



Part 6 - Members' Allowances & other Related Expenditure

Members' Allowances Scheme

The Scheme is made under the Local Authorities (Member Allowances) (England) Regulations 2003 and the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003.

1. Introduction

- 1.1 The Scheme is in accordance with the recommendations made by the Independent Remuneration Panel which was considered by full Council on 10th December 2008.
- 1.2 The payment allowances is regulated by the following:
 - (a) The Local Authorities (Members' Allowances) (England) Regulations 2003.
 - (b) The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations.
 - (c) The Local Government Act 2000 ("the 2000 Act").
 - (d) The Local Government Act 1972 ("the 1972 Act").
- 1.3 The Council's Members' Allowances Scheme has also been prepared having regard to the Joint Local Authority Associations' guidance note on Members' Allowances. That note recommends that allowances should be paid having regard to day session rates originally based on the average non-manual Local Government worker rate.
- 1.4 The calculation of allowances is, therefore, based on the day session rate which is updated annually, based on the national pay award to Council staff.
- 1.5 The Council has agreed that on 1 July in each following year, basic, and special responsibility allowances payments should be up-rated automatically using the day session rate, as shown in Schedule 2.
- 1.6 The Council is required to publicise its scheme as soon as possible after it has been made or amended, by making sure that copies of the scheme are available for inspection by members of the public, and publishing a notice in one or more local newspapers. In addition, as soon as possible after the end of each municipal year, arrangements must be made for the publication of the total sum paid to each member in that year.

1.7 The Council's Members' Allowances Scheme was drawn up having regard to the recommendations of an Independent Remuneration Panel. Copies of the Panel's recommendations and the Scheme are held by the Corporate Director, Corporate Performance, and are open to inspection on request.

1.8 The essential elements of the Council's Scheme are explained below.

2. **Basic Allowance**

2.1 Basic Allowance is the same for each Member and is intended to recognise the time devoted by all Members to their work in their representational and community leadership role, including such inevitable calls on their time as formal and informal meetings and visits in their wards with constituents and other local interests; meetings of the Council, Scrutiny Committees, regulatory and appeals boards, other quasi-judicial bodies, Standards Committee and other joint bodies and joint committees; training and development initiatives; and also to cover incidental costs for which other provision is not made.

2.2 The Council has decided that, in accordance with the recommendations of the Independent Remuneration Panel, basic allowance has been determined as 78 sessions per Member. Basic allowance will be paid monthly, on or near the 15th day in the month.

3. **Basic Supplement**

3.1 Basic supplement is paid to all Councillors in recognition of expenses incurred in carrying out their duties within the Wakefield Metropolitan District, including work within their wards and attending meetings throughout the District, and in Wakefield. These expenses will be predominantly for travel, but also cover telephone calls and some expenses incurred in running an office at home. With effect from 16th May 2008 the Basic Supplement is on a stepped basis of £707 to £804, on the basis of distance of wards to Wakefield Centre, and future annual increases should be linked to the fuel allowances for council workers.

4. **Special Responsibility Allowance**

Within the political management of the local authority, there are certain extra duties and responsibilities additional to those of a ward Councillor which a number of Members are required to undertake. The Council has decided that these extra duties and responsibilities should be recognised by the payment of a special responsibility allowance. The Council has decided that special responsibility allowance by reference to day sessions should be paid as set out in paragraph 6.2 of the Council's Scheme (Schedule 1). Like the Basic Allowance, Special Responsibility Allowance will be paid monthly, on or near the 15th day in the month.

5. **Childcare and Dependants' Carers' Allowances**

5.1 Details of the Childcare and Dependants' Carers' Allowances scheme is attached at Schedule 3.

6. **Financial Loss Allowance**

6.1 A Member of a Local Authority Committee or Sub-Committee (whether voting or not) who is not a Member of the parent authority is eligible for financial loss allowance. (See Schedule 2 for rates).

6.2 The allowance is payable in respect of the financial loss or the additional expenditure (other than travelling and subsistence) necessarily incurred in carrying out an approved duty as defined in paragraph 10(3) (i), (ii) and (iii) of the Council's Scheme.

6.3 It should be noted that claims for financial loss allowance cannot exceed the amount of loss of earnings or additional expense. A financial loss allowance is not a flat rate allowance irrespective of the loss or expense actually incurred and where the loss or expense is smaller than the maximum allowance fixed by legislation, then only the smaller figure can be claimed.

7. Pensions

7.1 All Members shall be entitled to access to the Local Government Pension Scheme, made under Section 7 of the Superannuation Act 1972.

7.2 Both the Special Responsibility Allowance and Basic Allowance (less travel/ telephone addition) shall be treated as amounts in respect of which such pensions are payable in accordance with the pension scheme referred to above.

8. Travelling Allowance

8.1 **ALL CLAIMS MUST BE SUPPORTED BY RECEIPTS/PROOF OF ACTUAL EXPENDITURE INCURRED.**

8.2 Travelling allowances shall only be payable in respect of duties performed outside of the District, where expenditure on travelling is necessarily incurred by a Member for the purpose of enabling to perform any approved duty as a Member of the Council or any other body specified in paragraph 10(3) (i), (ii) and (iii) of the Council's Scheme. No claim can be made by a Member if he/she travels as a passenger in the vehicle of another Member or Officer.

8.3 Claims for the payment of travelling allowances are governed by the following:

(a) Payments to be made in respect of travelling and subsistence allowances will be in accordance with the rates laid down under the 1972 Act.

(b) Travel by public transport. The amount of ordinary or any available cheap fare, plus any expenditure incurred on Pullman Car supplements, reservation of seats, deposits or portage of luggage and on sleeping accommodation engaged for an overnight journey may be claimed.

(c) Travel by taxi cab:

(i) Where used in cases of infirmity or where no public service is reasonably available, the amount of the fare, plus any reasonable gratuity paid, may be claimed.

(ii) When used in other cases the amount of the fare for travel by appropriate public transport may be claimed.

(d) Travel by a Member's own private motor vehicle, by a hired motor vehicle (other than a taxi cab), or by bicycle.

To ensure the most efficient use of resources, Members travelling to the same destinations should, as a matter of course, share cars. Any exceptions to this must be subject to the prior approval of the Corporate Director (Corporate Performance). The rates of allowance are set out in Schedule 2.

- (e) The rates specified in Schedule 2 are increased by not more than the amount of any expenditure incurred on tolls, ferries, or parking fees, garaging etc.
 - (f) The normal rate claimed (according to the engine capacity of the vehicle) will be applicable only to journeys of up to a maximum of 100 miles in each direction. Thereafter the normal rates will continue to be payable where one or more official passengers are carried. Where no official passengers are carried, the balance of mileage will be paid at the lowest rate for that type of vehicle.
 - (g) In the case of travel by private motor vehicle, claims shall be restricted to the mileage by the most direct route unless a deviation from results in a substantial saving in a Member's time, in which case full details of the additional mileage are to be entered on the relevant claim form. In order to enable the accuracy of journeys for which claims are made to be verified, Members should record full details of each journey, separately on their claim form. This is particularly relevant where Members make more than one journey as part of a claim, or travel to pick up/drop off another Member(s) and/or Officer(s). Members using their private motor vehicles on approved duty must record on their official claim form full particulars of and reasons for all the journeys.
 - (h) The rate for travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving financial loss allowance and subsistence allowance consequent on travel by air. This is always provided 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:
 - (i) The ordinary fare or any available cheap fare for travel by regular air service, or
 - (ii) where no such service is available, or in case of urgency, the fare actually paid by the Member.
- 8.4 All Members of the Council will travel by standard class rail. Members Services staff will purchase travel tickets on-line which will be available for collection the following working day. In exceptional circumstances e.g. where travelling time needs to be utilised for meeting preparation, briefings etc, first class travel may be permissible at the discretion of the Chief Executive.
- 8.5 No allowances by way of travelling, other than those specifically referred to above shall be paid, except on authorisation of the Chief Executive in consultation with the appropriate Cabinet Member.
- 8.6 Members of the Council are covered against personal accident whilst engaged on the business of the Council.

NOTE: Use by Members of their own Private Cars - Council Business Insurance

It is the responsibility of individual Members to ensure that their motor insurance policy provides cover whilst their private car is being driven on Council business. This applies whether or not the Member is in receipt of an allowance for that particular journey.

Members should advise their own Insurers/Broker that their vehicle may be used on Council business. Insurers may charge an additional premium for such use.

The receipt of car mileage allowance will not usually be construed as "use for hire or reward" and thus invalidate a private car policy. Again, Members should also seek advice from their Insurers/Broker in this respect.

9. Subsistence Allowance

Subsistence Allowance should not be viewed as an "allowance" which could be claimed whether or not expenditure had been incurred, but as reimbursement of actual expenditure incurred.

9.1 ALL CLAIMS MUST BE SUPPORTED BY RECEIPTS/PROOF OF ACTUAL EXPENDITURE INCURRED.

9.2 Subsistence allowance is only payable in the case of duties performed outside of the District, where expenditure on subsistence is necessarily incurred by a Member for the purpose of enabling him/her to perform any approved duty as a Member of the Council or any other body specified in paragraph 10(3) (i), (ii) and (iii) of the Council's Scheme.

9.3 Reimbursement of actual expenditure incurred is payable within the subsistence allowance limits set out in Schedule 2.

9.4 The overnight subsistence allowance shall be deemed to include the case of a Member who has been necessarily detained away from home overnight on Council business although the time is less than 24 hours.

9.5 If the railway facilities available reasonably enable a Member to travel to and from the place where the conference or meeting is held on the first and last days respectively of such conference or meeting, no allowance shall be payable in respect of any period beyond that covered by the official dates of the conference, seminar, or meeting. Any cases of doubt shall be referred to the Corporate Director (Corporate Performance) whose decision shall be final. As a guideline of what constitutes reasonable in this case, a home departure of around 07.00 hours would be deemed acceptable. Similarly, if a Member was travelling by car, a journey time of one and a half hours would be considered reasonable and not necessitate an overnight stay on the preceding night.

9.6 Where meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT) will be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal replaces the entitlement to the day subsistence allowance for the appropriate period.

9.7 When a Member is away from home overnight on Council business, he/she may claim an advance on subsistence allowance of up to £50. The advance will be recovered from the next payment of allowances made to the Member.

- 9.8 Subsistence allowance abroad will be payable at the London rate, where applicable.
- 9.9 Subsistence allowance payments for meetings outside the authority are not subject to tax and N.I. deductions. Travel and subsistence claims in respect of duties performed on behalf of Wakefield MDC should be made on the appropriate form available from the Corporate Director (Corporate Performance), and will be paid through the payroll system.

10. Conferences and Seminars

- 10.1 Allowances for travelling, and subsistence in relation to conferences and seminars outside the District, are subject to the same rules as for ordinary travelling and subsistence allowances.
- 10.2 All conference attendance will require prior approval by the Leader/Cabinet (for Executive functions) and be the subject of report back.
- 10.3 Member attendance at seminars is delegated to the Portfolio Holder for Corporate Services subject to report back.

11. West Yorkshire Joint Authorities

Members serving on the Metropolitan Joint Authorities dealing with Police, Fire and Civil Defence and Passenger Transport should claim allowances from those bodies and not from the District Council.

12. Local Government Association

Payment of travelling and subsistence allowances for LGA meetings will be met by the Council, and is subject to the same conditions as set out in sections 5 and 6 above.

13. General Requirements

- 13.1 The following general requirements shall apply in relation to claims:
- (a) That every Member (whether voting or not) who desires to claim any payments by way of the allowances referred to in these notes shall complete an application on the form provided.
 - (b) That records of all payments made to Members (whether voting or not) shall be compiled indicating the amount paid to each Member and the heads under which they are paid and that such record shall be open to inspection at all reasonable hours by any Local Government Elector for the administrative area.
 - (c) Members must sign the official record of attendance at meetings to support a claim.
 - (d) Amounts claimed for incidental expenses, including taxis, must be set out in detail and be supported by the receipts/proof of actual expenditure incurred.
 - (e) Eligibility for any claims for allowances cannot be granted retrospectively.
 - (f) Claims for all allowances under this scheme shall be made in writing within two months of performance of the duty in respect of which the entitlement to the allowance arises.

13.2 It is recognised that there are a number of circumstances where it really is not possible or practicable to obtain proof of actual expenditure. For instance, parking meter fees, tube tickets purchased on the spot rather than as part of a through rail warrant, small snacks/tea/coffee between meals etc. To assist in such situations, where duties cover a 24 hour period or part thereof, up to £7.00 of non-receipted expenditure (within the maximum level of subsistence claimable for that period) may be claimed, providing that an itemised list of that expenditure is submitted to support the claim. Further advice can be gained from the Corporate Director (Corporate Performance).

14. **Telephone Accounts**

14.1 No reimbursement shall be made in respect of telephones.

15. **Mobile Telephones and Blackberry's**

15.1 Mobile telephones and Blackberry's can be made available on the authority of the appropriate Corporate Director.

15.2 Mobile telephones for the Controlling Group Officers and other Members can be made available on the authority of the Chief Executive.

15.3 The Inland Revenue has given a taxation dispensation for authorised mobile telephone users, on the basis that the cost of private calls, plus VAT, is reimbursed by the Member concerned.

15.4 Authorised mobile phone users are required to confirm their acceptance of these terms and conditions by signing an agreement to that effect. The purpose is to demonstrate to the Inland Revenue that the Council is controlling the use of the equipment and also to ensure tax compliance.

15.5 Itemised bills are sent to authorised mobile telephone users on a regular basis. It is their responsibility to identify personal calls and to make the appropriate payment promptly via the Members Support Section.

16. **Income Tax**

16.1 Basic and special responsibility allowances and certain elements of travel and subsistence allowances are regarded as taxable.

16.2 Income tax will be deducted from taxable payments in accordance with the instructions received from our local tax office. If Members have any queries regarding the taxation of their allowances they should contact the Council's tax office in Leeds quoting tax reference 567 E6525; their number is 0845 7143143.

17. **National Insurance Contributions**

17.1 National Insurance (NI) will be deducted from your allowances in accordance with the National Insurance Contribution regulations.

17.2 If a Member has more than one employment, and expects to pay NI on combined earnings of more than £3656.00 per month (6 April 2010) throughout the tax year, they may be paying too much NI. Advice on this matter can be obtained from the National Insurance Contributions Office and their helpline number is 08459 3021479.

17.3 Some married women and widows have the right to pay NI at a reduce rate. A valid "Certification of Election" must be obtained from the Member's local Benefits Agency Office before the Authority can apply the reduced rate.

17.4 A Member who is over pension age does not have to pay NI contributions. A "Certificate of Age Exception" must be obtained from the Members local Benefits Agency Office before the Authority can cease deducting NI.

18. **Sick Pay**

18.1 For sick pay purposes basic and special responsibility allowances count as earnings and are therefore subject to deductions of NI.

18.2 As a result, a Member absent due to sickness may be entitled to payment of Statutory Sick Pay (SSP) from the Authority or Incapacity Benefit from the Benefits Agency.

18.3 SSP is payable for up to 28 weeks of sickness in any one period, after which normal state benefits apply.

18.4 In order to qualify for payments of SSP sickness must last for 4 consecutive days of more.

18.5 There are a number of exclusions that apply to the payment of SSP. If any of these exclusions apply a form SSP1 will be issued to the Member.

18.6 If SSP is not payable it may still be possible for the Member to claim Incapacity Benefit from the Benefits Agency. Eligibility will usually depend on the level of NI contributions paid during the "benefit year".

18.7 Should you be sick therefore:

- (a) Members should notify the Authority, preferably by telephone on the first day they are sick, and indicate when they are likely to be fit to resume duty.
- (b) A Doctor's note should be provided for any absence which exceeds 7 calendar days.
- (c) Receipt of SSP or Incapacity Benefit may affect the right to receive other benefits. Members are advised to contact the Corporate Director (Corporate Performance) for guidance should any difficulties arise through sickness absence.

19 **Social Security Benefits**

Due to the complexity of the current system, any Member wishing to claim benefits should seek advice from their local Benefits Agency Office.

Schedule 1 – Members' Allowances Scheme

Members' Allowances Scheme to have effect from 11 December 2008

The City of Wakefield Metropolitan District Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended hereby makes the following scheme:

1. This scheme may be cited as the City of Wakefield Metropolitan District Council Members' Allowances Scheme.
2. In this scheme:

"Councillor" means a Member of the City of Wakefield Metropolitan District Council who is a Councillor;

"year" means the 12 months ending with 31 March.
3. The Council has determined that this scheme should be prepared in accordance with a guidance note on Members' Allowances prepared by the Joint Local Authority Associations. That guidance urges local authorities to develop schemes by way of three key steps:
 - (1) Determine that allowances should be paid in relation to a particular benchmark, with the recommended benchmark being the national median white collar wage which is advised from time to time by the Local Government Association.
 - (2) Determine, by reference to this benchmark, the financial value of a "day session".
 - (3) Build a job description for each Councillor by allocating day sessions in line with each Councillor's broad and specific responsibilities.
4. The day session rate which is used for the purpose of calculation of basic allowances payments means the day session rate shall be increased by using an index approved by the Council. (The Council has agreed that, with effect from 1 July 2007 and on 1 July in each following year, basic and special responsibility allowances should be up rated automatically using the pay award to Council staff).
5. **Basic Allowance**

Subject to paragraph 8 & 9, for each year a basic allowance of 78 day sessions is paid to each Councillor.
6. **Special Responsibility Allowance**
 - 6.1 Subject to paragraph 8 & 9, 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 paragraph 6.2 below.

6.2 Special Responsibility Allowance 01.07.10

Position	Annual Amount
Leader of the Council	33519.07
Deputy Leader & Regeneration and Economic Growth	17534.12
Cabinet Members	
Adults and Health	13168.26
Children & Young People	13168.26
Culture, Sport and Libraries	13168.26
Environment and Communities	13168.26
Corporate Performance	13168.26
Cabinet Assistants	
Skills and Worklessness	8802.27
Health Inequality	8802.27
School Transformation	8802.27
Tourism	8802.27
Carbon Reduction and Waste Management PFI	8802.27
Human Resources and Staffing	8802.27
Chair of Overview & Scrutiny Committees	
Community Safety	8802.27
Lifelong Learning	8802.27
Corporate Performance	8802.27
Skills, Enterprise and Work	8802.27
Social Care & Health	8802.27
Opposition Leader	6654.49
Committees	
Planning & Highways - Chair	8802.27
Planning & Highways Committee – Deputy Chair	2957.52
Regulatory & Appeals - Chair	8802.27
Regulatory & Appeals – Deputy Chair	2957.52
Licensing and Regulatory Committee - Chair	8802.27
Licensing Sub Committee 1 - Chair	8802.27
Licensing Sub Committee 2 - Chair	8802.27
Licensing Sub Committee 3 - Chair	8802.27
Standards - Chair	8802.27
Audit - Chair	8481.88
Regulatory Boards	
Appeals & Awards - Chair	2957.52
Town & Parish Council Liaison Group	
Chair	2957.52
Basic Allowance	10985.20
West Yorkshire - Chair (Vacant)	2928.24

7. Renunciation

A Councillor, may, by notice in writing given to the Corporate Director (Corporate Performance), elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 The provision 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.
- 8.2 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 the days in the period bears to the number of days in the year.
- 8.3 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/her term of office subsists bears to the number of days in that year.
- 8.4 Where this scheme is amended as mentioned in paragraph 8.2, and the term of office of a Councillor does not subsist throughout the period mentioned in subparagraph 8.2(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/her term of office as a Councillor subsists bears to the number of days in that period.
- 8.5 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/she has such special responsibilities bears to the number of days in that year.
- 8.6 Where this scheme is amended as mentioned in paragraph 8.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (a) of that paragraph any 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 the allowance referable to each such period (ascertained in accordance with that subparagraph) 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.

9. Withholding of Allowances

9.1 Where a Councillor is suspended from Office under the powers contained within Part III of the Local Government Act 2000, or regulations made under that Part, the part of the allowance payable to him/her in respect of the period for which he/she is suspended or partially will be withheld by the authority, as set out below:

- | | |
|-------------------|---|
| Fully suspended | - basic allowance, special responsibility allowance and associated travel and subsistence |
| Partial suspended | - special responsibility allowance and associated travel and subsistence |

10. Payments

10.1 Payments shall be made in respect of basic and special responsibility allowances in instalments of 1/12th of the amount specified in this scheme on the 15th day of each month.

10.2 Where a payment of 1/12th of the amount specified in the scheme in respect of a basic or special responsibility allowance would result in the Councillor receiving more than the amount to which by virtue of paragraph 8, he/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/she is entitled.

10.3 Claims for travel and subsistence allowance will be by reference to "approved duty" as set out below:

- (i) programmed meetings of the following:
- Council
 - Cabinet
 - Community Safety Overview and Scrutiny Committee
 - Corporate Performance Overview and Scrutiny Committee
 - Lifelong Learning Overview and Scrutiny Committee
 - Skills, Enterprise and Work Overview and Scrutiny Committee
 - Social Care and Health Overview and Scrutiny Committee
 - Planning and Highways Committee
 - Licensing Committee
 - Licensing Sub Committees 1 and 2
 - Regulatory Sub Committee 3
 - Standards Committee and Standards Committee Referral and Review Sub Committees
 - Town and Parish Council Liaison Group
 - Audit Committee
 - Appeals and Awards Regulatory Board

(ii) programmed meetings of the following joint Committees and other joint bodies:

- Assembly of the Association of West Yorkshire Authorities
- Council of the Association of West Yorkshire Authorities
- Local Government Association General Assembly, Urban Commission, Rural Commission (and any other Special Interest Groups that may be established)
- Local Government Management Board - Employers' Forum and Provincial Councils
- West Yorkshire Joint Services Committee, including Archives and Archaeology/Trading Standards/Grants Sub Committees
- West Yorkshire Superannuation and Debt Management Joint Advisory Group
- Yorkshire Purchasing Organisation
- Yorkshire Libraries and Information

- (i) any other duty approved by the Council or other body listed in paragraphs 10(3) (i) and 10(3) (ii) above, or any duty of a class so approved, for the purpose of or in connection with, discharge of the functions of the Council or other body.
- (ii) Travel and Subsistence Allowance shall only be payable for approved duties outside the District boundaries.

FOOTNOTE

The Council acts as paying agents for the following:

- Local Government Association Standing Committees, Committees and Task Groups
- Yorkshire and Humberside Local Authorities' Employers' Organisation Committees, Working Parties, etc
- Elected Members should continue to submit claims through the Council who, in turn, will claim reimbursement from the relevant Association. Such payments fall outside the Council's Allowances' Scheme.

Schedule 2 – Members' Allowances Rates

Members' Allowances Rates with effect from 18 January 2007

1. Local Government Association Day Session Rate

The Local Government Association day session is:

From 1 July 2006 £132.44

2. Financial Loss Allowance

The allowance may not exceed

- (a) For a period not exceeding four hours £27.65
- (b) For a period between four hours and twenty- four hours £55.31
- (c) For a longer period, the appropriate combination of (a) and (b) above.

3. Travelling Allowance

(a)	Motor Cycle	Rate (Pence per mile)
	Capacity	
	Not exceeding 150 cc	8.5
	151-500 cc	12.3
	Exceeding 500 cc	16.5
(b)	Motor Car	
	Capacity	
	Not exceeding 999 cc	34.6
	999-1199 cc	39.5
	Exceeding 1199 cc	48.5
(c)	Bicycle Allowance	16.0
(d)	Passenger Supplements	

The above rates as set out at (a) and (b) are increased in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would be otherwise payable, by not more than 3.0 pence per mile for the first passenger and 2.0 pence per mile for the second and subsequent passengers.

4. **Subsistence Allowance**

Allowance Rate

Breakfast allowance (more than 4 hours away from normal place of residence before 11 am)	£4.92
Lunch allowance (more than 4 hours away from normal place of residence, including the lunch time between 12 noon and 2 pm)	£6.77
Tea allowance (more than 4 hours away from normal place of residence, including the period 3 pm to 6 pm)	£2.67
Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm)	£8.38
Overnight Subsistence: Absence overnight from normal place of residence	£79.82
For such absence in London, or for attending the annual conference of the Local Government Association, Association of British Market Authorities, and the Council of Local Education Authorities.	£91.04

Schedule 3 – Childcare and Dependants' Carers' Allowances

Childcare and Dependant Carers Allowances is paid based on actual costs incurred, on production of receipts, up to a maximum of 10% of the basic allowance for attendance on approved duties. This allowance cannot be claimed where the carer is another member of the councillor's household or a friend. 'Approved duties' means all meetings of Council, Cabinet, Committees, Sub-Committees and Panels and formal meetings of joint committees and other joint bodies to which the member has been appointed by the Council. Other meetings may be deemed approved duties by the Chief Executive in consultation with the Portfolio Holder for Corporate Performance.

Claims and Payments

- (1) Claims for Dependants' Carers' allowances under this Scheme shall:
- (i) be made in writing to the Director of Finance within two months of the date of the approved duty in respect of which the entitlement to the allowance arises; and
 - (ii) specify the duty in respect of which the claim is submitted and shall be accompanied by any receipt for the expenditure incurred.
 - (iii) The Council will pay a maximum hourly rate, set at £9.00 per hour, which will be increased annually in line with inflation.

This scheme is intended to cover members who have caring responsibilities for family members, partners and close friends, for example elderly relatives or children.

If you believe that you provide regular substantial care to any individual, you may be entitled to a Carers Assessment and support from the Council's Family Services. To find out more about this please contact Social Care Direct on 08458 503 503 or by emailing social_care_direct@wakefield.gov.uk

The Council will only pay for the costs of professional care services; it will not pay for services provided by family or friends. If you wish for some guidance whether or not you will be able to claim in any particular case please contact Nina Barratt, Member Services on 01924 205192 or nbarrat@wakefield.gov.uk.

MAYORAL ALLOWANCES

- 1.1 The payment of allowances to the Mayor and Deputy is governed by the Local Government Act 1972. Section 3(5) of the Act provides that the Council may pay to the Mayor "for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable". Section 5(4) makes identical provision in respect of the Deputy Mayor.
- 1.2 Examples of expenditure from these allowances include an extensive wardrobe to enable the Mayor and Mayoress and Deputy Mayor and Deputy Mayoress to undertake their civic duties as the District's first citizens, charitable donations, and certain entertainment. Allowances are increased automatically each year in line with inflation.
- 1.3 Allowances paid to the Mayor and Deputy Mayor to enable them to carry out their civic duties are subject to tax and national insurance. This will be collected through the PAYE system, with the allowances being paid through payroll monthly.
- 1.4 A proportion of the Mayoral Allowance is specifically for the use on expenses such items as Christmas cards, Visitors Book, Church collections, other small donations, and other expenses incurred by the Authority relating to Mayoral functions. On receipt of the allowance the Mayor and Deputy Mayor should take advice from the Corporate Director (Business & Resources) and agree to deposit an agreed amount into the relevant Mayoral bank accounts held by the Committee and Members' Services Section for use for these purposes.
- 1.5 Current allowances are:
 - (a) Mayoral £14,598.54
 - (b) Deputy Mayoral £ 5,731.30

2. CIVIC HOSPITALITY

- 2.1 Civic hospitality encompasses a variety of mayoral functions throughout the Municipal Year, ensuring that citizens have an opportunity to be received by the Authority at a variety of occasions and venues within the District. This includes:
 - (i) Support to the Mayor's Charity.
 - (ii) Mayor Making Luncheon.
 - (iii) Mayoress at Home.
 - (iv) Hospitality - Mayor's Parlour.
 - (v) Civic Parade.
 - (vi) Festival of Remembrance.
 - (vii) Floral Tributes.
 - (viii) Yorkshire Day/Yorkshire Society.
 - (ix) Civic Gifts.
- 2.2 Civic hospitality may also include occasions when the Authority receives official visitors. The funding of such visits will normally be the responsibility of the appropriate Directorate, but where visits are of a corporate nature, subject to prior approval of the Chief Executive in conjunction with the Leader, Deputy Leader and Cabinet Member (Corporate Performance), they may be funded from civic hospitality.

- 2.3 A report on expenditure which has been incurred during the preceding year will be submitted to the Cabinet.
- 2.4 All expenditure on civic hospitality incurred by designated Members of the Council, other than the Mayor or Deputy Mayor, will be provided through the special responsibility allowance given to those Members under the Members' Allowances Scheme.

3. **OVERSEAS OUT OF POCKET EXPENSES**

- 3.1 An overseas out-of-pocket allowance of £25 per day is payable in local currency to Members who are attending conferences and visits overseas on behalf of the Council. The purpose of the allowance is to cover the additional costs that may reasonably be incurred over and above the normal rates of subsistence. Guidance explaining what the allowance is intended to cover is available from the Corporate Director (Business & Resources).
- 3.2 Subsistence allowances cover costs for breakfast, lunch, tea, evening meal and accommodation. Where, however, the costs have been met in the UK, or by the twin town/organisation, or from official funds, the subsistence allowances would not be paid. All claims for subsistence must be supported by receipts/proof of actual expenditure incurred.
- 3.3 Any costs other than those covered by subsistence allowances; e.g., drinks, snacks and expenditure of a personal nature should be met from the overseas out-of-pocket allowance.
- 3.4 The overseas out-of-pocket allowance should not be viewed as an alternative form of allowance. Accompanying Officers have no authority to pay from Council funds for the personal expenses of any Member that should be properly covered by the out-of-pocket allowance.
- 3.5 The reasonable costs of up to two personal telephone calls per Council representative per day to the UK will be met from official funds.