



**Brighton & Hove
City Council**

GOVERNANCE COMMITTEE ADDENDUM

4.00PM, TUESDAY, 20 MARCH 2012

COUNCIL CHAMBER, HOVE TOWN HALL

ADDENDUM

ITEM

Page

74. REVIEW OF MEMBERS ALLOWANCES

1 – 18

Report of the Strategic Director; Resources (copy attached).

Contact Officer: Mark Wall

Tel: 29-1006

Wards Affected: All wards;

Subject:	Review of Members' Allowances		
Date of Meeting:	20 March 2012	Governance Committee	
	26 April 2012	Council	
Report of:	Independent Remuneration Panel		
Contact Officer:	Name: Mark Wall	Tel: 29-1354	
	Email: mark.wall@brighton-hove.gov.uk		
Ward(s) affected:	All		

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that the following urgent meetings of the Independent Remuneration Panel their report could not be finalised in time to meet the deadline for the despatch of the agenda papers.

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Full Council at its meeting on 15 December 2011 agreed to adopt new governance arrangements and move from the Leader and Cabinet model to a Committee System. The Council is due to consider a report in April which if approved will lead to the committee system being adopted along with a new constitution and that being effective from the Annual meeting in May, 2012.
- 1.2 The Panel has therefore been asked to consider the implications for the Special Responsibility Allowances paid to councillors with specific positions held in the new governance arrangements.

2. RECOMMENDATIONS:

- 2.1 That the Council be recommended to approve the following:
- 2.2 That the Special Responsibility Allowance for the Leader's position remain at the current level of £28,758 as outlined in paragraph 3.4 and appendix 1 to the report;
- 2.3 That the Special Responsibility Allowance for the two Deputy Leaders' positions remain at the current level of £17,254 as outlined in paragraph 3.4 and appendix 1 to the report;
- 2.4 That the Special Responsibility Allowance of £10,967 be payable to the Chairs of Committees as outlined in paragraphs 3.6 to 3.9 and appendix 1 to the report;

- 2.5 That a Special Responsibility Allowance of £8,626 be payable to the Deputy Chair of Policy & Resources (with responsibility for Finance & Resources), as outlined in paragraph 3.7 of the report;
- 2.6 That a Special Responsibility Allowance of £3,594 be payable to the Deputy Chairs of Planning and Licensing Committees, as detailed in paragraph 3.9 of the report;
- 2.7 That the Special Responsibility Allowance of £2,156 for the Deputy Chairs of Committees be payable as outlined in paragraphs 3.6 – 3.9 and appendix 1 to this report.
- 2.8 That a Special Responsibility Allowance of £2,156 be agreed for the four positions of Opposition Spokesperson as outlined in paragraph 3.10 of the report.
- 2.9 That the remaining aspects of the current Members' Allowances Scheme be retained and with the inclusion of the changes in SRA's as outlined above, (paragraphs 2.2 – 2.8) form the Members Allowances scheme 2012/13 set out at appendix 2 to take effect from 18 May 2012.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Allowances:

- 3.1 Following the Council's decision in December to move to a committee system under new governance arrangements, the need to review Members Allowances became a requirement, in order that they reflected the change in positions to be held by Members.
- 3.2 The Panel have noted the proposed committee structure and reviewed the changes that have resulted in the positions held by Members e.g. with the removal of the Cabinet and the creation of various committees. The Panel have looked at the implications of the changes for Members Allowances as a whole and determined that there was only a need to review the Special Responsibility Allowances identified within the current scheme.
- 3.3 The Panel have met with the three Group Leaders and Councillor J. Kitcat as the Cabinet Member for Finance & Central Services. The Panel were also mindful of the saving of £23k identified in the budget for the cost of allowances overall and also held a unanimous preference to keep the number of SRA's as close as possible to the recommended level of 27 for the City Council.
- 3.4 Having looked at the information the Panel felt that the Leader of the Council's allowance and those of the Deputy Leaders' remained at an appropriate level and recommend their retention of £28,758 pa and £17,254 respectively.
- 3.5 The Panel also feel that the allowances paid to the Leader of the Opposition, the Deputy Leaders of the Opposition and Leader of the Minority Group should remain unchanged at the current time (see appendix 1).

- 3.6 In looking at the change from Cabinet to Committee, the Panel have recognised that Special Responsibility Allowances would need to be attributed to the positions of Chairs and Deputy Chairs of Committees. At this time, the Panel do not feel it is possible to fully consider the implications of the change in role from a Cabinet Member to that of a Committee Chair under the new governance arrangements. However, in taking into consideration the levels of allowances paid under the previous committee system, as well as information obtained as part of its last review, the Panel have concluded it would be appropriate to recommend an SRA of £10,927 for the role of a Chair of a Committee and £2,156 for a Deputy Chair.
- 3.7 The Panel noted that within the previous schemes under a committee system, the role of Deputy Chair of P&R and Chair of Finance Sub-Committee was set at a higher level. It further noted that there was an intention to only have one Deputy Chair of P&R (with responsibility for Finance & Resources) in the new governance arrangements and in this regard concluded that an SRA of £8,626 would be appropriate.
- 3.8 The Panel noted that the role of the Planning and Licensing Committees had not altered and therefore recommend that the Chairs' SRA's should remain at their current respective levels.
- 3.9 The Panel also noted that the number of Licensing Panels had continued at a significant level. It felt that there was a need to recognise the importance of these and the benefit of having them chaired by either the Chair or Deputy Chair of the Licensing Committee should be recognised. In so doing, the Panel considered the role of the Deputy Chair of the Planning Committee and having previously taken evidence on the role of Deputy Chairs, concluded that both deputy chairs positions had a higher level of responsibility than other deputy chairs of committees, but that the current Deputy Chair of Planning was set too high. It therefore recommends that both roles should receive an SRA of £3,594.
- 3.10 The Panel were mindful of the proposed amalgamation of the Audit and Standards Committees and that until further guidance and regulations were made available, it was unclear as to whether the new committee would be chaired by a councillor or an independent member. The Panel have therefore provided for either option as part of the SRA's and the Allowances Scheme (see appendices 1 and 2).
- 3.11 The Panel also noted that the number of Overview & Scrutiny Committees had been reduced from six to two. In taking this into account and their expected increase in roles and responsibilities, the Panel felt that the respective Chairs' SRA's for the Overview & Scrutiny Committee and Health & Wellbeing Overview & Scrutiny Committee should be aligned to that of the Chair of the Licensing Committee, (see appendix 1).
- 3.12 The Panel have taken into account as part of the creation of the new committee structure, that there was likely to be greater involvement in the committee process for the Opposition Group. As such, and again in having consideration for the previous situation, the Panel believe there is a need to recognise the role of Opposition Spokesperson. It is therefore recommended that four posts be included in the list of SRA's, on the assumption that the Leader and Deputy

Leaders of the Opposition will also have responsibility as opposition spokespersons. The SRA for the role of Opposition Spokesperson is therefore recommended to be set at £2,156.

- 3.13 The Panel is always keen to ensure that its recommendations are sound, that these are in line with other authorities and that they can be justified in the face of public scrutiny. The Panel are therefore mindful that a full review should be undertaken once the new governance arrangements are in operation so that the Members Allowances Scheme can fully reflect the new structure.
- 3.14 The Panel is also aware that further consideration needs to be given to the issue of carers' allowances and wishes to discuss this with Members and appropriate officials as part of its next review. In the meantime it intended to monitor the situation and to report fully in 2013.
- 3.15 The proposed new Scheme has a total of 33 Special Responsibility Allowances but assumes there will be a number of 'double-ups' which will result in it coming into line with Members' Allowances guidance which stipulates that the number of SRA's should not exceed 50% (27) of the number of councillors on the authority.
- 3.16 The Panel propose that these recommendations be implemented from 18 May 2012, the day after the Annual Council meeting, which is in line with previous changes to the Members' Allowances Scheme.

4. CONSULTATION

- 4.1 As part of this latest review the Panel has met with the three Group Leaders and the Cabinet Member for Finance & Central Services.
- 4.2 The recommendations of the Independent Remuneration Panel are being reported to the Governance Committee where all party groups are represented, before being submitted to Full Council on 26 April 2012.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The Members' Allowances revenue budget for 2012/13 is £1,059,000.
- 5.2 The recommendations of the Independent Remuneration Panel can be accommodated within the agreed 2012/13 budget for Members' Allowances.

Finance Officer Consulted: Name Anne Silley Date: 09/03/12

Legal Implications:

- 5.3 The proposals in this report comply with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 and associated guidance.

Lawyer Consulted: Elizabeth Culbert Date: 07/03/12

Equalities Implications:

- 5.4 The recommendations explicitly seek to encourage a wider cross-section of the community to become councillors and to continue in office by breaking down the

barriers and financial disincentives which deter people from serving as elected members.

Sustainability Implications:

5.5 None arising directly from this report.

Crime & Disorder Implications:

5.6 None arising directly from this report.

Risk and Opportunity Management Implications:

5.7 None arising directly from this report.

Public Health Implications:

5.8 None arising directly from this report.

Corporate / Citywide Implications:

5.9 None arising directly from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed Special Responsibility Allowances
2. Proposed Members Allowances Scheme 2012

Documents in Members' Rooms

None

Background Documents

1. Members Allowances Scheme 2011

Special Responsibility Allowances

Responsibility	SRA (£)
Leader of the Council	28,758
Deputy Leader of the Council (x2)	17,254
Chairs of Committees	
Policy & Resources	10,927
Adult Care & Health	10,927
Children & Young People	10,927
Economic Development & Culture	10,927
Environment & Sustainability	10,927
Housing	10,927
Transport	10,927
Chairs of Regulatory Committees	
Planning	10,927
Licensing (dual role)	8,626
Audit & Standards	8,626
Chairs of Overview & Scrutiny Committees	
Overview & Scrutiny	8,626
Health & Wellbeing OSC	8,626
Deputy Chairs of Committees	
Policy & Resources (with responsibility for Finance & Resources)	8,626
Adult Care & Health	2,156
Children & Young People	2,156
Economic Development & Culture	2,156
Environment & Sustainability	2,156
Housing	2,156
Transport	2,156
Deputy Chairs of Regulatory Committees	
Planning	3,594
Licensing (dual role)	3,594
Audit & Standards	2,156
Other positions of additional responsibility	
Leader of the Opposition Group	13,803
Deputy Leader of the Opposition Group (x2 max)	7,188
Opposition Spokesperson (x4)	2,156
Leader of the Minority Group	7,188

BRIGHTON & HOVE CITY COUNCIL

MEMBERS' ALLOWANCES SCHEME

The Brighton & Hove City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following Scheme:

1. This Scheme may be cited as the Brighton & Hove City Council Members' Allowances Scheme 2012 and shall have effect on and from 18 May 2012 unless stated otherwise.
2. In this Scheme,
 - “the council” means Brighton & Hove City Council;
 - “councillor” means a Member of the Brighton & Hove City Council who is a councillor;
 - “co-opted member” means a member of a committee or sub-committee of the council who is not a member of the authority;
 - “total estimated allowances” means the aggregate of the amounts estimated by the Responsible Finance Officer, at a time when a payment of Basic Allowance or Special Responsibility Allowance is made, to be payable under this Scheme in relation to the relevant year, and for this purpose any election under paragraph 11 shall be disregarded;
 - “year” means the 12 months ending with 31 March.
3. **Basic Allowance**
 - 3.1 Subject to paragraphs 10 and 11, for each year a Basic Allowance of £11,463 shall be paid to each councillor.
4. **Special Responsibility Allowances**
 - 4.1 For each year a Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the council that are specified in Schedule 1 to this Scheme. These payments came into effect on and from 18 May 2012.
 - 4.2 Where a councillor holds more than one position of responsibility, only one Special Responsibility Allowance shall be paid, such an allowance being the higher or highest of the relevant allowances.
 - 4.3 Subject to paragraph 11 and 12, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
5. **Attendance Allowance**
 - 5.1 No Attendance Allowance shall be payable.

6. Travel, Subsistence and Dependants' Carers Allowances

6.1 Travel, Subsistence and Dependants' Carers' Allowances shall be paid to councillors and co-opted members in accordance with Schedule 2 to the Scheme.

7. Pensions

7.1 All eligible members of the Council may elect to join the Local Government Pension Scheme (LGPS) with effect from the first day of the month following the Council's receipt of the pensions option form.

7.2 Where members elect to join the Scheme, both the Basic Allowance and any Special Responsibility Allowance to which they may be entitled or may become entitled, shall be treated as amounts in respect of which a pension is payable.

7.3 The Local Government Pension Scheme and the Discretionary Compensation (Local Authority Members in England) Regulations 2003 shall apply to members who elect to join the LGPS.

8. Co-optee's Allowance

8.1 For each year a Co-optee's Allowance shall be paid to the Chairman of the Audit & Standards Committee provided the post is held by an Independent Member.

8.2 For each year a Co-optee's Allowance shall be paid to the Deputy Chairman of the Audit & Standards Committee provided the post is held by an Independent Member.

9. Withholding of allowances

9.1 Where payment of any allowance is due or has already been made in respect of any period during which the member concerned is

(a) suspended or partially suspended from his/her responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000, or regulations made under that Part; or

(b) ceases to be a member of the authority; or

(c) is in any other way not entitled to receive the allowance in respect of that period,

the authority may withhold the payment of an allowance for that period or, as the case may be, require that such part of the allowance already paid as relates to any such period be repaid to the authority.

9.2 The term "member" in this paragraph covers both councillors and co-opted members

9.3 Decisions as to the withholding or repayment of allowances under the above provisions shall be taken by the Standards (Local Determinations) Hearing Panel.

10. **Renunciation**

- 10.1 A councillor or a co-opted member may by notice in writing given to the Responsible Finance Officer elect to forego any part of his/her entitlement to an allowance under this Scheme.

11. **Part-Year Entitlement**

- 11.1 Subject to paragraph 11.7, 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, 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.

- 11.2 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:

- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
- (b) 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 to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- 11.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

- 11.4 Where the Scheme is amended as mentioned in sub-paragraph 11.2, and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph 11.2(a), 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) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.

- 11.5 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

- 11.6 Where this Scheme is amended as mentioned in sub-paragraph 11.2, and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 11.2(a) of that paragraph any special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- 11.7 The provisions of this paragraph, subject to necessary modifications, shall apply to Co-optees' Allowances as if the reference to a "member" included a co-opted member.

12. Claims and Payments

- 12.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to sub-paragraph 11.2, in instalments of one-twelfth of the amount specified in this Scheme on the last day of each month (or the last working day before that day if it is not a working day).
- 12.2 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 11.6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- 12.3 The provisions of this paragraph shall apply to Co-optees' Allowances in the same way as they apply to Basic and Special Responsibility Allowances.

This Scheme was approved by Full Council at its meeting on 26 April 2012 and takes effect from 18 May 2012 unless stated otherwise.

SCHEDULE 1

Special Responsibility Allowances

Responsibility	SRA (£)
Leader of the Council	28,758
Deputy Leader of the Council (x2)	17,254
Chairs of Committees	
Policy & Resources	10,927
Adult Care & Health	10,927
Children & Young People	10,927
Economic Development & Culture	10,927
Environment & Sustainability	10,927
Housing	10,927
Transport	10,927
Chairs of Regulatory Committees	
Planning	10,927
Licensing (dual role)	8,626
Audit & Standards	8,626
Chairs of Overview & Scrutiny Committees	
Overview & Scrutiny	8,626
Health & Wellbeing OSC	8,626
Deputy Chairs of Committees	
Policy & Resources (with responsibility for Finance & Resources)	8,626
Adult Care & Health	2,156
Children & Young People	2,156
Economic Development & Culture	2,156
Environment & Sustainability	2,156
Housing	2,156
Transport	2,156
Deputy Chairs of Regulatory Committees	
Planning	3,594
Licensing (dual role)	3,594
Audit & Standards	2,156
Other positions of additional responsibility	
Leader of the Opposition Group	13,803
Deputy Leader of the Opposition Group (x2 max)	7,188
Opposition Spokesperson (x4)	2,156
Leader of the Minority Group	7,188

Note :

- The payment of allowances to the Leadership shall apply as follows:
 - the Leader of the Council and two Deputy Leaders, or
 - The Leader of the Council and one Deputy Leader
- A maximum of two Deputy Leaders of the Opposition have been included in the Members' Allowances Scheme
- The remits and responsibilities of the Chairs of the two Overview & Scrutiny Committees may change without requiring amendment to the Members' Allowances Scheme.
- Where a councillor holds more than one position of Special Responsibility, only one Special Responsibility Allowance shall be paid and this is the higher or the highest of the relevant allowances.

Co-optee's Allowances

Chairman

Independent Chairman of Audit & Standards Committee	4,313
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Deputy Chairman

Independent Deputy Chairman of Audit & Standards Committee (if the post is held by an independent member)	548
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Special Responsibility Allowances and Co-optees' Allowances are payable from 18 May 2012.

SCHEDULE 2

Approved Duties

Brighton & Hove City Council specifies the following as approved duties for the purpose of the payment of Travel, Subsistence and Dependants' Carers' Allowances.

1. Attendance at :
 - (a) The council, or any of its committees and sub-committees.
 - (b) The bodies to which the council makes appointments or nominations at either Annual Council or Policy & Resources Committee including any committee or sub-committee of such a body.
 - (c) The following meetings, the holding of which is authorised by the council, or any of its committees or sub-committees, or by any joint committee (or sub-committee thereof) of the council and any other authority, provided that it is a meeting to which councillors of at least two political groups of the council have been invited:
 - i) Meetings of the council's formally established consultative fora and partnerships, scrutiny review panels and select committees.
 - ii) Meetings with outside bodies in pursuit of economic development objectives which have been authorised by the council, or any of its committees or sub-committees.
 - iii) Councillors' tours of the authority's area which have been authorised by the council, or any of its committees or sub-committees.
 - iv) Internal training sessions organised and facilitated by officers of the council for the induction of councillors or for the better performance of their duties and responsibilities or to enable better understanding of the council's functions.
2. The following meetings of associations of authorities of which this authority is a member:

The Local Government Association and its committees
3. Any other duty, or class of duty approved by any committee, or officer of the council acting under delegated powers, such duty or class of duty to be for the purposes of or in connection with the discharge of the functions of the council, or its committees or sub-committees.

Payments in respect of the above approved duties shall be paid in accordance with the following rates:

A. Travel and Subsistence Allowance

Public Transport

Actual standard class rail fares (first class travel will only be reimbursed with prior agreement where councillors have to work on the journey).

Long distance travel undertaken by car will be reimbursed at the rail fare rate where this is a cheaper option.

Councillors purchasing their own rail tickets should provide their receipt or ticket when claiming reimbursement.

For local travel councillors may choose:

Either

- (a) an annual saver ticket valid for Brighton & Hove buses where bus fares would otherwise be payable (bus travel is free for those aged 60 and over travelling after 9.00am and the disabled),

Or

- (b) a combination of reimbursement of cycle mileage and (ticketed) bus travel

Or

- (c) reimbursement of cycle mileage and passes to the Lanes and Hove Town Hall Car Parks

Mileage Allowances

Motor mileage for attendance at approved council duties is payable for travel **outside** the city boundaries only, except in exceptional circumstances where the use of taxis/personal transport shall be permitted with the agreement of the Monitoring Officer for example by Members who have a disability or injury, or former mayors undertaking mayoral duties on behalf of the Mayor. Taxis may also be claimed in cases of urgency, meetings outside normal working hours (8.30am-6.30pm) or where there is no public transport available. Receipts must be provided. Motor mileage within the city's boundaries is deemed to be covered by the Basic Allowance.

All mileage is paid at Inland Revenue advisory rates and these will automatically be updated by the council to reflect any changes the Inland Revenue introduces. The current rates are -

Cars	45p per mile
Supplement for Passengers	5p per mile for each official passenger, up to a maximum of 4 passengers
Motor Cycle Allowance	24p per mile
Cycle Allowance	20p per mile

In addition, those Members opting for either (b) or (c) above may also take advantage of either the council's Bike Loan Scheme or the new Tax-free Bike Scheme and they will have access to the showering and secure lock-up facilities at three sites across the city.

Day Subsistence

Subsistence for approved council duties is payable for attendances **outside** the city boundaries only, except in exceptional circumstances. Where refreshments are not provided, subsistence costs within the city's boundaries are deemed to be covered by the Basic Allowance. Where claims can be made, eligibility is based on the time of day meals are taken and time away from home, as follows: -

Breakfast allowance	-	more than four hours' absence before 11.00am	£6.50
Lunch allowance	-	more than four hours' absence including 12 noon – 2.00pm	£8.50
Tea allowance	-	more than four hours' absence including 3.00pm – 6.00pm	£3.50
Evening Meal allowance	-	more than four hours' absence ending after 7.00pm	£15.00

Receipts should be provided for all subsistence claimed.

Overnight Subsistence

Where an overnight stay is required, overnight subsistence may be claimed up to a maximum of:

London/Conference Rate	not exceeding	£114.00
Standard Rate	not exceeding	£100.00

The above sums are for all subsistence received over a 24-hour period.

Meals on Trains

When main meals are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below. Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by four hours in respect of each meal taken.

The limitations on reimbursement are:

- (i) Absence of more than four but not more than eight hours, the cost of one main meal.
- (ii) Absence of more than eight hours but not more than 12 hours, the cost of two main meals.
- (iii) Absence of more than 12 hours, the cost of three main meals.

Where the cost of meals taken on trains is reimbursed, the rate of day subsistence for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by 4 hours in respect of each meal taken.

NOTE:

1. The council will not reimburse the cost of any alcohol purchased.
2. With effect from 1 September 2007 motor mileage within the authority's boundaries can only be claimed in exceptional circumstances and councillors should either use the bus or cycle within the city.
3. With effect from 1 September 2007 subsistence within the authority's boundaries can only be claimed in exceptional circumstances.

Car mileage rates were revised from 1 April 2011. All other travel and subsistence rates apply from 28 November 2003 and these have been re-affirmed by Full Council on 21 October 2011.

B. Dependants' Carers' Allowance

Dependants' Carers' Allowance (for children and adult dependants) may be paid retrospectively to either councillor or care provider when a councillor attends any of the approved duties identified in Schedule 2 to this Scheme and incurs costs for care provision.

This claims-based scheme is subject to tax and national insurance deductions at personal rates (liability falling to whoever receives the payment).

Childcare

Eligible councillors may claim no more than the actual amount paid for childcare provision, up to a maximum of £7.00 per hour for a single child, or up to a total of £9.00 per hour for two or more children, provided the appropriate form is completed and the relevant receipts are attached.

Up to a total of one hour travelling time may be added to the claim (where applicable) to enable the councillor to travel to and from meetings, provided the child/children remain with the carer for the duration.

Childcare costs may be claimed for children until the Saturday following the 1 September after their 15th birthday in line with the government's eligibility criteria for Working Tax Credits.

The restriction on the use of household members for caring (family and otherwise) applies as a matter of good practice in line with other local authorities.

The minimum age for any carer should be 18 years.

The annual cap for childcare is set at £1,200 pa per councillor.

Dependant Care

This allowance is payable for both children with severe disabilities and also dependent adult relatives living in the councillor's home and for whom the councillor is directly responsible. It applies to the care of dependants on social or medical grounds.

Eligible councillors may claim no more than the actual amount paid for specialist dependant care up to a maximum of £7.50 per hour, provided the appropriate form is completed and the relevant receipts are attached.

Up to a total of one hour travelling time may be added to the claim (where applicable) to enable the councillor to travel to and from meetings, provided the dependant remains with the carer for the duration.

The minimum age for any carer should be 18 years.

The annual cap for dependant care is set at £1,200 pa per councillor.

The Dependants' Carers' Allowance was revised at Full Council on 20 October 2011.

SCHEDULE 3

Other Allowances

NB These allowances which do not form part of the Members' Allowances Scheme are included here for information only :

Mayoral Allowances

Mayor's Allowance for 2012/13 £12,572 pa

Deputy Mayor's Allowance for 2012/13 £3,518 pa

The Mayoral Allowances were approved by Full Council on 28 April 2005 and have been uplifted by inflation each year since, following the recommendations of the Independent Remuneration Panel.

Payments to Former Mayors £35 per
duty

This is currently a flat rate allowance which is not subject to inflationary increases, although it is subject to further review as required by the Independent Remuneration Panel.

Independent Remuneration Panel

Members of the Independent Remuneration Panel (5) £528 pa each