

No one can have more than two special responsibility allowances. Special responsibility allowances for the Civic Office Holders are not included in this rule. If a councillor has more than two special responsibilities, they will get the allowances for the two special responsibilities that pay the most.

Where a councillor is also a member of another Council, that councillor may not receive allowances from more than one Council, in respect of the same duties.

26.4 Co-Optees allowance

No allowance shall be paid to co-opted members.

26.5 Choosing not to be paid a basic or special responsibility allowance

A councillor may elect to forego any part of their entitlement to an allowance under this scheme by providing written notice to the Monitoring Officer.

26.6 Repayment of allowances

Where allowances have been paid in advance for a period during which a councillor no longer holds a role to which an SRA applies or is no longer a councillor, those allowances will be repaid.

26.7 Maternity or Adoption Leave

Where a qualifying Councillor in receipt of an SRA wishes to take a leave of absence from the duties for which they receive the SRA due to maternity or adoption leave they will continue to receive half of the SRA to which they are entitled for a period of up to six months. Only Councillors who have been in receipt of an SRA for at least three months before the date their leave of absence commences will qualify for this payment.

It will be at the discretion of the members affected to determine whether they wish to temporarily step down from their role.

An application should be made to the Monitoring Officer for an SRA payment during a period of absence and the affected member will have to relinquish all duties and responsibilities to their replacement member for the full duration of the cover period.

26.8 Allowances for child and other dependents' care

Councillors can claim for the actual costs incurred by them in making arrangements for the care of children or other dependents to attend:

- Full Council
- The Board

- Any Council committee or sub-committee
- Any outside bodies the Council has appointed them to
- Conferences and seminars agreed by the Head of Law and Governance
- Meetings with directors or officers agreed by the Head of Law and Governance
- Any other events agreed by the Head of Law and Governance

Members can claim the actual cost of this care as long as the carer has been paid at least the Oxford Living Wage and invoices/receipts are provided.

The maximum that any member can claim for carers' allowances in any year is £1,000. In special circumstances this level may be increased by the Head of Law and Governance after consultation with the Committee and Members' Services Manager.

26.9 Allowances for travel

No travel allowance will be paid for journeys inside the City of Oxford boundary. Travel allowances will only be available for the following events, agreed in advance, which take place outside of the city boundary:-

Conferences and seminars agreed by the Head of Law and Governance

Meetings with directors or officers agreed by the Head of Law and Governance

Any other events agreed by the Head of Law and Governance.

Any claims relating to events taking place outside the Oxford city boundary should be agreed in advance and be in line with the staff rates for travel allowances. Best use should be made at all times of travel concessions arranged by the Committee and Members Services Team.

Reimbursement for travel outside the UK will not be allowed with the exception of pre-arranged events for the Lord Mayor which will be limited to two trips per year for the Lord Mayor, or representative, and consort.

Any additional requests from the civic office holders will be dealt with by the Head of Law and Governance. Any agreement would then be subject to the availability of a budget to pay for the travel.

26.10 Reasonable adjustments

A Councillor may apply to the Monitoring Officer for a maximum of £1000 per year (1 April to 31 March) to allow reasonable adjustments to be made to meet their needs should they have a temporary or permanent disability.

The Monitoring Officer has the discretion to increase the amount available to each qualifying Councillor appropriate to their requirements if necessary.

26.11 How to claim allowances

Councillors do not have to submit claims for the basic and special responsibility allowances. These are paid automatically, in 12 instalments in line with the corporate payment schedule set by the Council's payroll team.

Councillors need to submit claims for care and travel on the forms provided. These should be accompanied by receipts/invoices and must be sent to the Committee and Members' Services Manager. Claims for care, and travel will only be paid if they are made within two months of the meeting (unless the Head of Law and Governance agrees there is a good reason for the delay). Councillors are paid in line with the corporate payment schedule set by the Council's payroll team.

26.12 Indexing of allowances in the scheme

Councillor's basic allowance is linked to whatever the local pay settlement is for local government employees and will vary accordingly.

Appendix 4

EXETER CITY COUNCIL

COUNCILLORS' ALLOWANCES AND EXPENSES SCHEME

INTRODUCTION

All Councillors and some co-opted members are entitled to receive certain allowances in recognition of their various duties and responsibilities.

Allowances are payable under the powers of Section 100 of the Local Government Act 2000 and Section 7 of Part 2 of the Local Authorities (Members Allowances) (England) Regulations 2003.

Exeter City Council's Member Allowances scheme was comprehensively reviewed in March 2001 and the level of allowances has been updated annually since that time on the advice of an Independent Panel. The scheme agreed in 2001, on which the current scheme is based, assumed a minimum requirement of Councillors of four days per month ie 48 days for the year, of which 16 (one third) was regarded as a voluntary element.

The attached schedule (Appendix 1) sets out the rate of allowances that apply to the current year.

BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

There are two main types of allowance relating to work as a Councillor:-

- (i) **Basic Allowance** - this is a fixed sum paid in recognition of the time spent on work as a Councillor, including meetings with constituents and incidental costs such as the use of the telephone and postage for Council business. This is paid in arrears in equal monthly instalments to the Councillor's bank or building society account.
- (ii) **Special Responsibility Allowances** - these are payable monthly to Councillors having extra responsibilities over and above those expected of most members, such as the Leader of the Council, the Executive members and chairs of certain other Committees. Any member qualifying for more than one special responsibility allowance will be paid the higher allowance only.

The rate of allowances is normally updated on an annual basis in line with the pay award for Local Authority staff for the preceding year.

OTHER ALLOWANCES

Exeter City Council is keen to attract and retain as wide a range of Councillors as possible and understands that some Councillors such as those with caring responsibilities may require additional support or incur increased costs in the course of carrying out their duties.

In order to offset such expenses, the Council pays **Dependants' Carers' Allowance** whereby members can be reimbursed for the actual cost of care when a carer for a

dependent has been engaged to enable a Councillor to attend a Committee meeting or other qualifying duty.

An hourly rate equivalent to the minimum wage (for adult workers aged 22 and above) may be claimed in respect of expenses incurred by a Councillor when a carer for a dependent has been engaged to enable a councillor to carry out an approved duty. Qualifying duties are defined as meetings of the Council, its Committees and Sub-Committees, training events, briefings and such other duties as are specified by the relevant regulations.

A carer will be any responsible person who does not normally live with the councillor as part of that councillor's family.

An allowance will be payable if the dependant being cared for:

- is a child under the age of 14
- is an elderly person; or
- has a recognised physical or mental disability

who normally lives with the councillor as part of that councillor's family and should not be left unsupervised.

For meetings or duties within the Council's boundaries, the allowance will be paid for the duration of the meeting or otherwise approved duty plus an allowance for up to one hour's total travelling time before and after the meeting.

Claim forms can be obtained from Member Services and should be submitted within two months of the date of the approved duty.

METHOD OF PAYMENT

Allowances are payable via the Council's computerised payroll system. Shortly after election, new Councillors will be requested to complete a form giving details of their bank or building society account to which payments will be credited, to be returned to the Human Resources Unit. Allowances cannot be paid until Councillors have completed this form. If Councillors change any of their personal details during their term of office e.g. bank account or address, they must notify Payroll or Member Services immediately.

CO-OPTED/INDEPENDENT MEMBERS

Certain co-opted /independent members of the Council are entitled to receive expenses in recognition of the work they undertake on behalf of the Council.

Expenses are currently payable to:

- independent members of the Standards Committee
- members of the Independent Panel on Councillors Remuneration

RENUNCIATION

A Councillor or co-opted Member who wishes to waive their right to claim all or any part of their entitlement to an allowance should write to the Chief Executive to confirm their intention to do so.

EXPENSES

Travel and subsistence allowances are payable in respect of approved duties such as attendance at meetings outside the city where you are representing the Council, attendance at courses and conferences and similar events. This will generally be paid at the same rate as applies to Exeter City Council employees and be subject to the same requirements for claims.

Council policy is that public transport should be used wherever possible when on Council business but if this is not practicable mileage is payable in respect of travel undertaken by car. Councillors will not be able to claim expenses in respect of journeys to and from the Civic Centre or for going about normal Council business around the City.

It is an Audit requirement that receipts for all expenses e.g. petrol, car parking, bus, underground, taxi fares and refreshments must be obtained and submitted with any claim. Reimbursement cannot be claimed for purely personal expenses such as private phone calls, alcoholic beverages etc.

REVIEW OF SCHEME

The Councillors' Allowances scheme is reviewed, normally on an annual basis, by the Independent Panel on Councillors Remuneration which makes recommendations to the Council.

The recommendations of the Panel are advertised in the local media prior to consideration by the Council. The scheme agreed by Council takes effect from 1 April each year.

The actual allowances and expenses paid to Councillors and co-opted members are reported annually to Corporate Services Scrutiny Committee following the end of the financial year.

Further details of all Members allowances are available from Sharon Sissons Democratic Services, *Room 2.3, Ext 5115*.

Members' Allowances Scheme 2018-2019

Report to member's allowances panel

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a Councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1. Basic Allowance, and Special Responsibility Allowance (taxable)

Basic allowance: This is an annual flat rate payment to all Councillors, intended to recognise the time devoted by Councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses Councillors incur in carrying out their functions. It also recognises that Councillors undertake their Council work for the sake of public service and not for private gain. Each Councillor will receive an annual allowance of £4,677.

Special Responsibility Allowance: This is paid to Councillors who have a higher than average workload, and/or hold particular positions of responsibility within the Council:

Leader	£12,862
Executive Councillor	£9,354
Scrutiny Committees - Chair	£1,871
Scrutiny Committees - Minority Spokes (Liberal Democrat)	£1,871
Scrutiny Committees - Minority Spokes (Independent/Green Group)	£1,403
Planning - Chair	£4,677
Planning - Vice-Chair	£2,339
Planning - Member (8)	£702
Licensing - Chair	£1,169
Licensing – Member if attending 4 or more meetings (12 members)	£351
Joint Development Control (Chair / City spokes)	£2,339
Civic Affairs - Chair	£1,169
Leader of the Main Opposition Group – Lib Dem	£4,677
Area Committees - Chair (4)	£935
Greater Cambridge Partnership Board Member	£2,339
Combined Authority Cabinet Member	£1,169

2. Travel and Subsistence Allowances

Councillors are paid at the same rates as Officers.

Mileage allowances are:

Casual User Mileage (up to 10,000 miles):	45 pence per mile
Casual User Mileage (after 10,000 miles):	25 pence per mile

Bicycle rate is based on the HMRC advised rates, which is now 20 pence per mile.

The motorcycle rate is 24 pence per mile.

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is:

- 1: A meeting of the executive;
- 2: A meeting of a committee of the executive;
- 3: A meeting of the authority;
- 4: A meeting of a committee or sub-committee of the authority;
- 5: A meeting of some other body to which the authority make appointments or nominations;
- 6: A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
- 7: A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- 8: A meeting of a local authority association of which the authority is a member;

In addition travel can be claimed for:

- A: Meetings that are approved Council duties (including site visits);
- B: Meetings instigated by an officer, which are (or had the potential to be) cross party;
- C: Training and development for councillors organised by the Council; attendance at conferences and seminars that have been booked by officers;
- 9: Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- 10: Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996; and
- 11: Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please give details of your travel to the Members' Services office who will book you a ticket through our online Trainline business account.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence: can only be claimed where meals/accommodation are not provided.

Breakfast Allowance: £6.72

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.)

Lunch Allowance: £9.28

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm.)

Tea Allowance: £3.67

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.)

Evening Meal Allowance: £11.49

(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.)

Overnight Subsistence:

Absence overnight from the usual place of residence: £79.82

In London, or attending an approved conferences: £91.04

3. Members' Childcare and Carer's Allowance

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- 1: A child below school age during school hours;
- 2: A child under 14 outside of school hours; and
- 3: An elderly, sick, or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection and the carer must be paid at least the Living Wage.

Travel, subsistence and care allowances is payable for any invitations (except social events) from any official bodies. The Scheme is set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE covered, have a list of proscribed activities (that are not covered).

4. Expenses

Report to member's allowances panel

In addition to the basic allowance, an annual allowance of £75 is for stationery etc. The Council can in addition provide:

- 1: Hiring of accommodation for Group Away Days; and
- 2: Personalised business cards and compliments slips.

5. Changes

Entitlements will be payable on a part-year basis in any given year where:

- 1: The scheme is amended;
- 2: A Councillor either is elected to or leaves the Council; or
- 3: A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.

6. Co-optee's Allowance

A co-optee's allowance of the Living Wage for hours served, plus out of pocket expenses, is available.

7. Adjustment

There is an adjustment of allowance levels by reference to the National Living Wage index.

8. Advice

Members may receive initial advice on the impact of receiving allowances on their tax and benefit position by contacting Karl Tattam in the Council's Finance Team. However, independent financial advice is also recommended.

9. Timeliness

Please make all claims within two months. Claims which are received by the fifth day of each month will be paid in that month.

10. Foregoing

Any member of the Council may, by notice in writing given to the Democratic Services Manager elect to forego any part of his/her entitlement to any Allowance under this scheme.

Broadland District Council**Constitution**

To access the relevant page, either click on

- the bookmark tab (upper left hand side of the screen)*
- the contents page below*

Part 6 Members' allowances scheme**Contents****Part**

Members' allowances scheme

1.1

PART 6 – Members' allowances scheme**1. Introduction**

- 1.1** The Local Authorities (Members' Allowances) (England) Regulations 2003 SI 1021, make provision for any councillor to receive payment by way of basic allowance, special responsibility allowance, travelling and subsistence allowance and dependants' carers' allowance whilst engaged upon approved duties. This guide has been prepared to inform you of the allowances you are entitled to claim as a member of Broadland District Council. The current members' allowances scheme is set out at appendix A.

2. Approved duties

- 2.1** Approved duties include attendance at a meeting of the council, any of its committees or sub-committees. In addition, the council may recognise duties carried out by a councillor as its appointed representative on other bodies or attendance at other meetings convened by the council provided it is a meeting to which members of at least two political groups have been invited as an approved duty. For these duties and meetings approval must precede performance of the duty and not be given retrospectively.
- 2.2** When deciding upon the allowances to be paid in respect of attendance at meetings of outside bodies, the following criteria will be considered:
- (1) Has the council given strong financial support to the outside body?
 - (2) Does the body either provide a direct service for the council's council tax payers or are the objectives of the body closely aligned with the council's direct interests?
 - (3) Is it essential for the council to be involved in the policy making or management of the outside body?
 - (4) Can the body be considered to be part of the local government process?

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3. Conferences

- 3.1 The council has a discretion to pay travelling and subsistence allowances to members attending conferences. The conference must be to discuss matters which relate to the interests of at least some part of the council's area or some of its inhabitants. Approval must precede attendance and not be given retrospectively.

4. Travelling and subsistence

- 4.1 Members are entitled to claim for payment of travelling and subsistence expenses incurred in the performance of an approved duty of the council. In addition, members may claim travelling and subsistence expenses in relation to other duties approved by the council for the purpose of, or in connection with, the discharge of the functions of the council. The rates are determined by the council. Current rates and provisions are set out at appendix B. Any amendment will take effect from the day following the council resolution making the change.
- 4.2 Subsistence allowances are subject to reductions in respect of any meal provided free of charge by any authority or body.
- 4.3 The chairman and vice-chairman of the council may claim travelling and subsistence allowances when undertaking civic duties.
- 4.4 It is a condition of payment of travelling and subsistence allowance that the duty for which they are paid has been approved before the duty is performed.
- 5. Income tax**
- 5.1 Basic and special responsibility allowances are taxable.
- 5.2 For members, a special regulation exists which enables option for deduction of tax at the basic rate, rather than by the use of a tax code number. The individual member's inspector of taxes will be able to give further advice on this option.

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- 5.3 Expenses which are "wholly, exclusively and necessarily incurred" by members are eligible for tax relief. The inspector of taxes will require substantiation of claims for expense allowances. For the guidance of members, a list of expenses qualifying for tax relief is set out as appendix C. Claims for tax relief will be a matter for negotiation between the member and the inspector of taxes.
- 5.4 The councillor's home is regarded as his place of work. Members who use their own cars in the performance of their duties are entitled to claim travelling allowance to cover their cost.
- 5.5 Payments in respect of subsistence are regarded as reimbursement of expenses and consequently are not liable to deduction of income tax.
6. **National insurance contributions**
- 6.1 Basic and special responsibility allowances are treated as earnings for the purposes of National Insurance and therefore are subject to deduction of National Insurance contributions, except in the case of married women and widows who have exercised their option to become partially exempt. However, as long as monthly claims do not exceed the lower earnings limit for National Insurance purposes, no deduction for National Insurance contributions will be made. Further details of National Insurance contributions are shown at appendix C.
- 6.2 There is a statutory responsibility to enter the National Insurance number of each councillor on the Department for Work and Pensions' records and to obtain the partial and total exemption certificates of all persons paying contributions at other than the standard rate. **The appropriate details and certificates will be required by the head of corporate resources and should be forwarded as soon as possible.**
- 6.3 Leaflets on National Insurance contributions may be obtained from your local Department for Work and Pensions.

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7. Members' allowances and social security benefits

- 7.1 Members who are incapable of work, unemployed, who have low income or who are retired may find that being paid allowances will affect their entitlement to Social Security benefits.
- 7.2 Leaflets on this issue are available from the local Department for Work and Pensions' office.

8. Record of allowances paid

- 8.1 The council is required to keep records of payments to members. The records are open to inspection by any local government elector resident in the council's area and any such person may make a copy of or extract from such records. The council also has to publish annually the allowances paid to each member.

9. Avoidance of duplication of allowances

- 9.1 Where in any one period a person performs approved duties as a member of more than one body, members may not claim daily more than the maxima and travelling and subsistence allowances which would be payable had all the duties been performed on behalf of only one body.

10. Submission of claims for allowances

- 10.1 Members are required by statute to submit claims in a prescribed form. In order that the correct amounts of allowances are claimed and paid, it is important that the claim forms are completed to show times of departure and return.
- 10.2 Claims for travelling and subsistence allowances should be submitted in a timely manner. Any claims submitted on a less frequent basis might result in delays in the claim being processed.
- 10.3 Members are requested to submit their claims to the Committee Team by the third day following the month end in order that payment may be made on the 20th day of that month direct to the member's bank account.

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- 10.4 Basic allowance and special responsibility allowances will be paid automatically on a monthly basis. However, a member may by giving written notice to the head of finance elect to forego any part of his entitlement to an allowance under the scheme.
- 10.5 Further assistance and advice on claims can be obtained from the head of corporate resources.

APPENDIX A – Members' allowances scheme

1.1 The Broadland District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

(1) This scheme may be cited as the Broadland District Council members' allowances scheme and commences on 1 April 2006.

(2) In this scheme except where the context requires otherwise
"councillor" means a member of the Broadland District Council who is a councillor;

"total estimated allowances" means the aggregate of the amounts estimated by the head of finance and revenue services, at the time when a payment of any allowance is made, to be payable under this scheme for the relevant year and

"year" means the 12 months ending with 31 March.

2. Basic allowance

2.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each councillor. The current basic allowances are shown at annex I.

3. Special responsibility allowances

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities that are specified in annex I to this scheme.

3.2 Subject to paragraph 6, the special responsibility allowances are shown in annex I.

3.3 In the event of one member holding more than one specified post only one special responsibility allowance, whichever is the greater sum, shall be paid.

4. Renunciation

- 4.1 A councillor may by notice in writing given to the head of finance elect to forego any part of his entitlement to an allowance under this scheme.

5. Part-year entitlements

- 5.1 The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year and 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 allowance is payable.
- 5.2 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 in relation to each of the periods:
- (1) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (2) 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 made on a pro rata daily basis with the number of days in office with the number of days in that year.
 - (3) Where the term of office of a councillor begins or ends during the year, the entitlement of the councillor to a basic allowance shall be on a pro rata basis with the number of days in office with the number of days in that year.
 - (4) Where this scheme is amended as mentioned in sub-paragraph 5.2 and the term of office of a councillor does not coincide throughout the period mentioned in sub-paragraph 5.2 (1), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) on a pro rata basis with

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the number of days in office as with the number of days in that period.

- (5) Where a councillor has during that part of, but not throughout, a year such special responsibilities as entitles him to a special responsibility allowance, that councillor's entitlement shall be on a pro rata basis of the number of days during which there has been an entitlement to a special responsibility allowance and the number of days in that year.
- (6) Where this scheme is amended as mentioned in subparagraph (2) and a councillor has during part, but does not have throughout the whole, of any period mentioned in subparagraph 5.2 (1) of that paragraph any such special responsibilities as entitle the member to a special responsibility allowance, that councillor's entitlement shall be on a pro rata basis with the number of days in that period.

6. Claims and payments

- 6.1 A claim for allowances under this scheme shall be made in a timely manner using the proforma issued by the head of corporate resources. Any claims covering a number of months could incur a delay in processing.
- 6.2 A claim for allowances shall be on the appropriate form issued by the head of corporate resources and signed to confirm that the member is entitled to make the claim.
- 6.3 In respect of travel claims, the following documentation must be provided to the payroll co-ordinator prior to payment of the claim:
- driving licence
 - V5 car registration document
 - certificate of car insurance (with business use)
 - valid MOT certificate (where applicable).

Documents to be provided as soon as details change (eg change in vehicle) or upon renewal of policies/certificates.

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Failure to provide the requisite information will result in claims not being paid.

- 6.4 (1) Payments of basic and special responsibility allowances shall be made in arrears and will be paid in equal monthly instalments on the 20th of each 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 6, he is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he is entitled.
- 6.5 **Note:** Members are reminded that in accordance with council procedure rule 19, they must sign the attendance sheet provided for that purpose when attending meetings. Failure to sign the attendance sheet might result in delays in processing claims.

Broadland District Council**Constitution****ANNEX I – Basic allowance (wef 1 April 2018)**

Subject to paragraph 6 the basic allowance is £3,675. These figures are updated annually in line with the staff pay award.

Special responsibility allowances	Per Annum
Chairman of council	£1,486
Vice-chairman of council	£742
Leader of council (no separate group leader's allowance)	£11,145
Executive member with portfolio	£5,572
Audit committee chairman	£1,116
Licensing & regulatory committee chairman	£1,116
Overview and scrutiny chairman	£1,116
Planning committee chairman	£1,857
Service improvement & efficiency committee chairman	£1,116
Standards committee chairman	£266
Standing policy panel chairman	£1,116

In the event of one member holding more than one specified post, only one special responsibility allowance, whichever is the greater sum, shall be paid.

Other allowances	Per Annum
Opposition group leaders (minimum of five members)	£105 per member

Note:

The allowance for the majority group leader has been amalgamated into the leader's special responsibility allowance (pre-supposing they are of the same political group).

No separate group leader's allowance to be paid if the leader of the council is not also the leader of his/her group.

ANNEX II – List of approved duties

Attendance at the following meetings is recognised as approved duty for the payment of travelling and subsistence allowances.

Any council, cabinet, committee or panel meeting, including informal meetings of the overview and scrutiny committee called by the chief executive.

Meetings, presentations and seminars held either with other local authorities or by outside bodies in connection with local government related issues.

Members' seminars at Thorpe Lodge.

"Fact finding" site visits arranged by the chief executive.

Courses, conferences and seminars which assist councillors in the performance of their duties and which are authorised by the chief executive.

Investigatory interviews held by the Local Government Ombudsman.

By the chairmen and vice-chairmen of all committees and sub-committees who are not already in receipt of a special responsibility allowance and the deputy leader of each political group at meetings arranged by the chief executive to discuss the contents of committee or sub-committee agenda. (This is subject to no individual being able to claim allowances for attendance at more than one such meeting for each committee or sub-committee meeting).

Meetings held with representatives of outside bodies (other than those of a commercial or political nature) and which have been approved by the chief executive.

Attendance at the annual meeting with parish and town councils by members invited by the chief executive to make a presentation.

Other approved duties to be specified in future resolutions of appointment.

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The following travel is recognised as approved duty for the payment of travelling allowances.

Travel to Thorpe Lodge and Broadland Council Training Services to:

- (a) a pre-arranged meeting of group leaders with the chief executive or chief officers;
- (b) a pre-arranged meeting of overview and scrutiny chairmen and vice-chairmen with the chief executive or deputy chief executive and
- (c) a pre-arranged meeting with the chief executive, deputy chief executive or heads of service.

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ANNEX III – Approved duties qualifying for travel and subsistence allowances

A47 Alliance

Aylsham Cittaslow Committee

Broadland Council Sports and Social Club

Broads Authority

Community Rail Norfolk including Bittern Line Partnership and Wherry Lines Partnership

Community Safety Partnership Scrutiny Panel

District Councils' Network

East of England Local Government Association

Greater Norwich Development Partnership Board

Greater Norwich Growth Board

HMP Bure Liaison Committee

Horsford Public Pits Charity

Internal Drainage Boards

LGA Mutual

Local Government Association – General Assembly

Local Government Association Strategic Aviation Special Interest Group

Norfolk Arts Forum (Executive Committee)

Norfolk Biodiversity Partnership

Norfolk Health Overview and Scrutiny Committee

Norfolk's Health & Wellbeing Board

Norfolk Joint Museums Committee

Norfolk Joint Records Committee

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Norfolk Police & Crime Panel

Norfolk Rail Policy Group

Norfolk Strategic Planning Member Forum

Norfolk Supporting People Member Champions Group

Norfolk Waste Partnership including JVC

Norfolk Water Management Partnership Strategic Forum

North Norfolk Clinical Commissioning Group Community Engagement Panel

Norwich Airport Ltd Consultative Committee

Norwich Area Museums Committee

Safer Neighbourhood Action Panels (SNAPs)

Scottow Enterprise Park Partnership Board

Youth Advisory Board

Other approved duties to be specified in future resolutions of appointment

APPENDIX B – Scale of travelling and subsistence allowances

The council has resolved to pay the following rates of travelling and subsistence allowances to councillors and co-opted members. The maximum rates payable from 1 April 2017 are as shown below:

Scale of travelling allowances**1. Travel by public transport**

- 1.1 The amount of the ordinary fare or any cheap fare available. Where more than one class of fare is available, the rate is determined by reference to first class fare or the fare actually paid, if less. Supplementary allowances are available for Pullman car or similar charges, reservation of seats deposit or portage of luggage and sleeping accommodation for an overnight journey (subject in the latter case to a reduction in any subsistence allowance for that night).

2. Travel by member's own solo motor cycle or bicycle

- 2.1 Members who travel by these methods of transport should contact the Council's payroll section who will advise the appropriate mileage rates.

3. Travel by member's own private motor vehicle

- 3.1 The council has decided generally that travel by a member's own vehicle results in a substantial saving of a member's time or is in the interests of the council or is otherwise reasonable and in these circumstances the current HMRC rates will be payable.
- (1) for the carriage of each passenger (not exceeding four) to whom a travelling allowance would otherwise be payable – 5p per mile.
 - (2) the amount incurred on tolls, ferries and parking fees, including overnight garaging.

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4. Travel by taxi cab

- 4.1 In cases of urgency or where no public transport is reasonably available, the actual fare and any reasonable gratuity paid. In any other case the rate is limited to the amount of the fare for travel by public transport.

5. Travel by hired motor vehicle

- 5.1 Unless the council otherwise determines, the rate for a hired vehicle shall not exceed that which would have been applicable had the vehicle belonged to the member who hired it.

6. Travel by air

- 6.1 The rate of 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: the ordinary fare or any available cheap fare for travel by regular air service, or; where no such service is available or in case of urgency, the fare actually paid by the member.

Scale of subsistence allowances

- 1.
- A 'daily' expenses rate up to a maximum of £20 will be paid on proof of expenditure, where the member leaves home before 6.30 am and does not return home before 8.00 pm. This will be the maximum a member can claim for any expenses (excluding travel) incurred during that day and will also cover attendance on residential courses where meals are not included.
 - Where a member leaves their home before 6.30 am or returns home after 8.00 pm they can claim reimbursement of costs up to a maximum of £10.

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-
- Members must produce receipts for expenditure incurred.
 - Reimbursement for alcohol will not be paid.
2. **Absence from usual place of residence overnight**
- 2.1 The council will pay directly reasonable hotel charges for attendance at approved conferences.
3. **Dependants' carers' allowance**
- 3.1 A dependants' carers' allowance is available where a member incurs costs (receipted) associated with arranging care for a dependent because they are required to attend meetings outside of normal working hours. This allowance will be paid at an hourly rate up to a maximum of the National Minimum Wage (NMW) hourly rate plus £3.00. It will be reviewed annually (each October) when the NMW is reviewed.

APPENDIX C – Income tax – Tax relief for expenses of office

1. General

1.1 Basic and special responsibility allowances are subject to income tax but certain expenses are eligible for tax relief.

1.2 To be eligible for tax relief the expenses must be “wholly, exclusively and necessarily incurred”.

1.3 Political expenses are not eligible for tax relief.

2. Recording expenses

2.1 Members are required to keep a record of their expenses to support their “end of the tax year” claim for relief. Weekly totals will be sufficient for minor items but a note by way of explanation should be put against any large or unusual item.

3. Expenses qualifying for tax relief

3.1 Postages

A record of the expenses incurred must be kept.

3.2 Telephones

Charges necessarily incurred in the performance of a member's duties qualify for tax relief. A record of calls made must be kept (a weekly figure being sufficient) but members should retain their telephone accounts in case the Inspector requires additional information.

3.3 Stationery expenses

Stationery expenses necessitated by council membership qualify for tax relief. A record of the amounts spent must be kept (a weekly figure being sufficient). Any large items of expenditure should be marked with details.

3.4 Journals, magazines and books

Expenditure will rank for tax relief only if the publication relates to a member's council duties and if a personal copy is considered necessary for the efficient performance thereof. Details of the publications purchased will need to be kept.

3.5 Secretarial assistance

Proof of payment for secretarial assistance will be required by HM Inspector of Taxes (except in the case of small claims for notional amounts). If payments are made to a member's spouse, the Inspector may require the production of paid cheques, etc to substantiate these payments.

3.6 Travelling

Travelling expenses in connection with a member's duties, **which are not reimbursed**, may be claimed for tax relief (eg travelling to see constituents or to parish meetings). Expenditure on public transport, etc should be entered on a record sheet with mileage travelled in the member's private car being recorded in a separate column. A record of the actual journeys travelled during each week should be kept. The expenses of running the member's car during the year will need to be established (eg licences, insurance, petrol, oil, repairs, tyres, parking and depreciation) and apportioned pro rata to the mileage travelled.

3.7 Office equipment

Office equipment used in connection with a member's duties will qualify for tax relief (eg desks, personal computers, filing cabinets). The relief should be on the basis of depreciation which may be claimed in full when the item is purchased or may be apportioned over several years. Items claimed for tax relief should be specifically identified and invoices should be retained for inspection if required.

3.8 Accommodation

Providing a room is set aside for use in connection with council business, a proportion of the expenses of accommodation will be eligible for tax relief (eg separate heating, upkeep of property, depreciation of furniture and fittings). A record of such expenditure will need to be kept and the proportion eligible for tax relief will need to be agreed with HM Inspector of Taxes.

3.9 Other items

Members may submit a claim to HM Inspector of Taxes for any other item which they consider to be expenses "wholly, exclusively and necessarily incurred" to enable the member to carry out his duties and responsibilities to his electorate. A record of any such items should be maintained.

3.10 Tax office

The tax office dealing with taxation matters for this council is Inland Revenue (Norfolk), Nelson House, Prince of Wales Road, Norwich NR1 1DR. The reference to be quoted by members in any correspondence with that office is 531/B3790.

Benefits and National insurance contributions**1. Social security benefits**

- 1.1 A member must notify his Department for Work and Pensions local office of any allowance payments received if he is claiming or receiving benefit, including income support.

2. Housing and council tax benefits

- 2.1 A member must notify his local authority housing and council tax benefit section of any allowance payments received if he is claiming or receiving housing or council tax benefit.

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3. National insurance contributions

- 3.1 When a member claims allowances, there is a requirement to deduct contributions when the monthly claim exceeds a certain amount. For most members, this limit will not be exceeded and hence no deduction will be made.
- 3.2 Married women and widows are entitled to a reduced rate of contribution provided that they have obtained a partial exemption certificate from their local Department for Work and Pensions office.
- 3.3 Members in the following categories are not liable to pay contributions:
- (1) men over age 65 and women over age 60 who have retired for National Insurance purposes;
 - (2) men over age 65 and women over age 60 who have not retired for National Insurance purposes and at age 65 (60) did not qualify for retirement pension on their own contributions;
 - (3) all men over age 70 and women over age 65.

Report to member's allowances panel

PART 6 - Members' Allowances & Approved Duties

1. Basic Allowance

- 1.1 A basic allowance per annum is automatically paid on a monthly basis to all members, which is £4,676. This is deemed to include incidental expenses such as heating, lighting, telephone, stationery and postage. No form of claim is required from the member.
- 1.2 Instead of claiming the basic allowance, members on income related benefits are entitled to claim such expenses as are wholly, exclusively and necessarily incurred in pursuance of their duties as District Councillors, up to the amount of basic allowance, regardless of excess expenditure nevertheless incurred. Such expense claims must be evidenced

2. Special Responsibility Allowance

- 2.1 In addition to the basic allowance a further payment, a Special Responsibility Allowance (SRA) is paid to members exercising special responsibilities where each payment reflects the level of responsibility. These are paid monthly. No form of claim is required from the member.
- 2.2 Special Responsibility Allowances will be paid as follows:

Tier 1 2.6 x Basic	Leader of the Council	£12,158
Tier 2 1.3 x Basic	Cabinet Members; Chairman of the Council; and Chairman of the Development Management Committee	£6,079
Tier 3 1 x Basic	Chairman of the Scrutiny Committee	£4,676
Tier 4 0.6 x Basic	Deputy Cabinet Members; Leader of the Main Opposition Group; Chairman of the Electoral Arrangements Review Committee	£2,806
Tier 5 0.3 x Basic	Chairman of the Licensing Committees; Chairman of the Standards Committee; V-Chairman of the Development Management Committee; V-Chairman of the Scrutiny Committee; V-Chairman of Council	£1,403

- 2.3 Members are permitted to claim all SRA's to which their role(s) are entitled to receive.

3. Carers' Costs

- 3.1 The Council will reimburse the costs of care for young children and other dependents if a councillor has inescapable domestic responsibilities. The period covered will be in line with the total absence for approved duties including travelling time each way. A receipt signed by the carer is required. Members are also entitled to claim in respect of up to a maximum of 8 hours per week or 2 meetings per week, whichever is the lesser for council business that relates to their work as a District councillor both in their parishes or on District Council business. This allowance should not be generally payable to members of the Councillor's family, but in exceptional circumstances there may be no alternative, and in such cases, it is delegated to the Monitoring Officer to decide if it is reasonable or not.

- 3.2 The maximum allowance is the rate of national minimum wage (aged 25 or over)

4. IT Expenses

- 4.1 Members are entitled to claim a £10 per month IT allowance, as a contribution towards any IT costs wholly and necessarily incurred to undertake their role.
- 4.2 The Council expects all members to bring their own electronic device in order to facilitate electronic working. Councillors may claim up to £60 per year to support costs incurred as a result of this approach. This may only be claimed by those members who are using their own device and not by those using a County Council owned device, or by those with exceptional circumstances who require a South Norfolk Council device.

5. Travelling Allowance

- 5.1 A member may use a car if such use results in substantial saving of time, is in the interests of the Council, or is otherwise reasonable:

Rates applicable	
Motor car	45p per mile - plus 5.0p per mile for any passengers
Motor-cycle	24p per mile
Cycling	20p per mile

- 5.2 Members are advised that, as a general rule, mileage claims should be made on the basis of a 'nearest available route' between start and finish of each journey for attendance at any approved duty. Travel should normally be claimed from the members' home address, but if for unavoidable reason this should not be possible, then the claim for mileage should only be for any additional miles incurred by virtue of a different starting place.
- 5.3 For travel by public transport, the presumption should be that members will travel standard class. Members may travel by first class where this is the same cost, or cheaper, than standard class travel.

6. Subsistence Allowance

6.1 Day Subsistence Allowance

These allowances are paid at the same rate as for officers. The rates are:

BREAKFAST (more than 4 hours away from normal place of residence before 11 am.)	£8.00
LUNCH (more than 4 hours away from normal place of residence including the lunch-time between 12 noon and 2 pm.)	£8.00
EVENING MEAL (more than 4 hours away from normal place of residence ending after 7 pm.)	£15.00

6.2 Overnight Subsistence Allowance

Absence overnight	£88
For London and the Conference of the LGA	£103

Notes:

- (a) The overnight subsistence allowance should be seen as an expected maximum allowance claimable and the amount claimed should have actually been spent. In exceptional circumstances where, as a result of the season, timing, location or period of notice it is not possible to obtain accommodation at the overnight subsistence rate, the member shall be allowed to claim the amount incurred on their accommodation. However, members should always seek to obtain the best available rate and be prepared to justify any claims made above the overnight subsistence value.
- (b) Accommodation at conferences etc is often booked by an officer and paid directly by the Council and the above limits are to apply. Officers will consult members before the arrangements are made.
- (c) If you need to book accommodation yourself, the above limits apply and must cover all expenses in any 24 hour period.
- (d) When claiming day and overnight subsistence, members must provide receipts to support the amount claimed.
- (e) In calculating the amount of subsistence the length of all approved duties (including travelling time) will be aggregated together each day and treated as if they were one approved duty.

7. Approved Duties for Payment of Travelling and Subsistence Allowances

- 7.1 Travelling and subsistence allowances at the levels set out in Sections 5 and 6 from time to time agreed by the authority will, except when a body to which the Council makes appointments or nominations agrees to make its own payment direct to the member, be paid to Councillors undertaking the following appointed duties:

7.1.1 Attending a meeting* of

- (a) the Council;
- (b) the Cabinet*;
- (c) a committee of the Cabinet*;
- (d) a meeting of a committee or sub-committee, Panel or Working Party*

*For this purpose, "meeting" means a formally constituted public meeting of the body concerned.

- (e) a pre agenda meeting with officers as a Cabinet member, chairman or vice chairman of any committee;
- (f) a meeting of some other body to which the authority makes appointments or nominations;
- (g) local authority association of which the authority is a member;
- (h) committee or sub-committee of a body to which the authority makes appointments or nominations;
- (i) Cabinet as a representative of a minority group;
- (j) Scrutiny Committee as a Cabinet member for items called in from a Cabinet decision;
- (k) Cabinet, a Committee or sub committee to raise any item on the agenda as a non-member.
- (l) which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-

committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);

7.1.2 Attendance of any meeting with and or initiated by:

- (a) The Chief Executive;
- (b) A Director;
- (c) A Head of Service
- (d) The Governance and Business Manager
- (e) The Internal Audit Consortium Manager
- (f) The Scrutiny Officer;
- (g) The Development Manager; or a Senior Planning Officer
- (h) The Planning Policy Manager

7.1.3 Where members are undertaking duties:

- (a) on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- (b) on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (c) approved by a Director in connection with discharging the duties of the authority or its committees or sub-committees.

Will be classified as an approved duty.

7.1.4 Attendance at training events for members, convened by the Council, or external training sessions / conferences authorised by the Monitoring Officer will be an approved duty.

7.1.5 In addition to the above, members of the Council who are not on the Cabinet can claim up to two visits a month to South Norfolk House to undertake Council business. Cabinet members can claim for all visits to South Norfolk House to undertake Council business.

7.1.6 Up to 12 ward-business-related return journeys to meetings to or within their ward each month.

7.1.7 Expenses incurred in participating in official duties undertaken by the Chairman or Vice Chairman and reported to Council shall, unless Council specifically disapproves, be reimbursed at the rates set out in Part 6 of this constitution.

7.1.8 In exceptional circumstances, other duties not included above can be designated as approved duties for the purposes of travelling and subsistence allowances, with prior approval from the relevant Director or Monitoring Officer.

7.2 Undertaking Duties for the Local Government Association (LGA)

7.2.1 The application of the sections on attendance allowance, travelling and subsistence for meetings of the LGA means that any member appointed to an executive panel, or task group of the LGA may claim the allowance fixed by the LGA. The claim for allowance should be made to South Norfolk Council; it will then be reclaimed from the LGA on a quarterly basis. Travelling and subsistence allowances can be claimed from South Norfolk in accordance with the Council's scheme. Any member involved in any of these activities should speak to the Monitoring Officer to ensure the correct allowances are claimed;

For the avoidance of doubt, the following are not eligible for reimbursement of travelling, subsistence and carers' allowance:

- **Attendance at political group meetings**
- **Meetings attended by a single group, with no officers present**
- **Attendance at civic receptions and Chairman's receptions**
- **Attendance at meetings of outside bodies on which members have not been appointed by the Council**
- **Visits outside of South Norfolk House that are outside of a member's own ward (e.g. Saffron)**
- **Any Social Events**

8. Renunciation

- 8.1 A Councillor may forego all or any part of his/her allowances under this scheme by giving notice to that effect to the Monitoring Officer.

9. Part year entitlements

- 9.1 On basic or special responsibility allowances where entitlements are affected by changes in membership or changes in responsibilities during the year, the entitlement is calculated by taking the proportion of days entitlement to a full year. In attendance and other allowances the sum payable is that in force on the day the duty was undertaken.

10. General

- 10.1 The basic and special responsibility allowances are paid in the current month. Travelling, conference and other expenses are paid in arrears.
- 10.2 Members are required to submit their claims by the fifth working day each month so that payment can be made to their bank/building society no later than 25th of the month.
- 10.3 Councillors who fail to submit a claim within 3 months of carrying out the duty or incurring the expense, will be deemed, automatically, to have waived their right to claim.
- 10.4 If any member is in doubt about entitlement to any item, the Payroll Manager should be consulted prior to submitting a claim.
- 10.5 Whenever a member appointed to a conference or course or is unable to attend, the Monitoring Officer must be notified of the substitute member before he/she attends the conference or course. Failure to do so will result in no payment being made.
- 10.6 Members must take full responsibility for the accuracy of claims made and sign declarations to that effect.

11. Withholding allowances

- 11.1. In certain circumstances, the council will use its powers to withhold or recover allowances from members

If you have any queries or questions or want advice on any particular points or issues, contact the Monitoring Officer.

Report to member's allowances panel

Appendix 8

[illegible]

The financial inclusion manager's statement on the treatment of councillor's allowances and benefits for working age claimants

Under current Social Security rules there are a number of benefits designed to be accessed by people of working age. These include Income Support, Jobseekers Allowance, Employment Support Allowance, Tax Credits and Housing Benefit. Current regulations govern how authorities treat allowances and expenses, which involves them accepting figures submitted according to the local scheme.

Housing Benefit in particular is administered by second tier or Unitary Authorities.

From October 17th 2018 Norwich will go live with the full Digital Universal Credit (UC) service on all new claims for any of the above benefits. This will only affect people of working age. Pensioners will be unaffected.

What this means in practise

There will be no change in the Principle that any recompense made for expenses incurred in the pursuit of duties as a Councillor 'should not be counted as earnings'. However, with the introduction of UC how this will be adjudged will become much more centralised. In effect, that decision will be taken by HMRC through the PAYE scheme and will need to be reflected within the Authorities' own systems for paying allowances and expenses.

HMRC is unlikely to challenge a local authority who submits payments under the aegis of the PAYE scheme which clearly shows an amount for expenses separately identified and treated as exempt from tax. How that figure is determined will be the remit of the Authority and the Independent Panel.

Provided it is a fair reflection of those 'expenses necessarily incurred in the carrying out of the duties of councillor' there should be no impact on UC entitlement.

People of Pension Age

While Universal Credit will only apply to those people under pension age, current rules will still apply to people of pension age. However, the above treatment will be just as useful and clear for people of pension age and will be of assistance to those transiting from working age to pension age in the future.

Leaders' Office
Norwich City Council
City Hall
Norwich
NR2 1NH

5 September 2018

Remuneration panel;

Jackie Bush
Philip Hyde
Kate Money

Dear panel members,

Thank you for convening to deliberate on the question of what element of the basic allowance can be identified exclusively as expenses incurred in the performance of a councillors' duties.

It was during my time as leader of the council in the mid 1990s that we made the decision to move away from a complicated and administratively expensive system of recording on a monthly basis the expenses of elected members (including time spent attending committees) with a basic allowance. The level at which this was fixed was set by an independent panel which became an integral part of the new arrangements. Across the country most local authorities copied the example of Norwich City Council and introduced a basic allowance system.

In Norwich, a key understanding has been that the basic allowance covers costs associated with the duties and responsibilities of being a councillor and this has been evidenced by almost no councillor seeking to subsequently claim additional individual expenses under the policy.

Indeed, within the stated policy the 'approved duties' from which claims could be made makes no reference to ward based travel, which is essential in fulfilling the community representation role of an elected member. This expense has been paid out of the basic allowance and has been understood by elected members. It is also understood that the basic allowance includes an element of the time spent in the performance of their council duties.

At a fundamental level the issue you are addressing goes to the heart of the democratic process: that those citizens, of whatever political affiliation, who wish to stand for electoral office should not be denied that opportunity because the level of remuneration to cover costs of being a councillor is inadequate.

In the centenary year of the Representation of the People's Act, 1918 the fundamental principle of all citizens, of whatever financial background, being able to serve their community as elected representatives is at the very core of our democracy.

I know the panel will be fully aware of this overarching principle.

Yours sincerely

Councillor Alan Waters, Leader,
Norwich City Council