

Report of the Members' Allowances Panel: 2015 Review of Members' Allowances

January 2015

Paul Corcoran
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Supported by Tanya Davies

Recommendations

Basic Allowance

- 1. That the Basic Allowance be set at £5,600.**
- 2. That the Members' Scheme of Allowances makes provision for the Basic Allowance to cover all incidental costs incurred by Councillors in the performance of their duties, unless they are claimable elsewhere under the scheme.**
- 3. That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award.**
- 4. That the Members' Scheme of Allowances makes provision for a voluntary pay back clause and that the Council agrees to publish attendance statistics on an annual basis.**

Special Responsibility Allowances

- 1. That the multiplier for the Special Responsibility Allowance for the Leader of the Council be increased from 3.25 to 3.5.**
- 2. That the multiplier for the Special Responsibility Allowance for the Leader Chair of the Planning Committee be increased from 0.6 to 0.8.**
- 3. That the multiplier for the Special Responsibility Allowance for Deputy Group Leaders of the Council be reduced from 0.5 to 0.25.**
- 4. That the multiplier for the Special Responsibility Allowance for Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be reduced from 0.6 to 0.5.**
- 5. That the Special Responsibility Allowance for Vice Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be removed.**
- 6. That no changes be made to the multipliers for the following Special Responsibility Allowances:**

▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Group Leader	1
▪ Vice Chair of Planning Committee	0.2
▪ Mayor	0.6
▪ Sheriff	0.2

Internet Service Provider Allowance

- 1. That the Internet Service Provider Allowance be removed from the Scheme.**

Approved Duties

- 1. That the list of Approved Duties be revised as per the proposed list.**

Travel and Subsistence Allowances

- 1. That the reimbursement of travel and subsistence costs should only be payable where approved duties necessitate travel beyond the Gloucester City Council boundaries.**
- 2. That mileage rates be paid in accordance with the rates payable to staff and increase or decrease in line with any changes agreed in the staff rates.**
- 3. That the actual costs of public transport and parking incurred in the performance of approved Council duties be payable on the production of receipts and that rail travel and accommodation should ordinarily be arranged in advance through Democratic and Electoral Services.**
- 4. That the Members' Scheme of Allowances makes provision for subsistence allowances payable at the following rates:**

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

Dependents' Carers Allowance

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - £7.50 per hour for the provision of care of a single child**
 - £9.00 per hour for the provision of care for two or more children**
 - £9.00 per hour for the provision of care for children with severe disabilities and dependent adult relatives**
- 2. That the Members' Scheme of Allowances requires that dependents' carers allowance will only be payable providing that the prescribed process has been followed and on production of a completed claim form signed by both the claimant and the care provider.**

Quedgeley Parish Council

- 1. That Quedgeley Parish Council Members' allowances be set at the following levels:**
 - 7.5% of the City Council Basic Allowance to Members of QPC (£420)**
 - 15% of the City Council Basic Allowance to the Chair of QPC (£840)**

- 2. That the Scheme of Allowances makes provision for the payment of travel allowances for journeys that necessitate travel beyond the Quedgeley Parish Council boundaries.**

Introduction

Membership

The Gloucester City Council (GCC) Members' Allowances Panel was established pursuant to the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. The current Panel was appointed on 27 February 2011 and membership will be reviewed following completion of this review, which coincides with the end of the statutory four year term of appointment. The Panel membership is:

Mr Paul Corcoran
Mr Laurence King
Mrs Dorothy Smith
Mrs Madeleine Townley

Terms of Reference

Pursuant to the 2003 Regulations, the terms of reference for the Panel are to make recommendations on the following:

- (a) as to the responsibilities or duties in respect of which the following should be available -
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance; and
 - (iii) co-optees' allowance;
- (b) as to the amount of such allowances and as to the amount of basic allowance;
- (c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;
- (d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
- (e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

Recent history of Members' allowances

The last detailed review of Members' allowances took place in 2010 when a small increase to the Basic Allowance was proposed by the Panel and agreed by the Council, along with a small number of other minor amendments. Since that time the Panel has recommended that allowances be frozen at the 2010/11 levels each year and the Council has accepted the Panel's recommendations on each occasion. The scheme of allowances is currently linked to the Local Government staff pay award. Due to an error, Members were not awarded the 1% pay increase that was awarded to staff in 2013-14, and Group Leaders subsequently agreed to forego that increase and await the outcome of this review. The 2.2% staff pay award agreed for 2014-15 was automatically applied to Members' allowances from 1 January 2015 as per the rules within the scheme and the current scheme is attached at Annex 1. It should be noted that this review was conducted before the staff pay award was agreed; however the report has been updated in order to compare the proposed new scheme with the scheme effective from 1 January 2015.

The Review

Scope of review

The scope of the review was to consider all aspects of the scheme and specifically:

- *To consider whether the impact of any changes to the role of Members over the last four years and any changes anticipated during the next four years justify a change to the level of Basic Allowance.*
- *To identify what the Basic Allowance is expected to cover in respect of consumable office supplies.*
- *To review the appropriateness of linking allowances to the Local Government staff pay award.*
- *To consider the duties, responsibilities and accountabilities of each role that currently attracts a Special Responsibility Allowance (SRA) and determine whether each role justifies the payment of an SRA and, where an SRA is justified, whether the current multiplier used to set the level of allowance correctly reflects the significance of the role.*
- *To review the Internet Service Provider Allowance in light of changes to the provision of IT equipment to Members.*
- *To provide a clear documented scheme to ensure the appropriate payment of Travel and Subsistence Allowances, without creating unnecessary barriers to claiming.*
- *To provide a clear documented scheme to ensure the appropriate payment of claims for Dependents' Carers Allowances, without creating unnecessary barriers to claiming.*
- *To review the list of Approved Duties for the payment of expenses with the aim of providing a clear and appropriate list that reflects the duties that Members are required to undertake.*
- *To provide a Scheme that is clear and easy for Members and members of the public to understand, and is simple to administer and monitor.*

Support to the Panel

The Panel was assisted by Tanya Davies, Democratic and Electoral Services Manager.

Basic Allowance (see Annex 2, Section 3)

The Basic Allowance (BA) is currently £5,365.50. We have been unable to determine from historical documentation how the original figure was arrived at and therefore, whether the basis for the calculation remains sound. As a result we have decided to identify a new formula for the calculation and in doing so had regard to methods used by other local authorities and information obtained from Councillor interviews and questionnaires.

Data

The Panel reviewed the methodology used by a number of other local authorities and compared data with district councils in Gloucestershire and throughout the South West region, as well as Gloucester City Council's 'Nearest Neighbours' as identified by the Chartered Institute of Public Finance and Accountancy for benchmarking purposes.

Taking the comparative data at face value, Gloucester City is at the higher end of the BA payable within the County, the region and among the Nearest Neighbours. Although the current figure is not significantly higher than the average in the County, it is approximately 22% higher than the average of the Nearest Neighbours and 16% higher than the average in the region.

We have noted that an electoral boundary review is currently taking place, prompted by under-representation in some areas of the City. We therefore looked at population data and have found that, when considering the number of Councillors per resident taken across the City as a whole, Gloucester City Councillors have the highest number of residents per Councillor in the County, the region and among the Nearest Neighbours, and this figure is approximately 1000 more than the average amongst each of these comparative groups.

DISTRICT COUNCILS IN GLOUCESTERSHIRE

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Tewkesbury	7200	84,256	38	2217
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Stroud	5000	113,920	51	2234
Forest of Dean	4250	82,937	48	1728
Cotswold	4000	84,079	44	1911
AVERAGE	5147	100,942	43	2408

DISTRICT COUNCILS IN THE SOUTH WEST

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Tewkesbury	7200	84,256	38	2217
South Somerset	6225	163,943	60	2732
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Stroud	5000	113,920	51	2234
Teignbridge	4969	126,001	46	2739
Weymouth and Portland	4939	65,134	36	1809

West Dorset	4938	100,026	48	2084
North Devon	4570	93,825	43	2182
Torridge	4568	65,089	36	1808
Purbeck	4524	45,411	24	1892
Exeter	4474	121,800	40	3045
North Dorset	4421	69,883	33	2118
East Devon	4360	134,898	59	2286
South Hams	4343	83,850	40	2096
Taunton Deane	4301	112,116	56	2002
Forest of Dean	4250	82,937	48	1728
Sedgemoor	4215	117,544	48	2449
East Dorset	4072	87,899	36	2442
Christchurch	4035	48,368	24	2015
Cotswold	4000	84,079	44	1911
Mid Devon	3655	78,670	42	1873
Mendip	3605	110,181	47	2344
West Devon	3558	53,919	31	1739
West Somerset	2733	34,320	28	1226
AVERAGE	4535	92741	41	2213

CIPFA NEAREST NEIGHBOURS

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Rugby	6289	101,373	42	2414
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Kettering	5039	95,748	36	2660
Wyre Forest	4900	98,421	42	2343
Carlisle	4780	107,949	52	2076
Rushmoor	4650	94,971	39	2435
East Staffordshire	4540	114,922	39	2947
Lincoln	4,525	95,623	33	2898
Worcester	3990	100,405	35	2869
Ipswich	3745	134,693	48	2806
Gravesham	3447	103,752	44	2358
Wellingborough	3440	75,958	36	2110
Redditch	3350	84,521	29	2915
Pendle	3000	90,131	49	1839
Burnley	2700	86,894	45	1931
AVERAGE	4302	101614	40	2560

Working hours

We acknowledge that it can be very difficult to estimate the time commitment required to be an effective Councillor and that the amount of time spent varies greatly from individual to individual. In particular, Councillors who are in full time employment effectively carry out their duties in significantly less time than Councillors who are not in full time employment, who tend to spend more time on council work simply because they have more time available. The BA must be offered equally to all Councillors, therefore, the level must be set with all of the circumstances in mind.

The 'Census of Local Authority Councillors 2013', which is the most recent LGA report on Members allowances, found that on average Members spend 22 hours per week on councillor duties. However, we agreed that this figure could not form the basis of our calculation because it did not draw any distinctions between a Councillor with no Special Responsibility and those with at least one Special Responsibility, and in order to calculate the BA it is essential to understand the average amount of time spent on 'ordinary' councillor duties. We instead chose to have regard to the responses given by Members at interview and by email.

Members were asked how many hours per week they spent on council duties and, where appropriate, to identify the split between 'ordinary' councillor duties, and those pursuant to any Special Responsibility/ies that they held. The amount of hours spent on 'ordinary' councillor duties was generally significantly higher for those councillors that did not also hold a Special Responsibility. We acknowledge that in some wards, 'backbench' councillors take on more casework if their colleague/s hold/s a Special Responsibility; consequently we agreed that, to determine the average number of hours spent on 'ordinary' Council duties, it was appropriate to use the responses from all Members who responded and take a straight average. We wish to express our disappointment that 12 Members did not respond despite receiving two reminders. ***The average time spent on 'ordinary' council duties was 15 hours per week.***

Voluntary reduction

85% of Members interviewed agreed that part of their time was given on a voluntary basis.

Government guidance to Members' Allowances Panels states:

"It is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. 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.

As such, the application of a voluntary public service reduction remains a standard practice across many authorities and the figure varies between 25 and 50%. ***We agreed that a voluntary public service reduction of 33% was appropriate and fair.***

Calculation of Basic Allowance

Taking into account the comparative data and the statutory guidance we have considered two methods for calculating the basic allowance:

1. A benchmarked Basic Allowance

To calculate this figure we took an average of the BAs payable to district councils in Gloucestershire. We discounted the data from the Nearest Neighbours and the South West region for this calculation because neither sufficiently takes into account local conditions. We accepted that the benchmarked figures already include a voluntary public service reduction.

Benchmarked Basic Allowance = **£5,128**

2. A recalculated Basic Allowance

This is the method set out in the statutory guidance and uses the working hours data obtained directly from Members. In the past local authorities have been recommended to use the LGA Daily Rate to determine the hourly rate for Members' Allowances; however, since the LGA stopped publishing this information, many councils have instead used the gross median hourly pay for all full time employees for their area, taken from the Annual Survey of Hours and Earnings (ASHE), published by the Office of National Statistics. The 2014 provisional results give a figure of £10.77 per hour for employees resident in the City of Gloucester. The local information is inserted into the following calculation:

(average hours per week) minus (33% voluntary public service discount) multiplied by (weeks per year) multiplied by (hourly rate)

Recalculated Basic Allowance = $(15 - 33\%) \times 52 \times 10.77 = \mathbf{£5,600.40}$.

We considered both calculations and agreed that the recalculated Basic Allowance more accurately reflected the specific conditions affecting Councillors at Gloucester City. We considered adding a percentage uplift to take account of the high number of residents per Councillors, but ultimately decided that the number of hours spent by Councillors on ordinary Council duties already reflected this and therefore decided that an uplift would not be appropriate. We have noted that the Council is currently involved in an electoral boundary review and that the Local Government Boundary Commission for England is minded for the Council size to be increased in from 36 Councillors to 39 in May 2016. If this is confirmed in the statutory instrument and if, when the Panel sits again, and the level of representation has decreased as a result of the three additional Councillors, it is likely that we will, taking into account all matters relevant at the time, give consideration to lowering the level of BA. We consider it appropriate to round the figure to the nearest whole number. This represents an increase of £234.50 to the current figure of £5,365.50.

Recommendation: That the Basic Allowance be set at £5,600.

What is included in the Basic Allowance?

The current scheme does not set out what Councillors should expect to purchase or provide for themselves from their BA and this can be a source of uncertainty both for Councillors and for budgeting purposes. The recognised guidance states that the BA is intended to compensate Councillors for the time commitment required and to cover any *incidental costs*; it is not intended to be a salary. The Council provides Councillors with the necessary IT and telephone equipment to perform their role, therefore we consider that it is reasonable for Councillors to cover incidental costs from their BA; this should include all costs that are not claimable elsewhere under the scheme (eg. travel, subsistence and dependents' carers allowances), including stationery and other office supplies, printer cartridges and any telephone costs incurred from the use of a private telephone. As formal business cards and headed paper must use the Council's official crest, these should be provided on request at no cost to Councillors.

Recommendation: That the Members' Scheme of Allowances makes provision for the Basic Allowance to cover all incidental costs incurred by Councillors in the performance of their duties, unless they are claimable elsewhere under the scheme.

Indexation

57% of Members interviewed felt that the scheme should remain linked to the local government staff pay award.

In light of the omission in 2013-14 to apply the appropriate increase to Members' allowances, we have considered both the appropriateness and workability of linking the scheme to the staff pay award and whether there should be any type of indexation at all. We have had regard to the views of Councillors attending interviews and while, a significant number believed that allowances should not be changed without a recommendation from the Panel, more than half indicated that a mechanism that provided for annual adjustment without the requirement of a Council decision was fair and just. There was a strong feeling amongst Councillors that the local government staff pay award was the appropriate index because it would ensure that Councillors were not awarded a pay increase higher than that of the Council's staff. We acknowledge that there is a significant distinction between Councillors and local government staff; however, the sentiment behind linking the allowances scheme to the staff pay award is one that we accept. In terms of workability, we are confident that the error that occurred in 2013-14 was a one-off and that there are no practical problems associated with linking the scheme to a specified index.

It should be noted that, should the Panel's recommendations be approved, the new Scheme will apply from April 2015 at the levels stated in this report. Any staff pay awards applied from April 2015 onwards will be automatically applied to the Scheme if the Panel is not called upon to sit again prior to those awards being made.

Recommendation: That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award.

Voluntary pay back clause

We received a number of comments from Councillors regarding the attendance and contribution made by individuals and were asked to consider how this could be tackled within the Scheme of Allowances. While we believe that each political Group has a responsibility to ensure that workloads are shared reasonably and to take action against Councillors who fail to make a fair contribution to the work of the Council, we also consider that Councillors have a duty to represent their constituents by attending meetings and that poor attendance should be highlighted.

We recommend that the Scheme of Allowances includes a voluntary pay back clause, whereby a Councillor who does not attend at least two-thirds of the combined total number of scheduled meetings of the Council, Cabinet, and Committees of which he/she is a Member, he/she will be invited to pay back an appropriate percentage of his/her BA up to a maximum of 25% of the BA. Additionally, if a Councillor is absent from Council business for more than one continuous month (other than on illness grounds) the Member concerned should be invited to pay back a sum equivalent to the amount of Basic and Special Responsibility Allowances paid during that period of absence.

The clause should be administered by the Democratic and Electoral Services Manager in consultation with the Head of Paid Service and Councillors in danger of falling below the minimum attendance requirement will be informed in advance. Poor attendance should also be highlighted to the relevant Group Leader. The clause should not apply to the Mayor and Sheriff as we acknowledge that the significant demands of those roles mean that they are not able to meet all attendance requirements.

We would also like the Council to consider publishing attendance statistics on an annual basis, as is common practice in many authorities.

Recommendation: That the Members' Scheme of Allowances makes provision for a voluntary pay back clause and that the Council agrees to publish attendance statistics on an annual basis.

Special Responsibility Allowances (see Annex 2, Section 4 and Schedule 1)

Special Responsibility Allowances (SRAs) are currently based on a multiplier of the BA. This is the approach widely adopted by many local authorities and in considering the new Scheme, we found no valid reason to depart from the multiplier system. We also agreed to follow the recommended principles that each Councillor may not receive more than one SRA on top of their BA, and that no more than 50% of Councillors should be in receipt of an SRA; currently 19 Members are entitled to receive an SRA, which equates to 52.8% of all Councillors.

We considered each of the existing SRAs in the context of the time commitment required and levels of personal responsibility and accountability. We were also mindful of local and national trends. All current SRA holders were invited to attend an interview with the Panel and those who were unable to attend were sent a questionnaire to complete. We are grateful to those Councillors who gave up their time to be involved in the review, but are disappointed that two SRA holders chose not to engage in the interview process because, although the purpose of the Scheme is to offer the appropriate level of remuneration for the role irrespective of the incumbent individual, it is difficult to accurately assess the role in question with no information from the current post holder. In the case of these two positions we took information from other Councillors and officers into account.

Part of our approach was to consider whether a particular role resulted in significant additional responsibilities for which an SRA should be paid or whether it should instead be recognised as a time commitment to Council work which is acknowledged within the BA; in other words, do the duties lead to a significant extra workload for any one particular Councillor above another. We balanced the need to remove any barriers preventing individuals from taking up Special Responsibilities due to the time commitment required, with the need to fairly reflect the level of additional workload and responsibility.

Special Responsibility Allowances: recommended increases

Leader of the Council

We heard directly from the Leader of the Council and received comments from a number of other Councillors regarding the time commitment required for this role. In addition to the significant time commitment and workload, we also recognise that changes to the senior management structure at the Council have resulted in additional responsibility for the Leader of the Council. Ultimately we consider that at Gloucester City Council there is an expectation and need for the Leader of the Council to be able to devote full time hours to the role and our view is that, subject to the voluntary service element, it should be made more affordable for the appointed individual to perform the role on a full time basis without detriment to their work/life balance.

We recommend that the multiplier for the Leader of the Council is increased from 3.25 to 3.5 providing an allowance of £19,600, which represents an increase of £2,537.50.

Chair of Planning Committee

We noted the time commitment given by the Chair of the Planning Committee emanating from the frequency of meetings and the workload of the Committee. We also acknowledge the level of in-depth knowledge needed and the quality of the chairing skills required. The Panel also considers that the Chair of the Planning Committee has a significantly higher level of responsibility in comparison to the other Committee Chairs. This is consistent with local and national trends.

We recommend that the multiplier for the Chair of Planning Committee is increased from 0.6 to 0.8 providing an allowance of £4,480, which represents an increase of £1,330.

Special Responsibility Allowances: recommended reductions

Deputy Group Leaders

Taking into account feedback received at interviews, we consider that a large proportion of this role relates to political group management and that the allowance is not designed to provide remuneration for this work. The Panel also considers that in a Council where there is a delicate political balance and Group Leaders often work in a consensual manner, it is necessary to recognise the difference in contributions made to the effective management of the Council by the Minority Group Leaders in comparison with their Deputies, and that the most appropriate way to emphasise this is by reducing the multiplier for the Deputy Group Leaders. We are recommending a reduction in the allowance rather than a total removal because we acknowledge that the appointed persons do have additional responsibilities which require a further time commitment; however, this is over and above local and national trends, as very few district councils offer an allowance to Deputy Group Leaders.

We recommend that the multiplier for Deputy Group Leaders is reduced from 0.5 to 0.25 providing an allowance of £1,400, which represents a reduction of £1282.75, but, when taken with the increase to the Basic Allowance, the overall reduction will be £1048.25.

Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee

On the basis of the evidence reviewed, we consider that there is a significant difference in the responsibilities of the Chair of the Planning Committee in comparison to the other Committee Chairs. The differences relate generally to a combination of the frequency of meetings and the level of knowledge and skills required; both Audit and Governance Committee and Licensing and Enforcement Committee require a high level of specific technical knowledge, but meet less frequently than the Overview and Scrutiny Committee, which is less technical in terms of the knowledge required. We consider that the most appropriate way to demonstrate the distinction is to increase the multiplier for the Chair of the Planning Committee and apply a small reduction to the multiplier for the three other Committee Chairs.

We recommend that the multiplier for the Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee be reduced from 0.6 to 0.5 providing an allowance of £2,800. This represents a

reduction of £419.30, but, when taken with the increase to the Basic Allowance, the overall reduction will be £184.80.

Special Responsibility Allowances: recommended removals

Vice Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee:

We consider that the level of work and responsibilities attributed to these roles are not significantly higher than that required of ordinary Committee members. We also consider that these roles should be seen as developmental opportunities for individuals looking to broaden their knowledge, skills and experience, rather than as positions that garner a financial reward. This is consistent with local and national trends, given that many district councils do not offer an allowance to Vice Chairs of such committees. We consider it appropriate to retain a modest SRA for the Vice Chair of the Planning Committee to acknowledge the level of support provided to the Chair of that Committee and the corresponding technical knowledge required.

This represents a reduction of £1,073.10 for the affected individuals, but, when taken with the increase to the Basic Allowance, the overall reduction will be £838.60.

Special Responsibility Allowances: recommended no change

Having listened to the evidence from existing SRA holders and considering local and national trends, we consider that the multipliers for the following SRAs are set at the appropriate levels to recognise the additional time commitment required and the responsibilities and accountabilities of the posts:

▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Group Leader	1
▪ Vice Chair of Planning Committee	0.2
▪ Mayor	0.6
▪ Sheriff	0.2

Please note that each of the unchanged SRAs will benefit from the increase to the Basic Allowance, resulting in the following increases:

▪ Deputy Leader	£527.63
▪ Cabinet Member	£410.38
▪ Group Leader	£234.50
▪ Vice Chair of Planning Committee	£46.90
▪ Mayor	£140.70
▪ Sheriff	£46.90

Recommendations:

- 1. That the multiplier for the Special Responsibility Allowance for the Leader of the Council be increased from 3.25 to 3.5.**
- 2. That the multiplier for the Special Responsibility Allowance for the Leader Chair of the Planning Committee be increased from 0.6 to 0.8.**
- 3. That the multiplier for the Special Responsibility Allowance for Deputy Group Leaders of the Council be reduced from 0.5 to 0.25.**
- 4. That the multiplier for the Special Responsibility Allowance for Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be reduced from 0.6 to 0.5.**
- 5. That the Special Responsibility Allowance for Vice Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be removed.**
- 6. That no changes be made to the multipliers for the following Special Responsibility Allowances:**

▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Group Leader	1
▪ Vice Chair of Planning Committee	0.2
▪ Mayor	0.6
▪ Sheriff	0.2

Internet Service Provider Allowance

The Internet Service Provider (ISP) Allowance was introduced in 2010 to reflect the shift towards reliance on electronic means of communication. Councillors were required to have access to email and other systems from home and as such the Members' Allowances Panel at that time decided that the Council should contribute towards the cost of a broadband connection.

Since the allowance was introduced, reliance on email, and the internet generally, has increased both for the Council, residents and society as a whole. As a result, the vast majority of individuals purchase their own broadband connection, which they pay for monthly. The price of such contracts has also decreased, with many people choosing broadband as part of a package that also provides telephone and television services. Therefore it is likely that the £10 per month allowance is now excessive and that the real cost of broadband may actually be less.

In 2012, the provision of IT equipment to Councillors was reviewed and as part of that exercise it was identified that the vast majority of Councillors have their own broadband connections for personal use.

Given that most Councillors have broadband connections for their own personal use and that the associated costs have significantly decreased since the allowance was first introduced, it is our view that the allowance should no longer be offered. It should be noted that only one Councillor regularly claims the allowance, therefore the impact of withdrawing this allowance will be minimal.

Recommendation: That the Internet Service Provider Allowance be removed from the Scheme.

Approved Duties (see Annex 2, Schedule 2)

We considered the existing list of approved duties and noted that it was lengthy and that some of the language was outdated or unnecessarily complicated. We were advised that a number of the duties had not been utilised for the purposes of claiming travel, subsistence or dependents' carers allowances for a number of years and we considered it appropriate for the list to reflect reality in Gloucester City.

We reviewed the approved duties of a number of other local authorities and have proposed a simplified and shortened list.

1. Current List of Approved Duties

- attendance at meetings of the Council;
- attendance at other formal meetings (e.g. Groups, Boards, Committees, Panels, etc.);
- attendance at meetings at the outside bodies referred to in the list incorporated in Schedule 1 provided that attendance is for the purpose of, or in connection with, the discharge of a function of the Council;
- attendance (under the Open Door Protocol) at County Council meetings (sanctioned by the Chief Executive) on matters of importance to the District or of Local (Ward) interest;
- attendance at Quedgeley Parish Council meetings in a Members' Ward when they are not a Member of that Parish Council;
- attendance at meetings of other bodies including courses, seminars and conferences provided that there is a Council or, where appropriate a meeting resolution authorising attendance on the basis that the attendance is for the purpose of, or in connection with the discharge of a function of the Council (the Chief Executive, Corporate Directors are authorised, in consultation with the Council or appropriate Cabinet Member, to sanction attendance provided adequate financial provision is available);
- elections and other duties undertaken on behalf and at the express request of the Council and other meeting.

2. Proposed Revised List of Approved Duties

- Attendance, by right of membership or express invitation, at meetings of the Council, Cabinet, Committees, Sub-Committees, Working Groups, Panels and Task and Finish Groups.
- Attendance, by right of membership or express invitation, at meetings of any joint Committees, Sub-Committees, Working Groups, Panels, Steering Groups to which the Council has appointed.
- Attendance, by right of appointment, at meetings of approved Outside Bodies.
- Attendance at Member training courses facilitated by the Council
- Attendance at a meeting of any association of authorities of which the authority is a member;
- Attendance at meetings, Member training courses, conferences or any other events facilitated by external bodies, provided that authorisation has been given in advance and in writing by the Head of Paid Service, in consultation with the relevant Political Group Leader, where appropriate.

Recommendation: That the list of Approved Duties be revised as per section 2 above.

Travel and Subsistence (see Annex 2, Schedule 2)

We noted from comments made during interviews with Councillors and subsequent confirmation by the supporting officer, that relatively few claims are made by Gloucester City Councillors for the reimbursement of travel and subsistence costs incurred during the performance of approved Council duties. The majority of Councillors were aware that they could claim and of the process to follow, but it became clear that most simply chose not to do so. We consider that it is important to state that provision within the scheme for claiming reimbursement of travel and subsistence costs is included in order to help ease the financial burden on Councillors and that individuals should not be dissuaded from submitting legitimate claims.

Those who utilise the process reported that they find it simple to follow, but advised that they submitted claims infrequently due to the small number of claims they wished to obtain reimbursement for.

In considering the current scheme and comparing it to equivalent schemes from other local authorities we are of the view that it lacks sufficient detail in respect of what costs may be claimed and the terms under which claims will be processed. We therefore undertook to revise the Scheme in order to provide improved clarity without creating unnecessary barriers to claiming.

Application of the scheme

The supporting officer advised that claims for travel and subsistence expenses over recent years had been limited to duties that took Councillors outside of the City boundaries and that Councillors were choosing not to claim for duties within the City even though it was permitted within the current Scheme. It is the Panel's view that the scheme should reflect what is actually happening and also that it is reasonable for the costs of travel and subsistence within the City boundaries to be met from the Basic Allowances.

Recommendation: That the reimbursement of travel and subsistence costs should only be payable where approved duties necessitate travel beyond the Gloucester City Council boundaries.

Mileage allowance

The supporting officer explained that, due to an oversight which was identified during an internal audit of Members' allowances in 2014, Councillors had been paid at a rate of 50p per mile instead of the rate of 45p stated within the Scheme. The oversight occurred when the mileage rate for officers was increased from 45p to 50p from 1 February 2012 and the rate for Councillors was automatically increased through the payroll system. Due to the automated nature of the payroll system and to ensure administrative workability, we consider that mileage rates for Councillors should be aligned with the rates payable to officers.

Recommendation: That mileage rates be paid in accordance with the rates payable to staff and increase or decrease in line with any changes agreed in the staff rates.

Public transport and parking

The current scheme is largely silent on the matter of reimbursement for the specific costs of travel by public transport and parking, but it has been custom and practice to repay the actual costs incurred on the production of receipts or tickets. We therefore propose that the present situation be reflected in the scheme and emphasis be placed on the production of receipts.

In respect of rail travel and overnight accommodation, it has been general practice for Councillors to arrange these in advance through Democratic and Electoral Services. This is essential for ensuring that best value rates are achieved, although the Council should recognise that there are other factors to take into account, particularly in respect of the location of accommodation. Again, we propose that the present customs are stated in the scheme.

Recommendation: That the actual costs of public transport and parking incurred in the performance of approved Council duties be payable on the production of receipts and that rail travel and accommodation should ordinarily be arranged in advance through Democratic and Electoral Services.

Subsistence allowances

The current scheme states that subsistence allowances will be payable in line with the agreed scheme for officers. While we are comfortable with the concept of the scheme for Councillors being consistent with the scheme for officers, we note that the rates have not been reviewed since 2009 and one Councillor commented that the evening meal rate was particularly low when compared with the actual cost of purchasing a meal.

In order to allow a degree of flexibility until such time as the officer scheme is reviewed, we propose a separate scheme for Councillors. The rates proposed for breakfast and lunch remain equal to the officer rates, however, we propose combining the separate tea and evening meal allowances into one single evening meal allowance of £15.10.

Recommendation: That the Members' Scheme of Allowances makes provision for subsistence allowances payable at the following rates:

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

Dependents' Carers Allowance (see Annex 2, Schedule 2)

In parallel with claims for travel and subsistence allowances, we noted from comments made during interviews with Councillors, which were subsequently confirmed by the supporting officer, that very few claims are made by Gloucester City Councillors for the reimbursement of the costs of providing care for dependent children and adults while they perform approved Council duties. Once again, we consider that it is important to encourage eligible take of the financial assistance that is legitimately available to support them in the performance of their approved Council duties.

The supporting officer advised that the current scheme stated a single hourly rate payable for the care of dependent children and adults, but did not provide sufficient detail on the terms under which a claim could be submitted or set out a clear process for claiming.

We considered the schemes operated by a number of other local authorities and agreed that clearly defined terms and a documented process were required, including a simple claim form to be completed by the Councillor and the Carer for processing and audit purposes.

In the case of both child and dependents' care, the Council should only reimburse the actual costs incurred, but it is necessary to also set a maximum claimable hourly rate.

Childcare

On the basis of the research conducted into local rates for childcare, we concluded that the rates vary considerably depending on the type of childcare and the time of day that it is required. Consequently, we agreed that the current rate of £7.64 was within the range of reasonable costs. However, a Councillor who had claimed under the current scheme stated that the rate payable did not take into account Councillors who had more than one child requiring care, where the cost of care was likely to increase. We consider that it is appropriate to make provision for Councillors with multiple children and therefore propose two levels of hourly rate: £7.50 per hour for a single child; or up to a total of £9.00 per hour for two or more children.

Dependent care

Obtaining reliable data on the costs of providing care for children with severe disabilities and dependent adult relatives has proved challenging because it can vary greatly depending on the needs of the individual being cared for, however, it is clear that the hourly rate is higher than the equivalent rate for ordinary childcare. We are advised that there are no documented claims under this part of the scheme and as such we propose that the hourly rate be set at the higher rate of £9.00 per hour at the present time. Should a Councillor wish to make a claim under this part of the scheme, we would be happy to work with them to review the allowance available.

Recommendations:

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - **£7.50 per hour for the provision of care of a single child**
 - **£9.00 per hour for the provision of care for two or more children**
 - **£9.00 per hour for the provision of care for children with severe disabilities and dependent adult relatives**

- 2. That the Members' Scheme of Allowances requires that dependents' carers allowance will only be payable providing that the prescribed process has been followed and on production of a completed claim form signed by both the claimant and the care provider.**

Quedgeley Parish Council

The Members' Allowances Panel acts as the Parish Members' Allowances Panel for Quedgeley Parish Council (QPC), making recommendations to the Parish Council as it does to the City Council. QPC must therefore have regard to our recommendations, but is ultimately entitled to agree its own scheme. It is important to note that not all Members of QPC are in receipt of an allowance because a number have been co-opted.

QPC currently pays allowances to their Members at the level agreed in 2006, namely 7.5% of the City Council Basic Allowance to Members of QPC and 15% to the Chair of QPC.

All Members of QPC were asked to complete a questionnaire and the Chair was asked to complete a further questionnaire as he was unable to attend an interview with the Panel. The comments received indicated that QPC Members are generally happy with the level of allowance and that it is not an influencing factor in the decision to stand for election. As such, we consider that the current Scheme is operating well and do not see any need to amend the percentage levels applicable. Should our recommendations be approved by the City Council and QPC, QPC Members will benefit from the increase in the City Council Basic Allowance.

We noted that a number of comments were made about mileage costs. We consider that it is important for Schemes of Allowances to make sufficient provision for the payment of appropriate expenses and therefore would recommend that QPC ensures that its Members are able to claim for travel expenses, but, in line with the approach proposed for the City Council, that claims should be limited to journeys that necessitate travel beyond the parish boundaries.

Recommendations:

- 1. That Quedgeley Parish Council Members' allowances be set at the following levels:**
 - **7.5% of the City Council Basic Allowance to Members of QPC (£420)**
 - **15% of the City Council Basic Allowance to the Chair of QPC (£840)**
- 2. That the Scheme of Allowances makes provision for the payment of travel allowances for journeys that necessitate travel beyond the Quedgeley Parish Council boundaries.**

Guidance utilised and evidence reviewed

Primary Research

Questionnaires to Members of Gloucester City Council

Interviews with selected Members of Gloucester City Council

Data gathered from local authorities

Secondary Research

Local Authorities (Members' Allowances) (England) Regulations 2003

'New Council Constitutions: Guidance on Regulation for Local Authority Allowances', Department for Communities and Local Government (2006)

'Guidance on members' allowances for local authorities in England', Department for Communities and Local Government (2001)

'Census of Local Authority Councillors 2013', Kettlewell, K. and Phillips, L. (2014). (LGA Research Report)

The Office of National Statistics Annual Survey of Hours and Earnings (ASHE): 2014 Provisional Results

Members' Scheme of Allowances

In force 1 April 2014 – 31 March 2015

(Approved by the City Council – 9 June 2014; revised – 1 January 2015)

Gloucester City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following Scheme, to come into effect on 1 April 2014 unless otherwise stated:

(NB. The allowances shown come into effect on 1 April 2014 and will be increased annually in line with the Local Government staff pay award unless the Members' Allowances Panel sits again.)

The Scheme was revised to reflect the Local Government staff pay award for 2014-15 and the revised Scheme came into force on 1 January 2015.

Revised Members' Scheme of Allowances 2014/15

	Allowances	Rate
1.	<p>Basic Allowance</p> <p>All Councillors are entitled to this general allowance which is paid automatically on a monthly basis (unless written notice to the contrary is given).</p>	£5,365.50 p.a. per Councillor
2.	<p>Special Responsibility Allowances</p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of a Councillor. This additional entitlement is paid automatically (unless written notice to the contrary is given) to the relevant Councillors on a monthly basis. (N.B. Members are restricted to one special responsibility allowance only.)</p> <p>The affected position and the sums payable are as follows:</p> <p>Leader of the Council (3.25 x basic allowance) £17,437.88 p.a. Deputy Leader of the Council (2.25 x basic allowance) £12,072.38 p.a.</p> <p>Cabinet Members (1.75 x basic allowance)</p> <p>Regeneration & Culture..... £9,389.63 p.a. Environment..... £9,389.63 p.a. Housing, Health & Leisure..... £9,389.63 p.a. Performance & Resources..... £9,389.63 p.a. Communities & Neighbourhoods £9,389.63 p.a.</p> <p>Chairs (0.6 x basic allowance)</p> <p>Planning Committee..... £3,219.30 p.a. Licensing and Enforcement Committee..... £3,219.30 p.a. Overview and Scrutiny Committee..... £3,219.30 p.a. Audit and Governance Committee..... £3,219.30 p.a.</p>	

	Allowances	Rate
	Vice Chairs: (0.2 x basic allowance) Planning Committee Licensing and Enforcement Committee Overview and Scrutiny Committee Audit and Governance Committee	£1,073.10 p.a. £1,073.10 p.a. £1,073.10 p.a. £1,073.10 p.a.
	Minority Group Leaders (1 x basic allowance) Deputy Group Leader (0.5 x basic allowance) Mayor * (0.6 x basic allowance) Sheriff and Deputy Mayor * (0.2 x basic allowance)	£5,365.50 p.a. £2,682.75 p.a. £3,219.30 p.a. £1,073.10 p.a.
3.	Carer's Allowance All Councillors are entitled to a Childcare and Dependant Carer's Allowance when they are responsible for meeting the costs of the care of dependant children or relatives whilst undertaking approved duties as defined at the end of this scheme. The payment of basic, special responsibility and other allowances will be suspended for the duration of any suspension from duties in connection with Standards matters.	£7.64 per hour (based on Scale Point 11 of the Local Government pay spine)
4.	Travel and Subsistence Allowances Travel and subsistence allowances are paid in respect of approved duties as defined at the end of this scheme. Travel allowances are based on the Inland Revenue approved rate of 45p per mile (with a rate of 24p per mile for motorcycles and 20p per mile for bicycles)	Subsistence allowances are based on the latest approved scheme for Officers.
5.	Internet Service Provider Charges A maximum payment of up to £10 per calendar month may be claimed by Councillors who do not accept the broadband service provided by the Council.	£10 p.c.m

* The Mayor and the Sheriff also receive allowances separate from the Allowances Scheme to meet costs associated with the holding of their respective offices (Mayor £5,337) (Sheriff £3,200).

1. **Approved Duties for Payment of Allowances**

Allowances can be paid in respect of the following duties which are specified in legislation:

- (a) a meeting of the Authority, or a Committee or Sub-Committee of the Authority;
- (b) a meeting of some other body to which the Authority makes appointments or nominations, or a Committee or Sub-Committee of the body;
- (c) 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 or to which two or more Councillors have been invited (if the Authority is not divided into political groups);
- (d) a meeting of a Local Authority Association of which the Authority is a member;
- (e) duties undertaken on behalf of the Authority in pursuance of any Standing Order requiring a Member or Members to be present while Tender documents are opened;
- (f) duties undertaken on behalf of the Authority in connection with a discharge of any function of the Authority conferred by or under any enactment empowering or requiring the Authority to inspect or authorise the inspection of premises.

2. **The following is a list of approved duties accepted by the Council for payment of travel, subsistence and carer's allowances:**
- (a) attendance at meetings of the Council;
 - (b) attendance at other formal meetings (e.g. Groups, Boards, Committees, Panels, etc.);
 - (c) attendance at meetings at the outside bodies referred to in the list incorporated in Schedule 1 provided that attendance is for the purpose of, or in connection with, the discharge of a function of the Council;
 - (d) attendance (under the Open Door Protocol) at County Council meetings (sanctioned by the Chief Executive) on matters of importance to the District or of Local (Ward) interest;
 - (e) attendance at Quedgeley Parish Council meetings in a Members' Ward when they are not a Member of that Parish Council;
 - (f) attendance at meetings of other bodies including courses, seminars and conferences provided that there is a Council or, where appropriate a meeting resolution authorising attendance on the basis that the attendance is for the purpose of, or in connection with the discharge of a function of the Council (the Chief Executive, Corporate Directors are authorised, in consultation with the Council or appropriate Cabinet Member, to sanction attendance provided adequate financial provision is available);
 - (g) elections and other duties undertaken on behalf and at the express request of the Council and other meeting.
3. **It should be noted that allowances are not paid to non-Members of meetings who attend meetings except in the following circumstances:**
- (a) the Mayor and the Leader of the Council and Chair of Overview and Scrutiny Management Committee (and their Vice-Chair in their absence) where they are ex-officio Members (with no vote) of a Group of which they are not a Member (does not apply to Boards, Panels, Sub-Committees and Working Parties);
 - (b) when Members attend a meeting to explain a motion (of which they have given notice at Council) which has been referred to that meeting by the Council;
 - (c) when Members attend a meeting to speak on an item they have requested to be placed on the agenda;
 - (d) when the local Ward Members attend site visit meetings of any meeting of which they are not a Member;
 - (e) when Members are expressly invited to attend meetings.

GLOUCESTER CITY COUNCIL

MEMBERS' ALLOWANCES SCHEME

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

1. Citation

- 1.1 This scheme may be cited as the Gloucester City Council Members' Allowances Scheme and shall have effect on and from 1 April 2015 until the scheme is amended or a new scheme is adopted.

2. Interpretation

- 2.1 In this Scheme,

'the Council' means the Gloucester City Council;

'Councillor' means a Member of Gloucester 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.

'year' means a period beginning 1 April and ending on 31 March.

3. Basic Allowance

- 3.1 Subject to paragraphs 9 and 10, for each year a Basic Allowance of £5,600.00 shall be paid to each Councillor.

- 3.2 All incidental costs incurred by a Councillor in the performance of their duties are to be covered by the Basic Allowance unless they are claimable elsewhere under this Scheme. This includes, but is not limited to, stationery and other office supplies, printer cartridges and any telephone costs incurred from the use of a private telephone.

- 3.3 The printing of business cards and headed paper are excluded from paragraph 3.2 above and will be provided on request.

- 3.4 The Council will offer and provide Councillors with the necessary IT equipment required to perform the role. The details of this provision are the subject of a separate policy.

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.

- 4.2 Subject to paragraphs 10 and 15, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

- 4.3 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 the highest of the relevant allowances.

5. Attendance at meetings

- 5.1 If a Councillor does not attend at least two-thirds of the total number of scheduled meetings of the Council, or of the Cabinet, or of Committees of which he/she is a Member, the Councillor concerned should be invited to pay back an appropriate percentage of his/her Basic Allowance up to a maximum of 25% of the Basic Allowance.
- 5.2 If a Member is absent from Council business for more than one continuous month (other than on illness grounds) the Member concerned should be invited to pay back a sum equivalent to the amount of Basic and Special Responsibility Allowances paid for any single period of absence which exceeds one month.
- 5.3 For periods of long term absences due to illness the Council should review its position on a case by case basis.
- 5.4 Paragraph 5.1 does not apply to the Mayor or Sheriff/Deputy Mayor holding Civic Office during the year in question.

6. Attendance Allowances

- 6.1 No attendance allowance shall be payable.

7. Pensions

- 7.1 Councillors are not eligible to join the Local Government Pension Scheme.

8. Travel, Subsistence and Dependants' Carers Allowances

- 8.1 Travel, Subsistence and Dependants' Carers Allowances shall be paid to Councillors in accordance with Schedule 2 to this Scheme.

9. Renunciation

- 9.1 A Councillor may, by notice in writing given to the Democratic and Electoral Services Manager elect to forego any part of his/her entitlement to an allowance under this Scheme.

10. Part Year Entitlements

- 10.1 If the Term of Office or duties undertaken by a Councillor begin or end part way through a financial year, or amendment of the Scheme during the financial year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the Term of Office, period of duty or relevant periods of the Scheme bear to the month in the financial year in which they occur based on the number of days in that month.

11. Withholding of allowances

11.1 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.

12. Overpayment

12.1 If a Councillor is paid any allowance under this scheme with respect to any period and it subsequently becomes apparent that the Councillor was not entitled to that payment for that period for any reason then the Council may recover the overpayment from that Councillor.

13. Annual Adjustment of Allowances

13.1 This scheme makes provision for an annual adjustment of allowances indexed to the Local Government staff pay award.

14. Co-optees

14.1 Co-opted members will not receive an allowance but will be fully reimbursed for any travel expenses incurred in attending meetings.

15. Membership of more than one authority

15.1 Where a Councillor is also a member of another authority that Councillor shall ensure that he/she does not receive allowances from more than one authority in respect of the same duties.

16. Claims and Payments

16.1 Payments shall normally be made by bank transfer:

(a) in respect of Basic and Special Responsibility Allowances, subject to paragraph 15.2, in instalments of 1/12th of the amounts specified in this Scheme on the 27th day of each month (or the last working day before that day if it is not a working day) and for which Councillors will not be required to submit a claim.

(b) in respect of Travel, Subsistence and Dependents' Carers allowances, on the 27th day of each month (or the last working day before that day if it is

Annex 2

not a working day) where the claim is received by the Democratic and Electoral Services Manager by not later than the 1st day of that month.

- 16.2 Where a payment of 1/12th of the amount specified in this Scheme in respect of a Basic or Special Responsibility Allowance would result in the Councillor receiving more or less than the amount to which, by virtue of paragraph 10, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more or less is paid than the amount to which he or she is entitled.
- 16.3 Claims for Travel, Subsistence and Dependents' Carers allowances must be submitted on the appropriate form within six months of the date in respect of which the claim is being made. The payment of any claims not meeting this deadline will be at the discretion of the Head of Paid Service.

SCHEDULE 1

Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

Responsibility	Multiplier of BA	SRA £pa
Leader of the Council	3.5	19,600
Deputy Leader of the Council	2.25	12,600
<i>Cabinet Members</i>		
Communities and Neighbourhoods	1.75	9,800
Environment	1.75	9,800
Housing, Health and Leisure	1.75	9,800
Performance and Resources	1.75	9,800
Regeneration and Culture	1.75	9,800
<i>Chairs of Committees</i>		
Planning Committee	0.8	4,480
Audit and Governance Committee	0.5	2,800
Licensing and Enforcement Committee	0.5	2,800
Overview and Scrutiny Committee	0.5	2,800
<i>Deputy Chairs of Committees</i>		
Planning Committee	0.2	1,120
<i>Other positions of additional responsibility</i>		
Minority Group Leader	1	5,600
Minority Group Deputy Leader	0.25	1,400
Mayor	0.6	3,360
Sheriff and Deputy Mayor	0.2	1,120

Notes:

1. 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 the highest of the relevant allowances.
2. A maximum of two Minority Group Leaders and two Minority Group Deputy Leaders are payable under the Scheme. An amendment to the Scheme may be required in the event of there being more than two Minority Groups.

SCHEDULE 2

Approved Duties

The following are deemed to be approved duties for the purposes of claiming travel, subsistence and dependants' carers allowances. Travel and subsistence expenses will only be paid where the duties necessitate travel beyond the Gloucester City Council boundaries:

- (a) Attendance, by right of membership or express invitation, at meetings of the Council, Cabinet, Committees, Sub-Committees, Working Groups, Panels and Task and Finish Groups.
- (b) Attendance, by right of membership or express invitation, at meetings of any joint Committees, Sub-Committees, Working Groups, Panels, Steering Groups to which the Council has appointed.
- (c) Attendance, by right of appointment, at meetings of approved Outside Bodies.
- (d) Attendance at Member training courses facilitated by the Council.
- (e) Attendance at a meeting of any association of authorities of which the authority is a member;
- (f) Attendance at meetings, Member training courses, conferences or any other events facilitated by external bodies, provided that authorisation has been given in advance and in writing by the Head of Paid Service, in consultation with the relevant Political Group Leader, where appropriate.

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

A. Travel and Subsistence Allowance

Claims for travel and subsistence allowances must be submitted to the Democratic and Electoral Services Manager either electronically or in writing on Expenses Claim Form EC5.

(a) Travel Allowances

Mileage allowances

Motor mileage within the City boundaries is deemed to be covered within the Basic Allowance. Motor mileage for attendance at approved duties, as defined above, is payable where the duties necessitate travel beyond the Gloucester City Council boundaries only.

Full addresses must be provided for all starting locations and destinations. Distances will be checked against the quickest route identified by AA Route Planner and any discrepancies will be raised with the Councillor so that details of the actual route taken can be recorded and reimbursed.

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Mileage rates will be paid in accordance with the rates paid to staff and will increase or decrease in line with any changes agreed in the staff rates. The current rates are:

Use of private motor vehicle	50p per mile
Use of bicycle	£16 flat rate per month or 15p per mile

Public Transport and Parking

Bus travel	Actual fares reimbursed. Tickets or receipts must be provided.
Rail travel	Train tickets should be arranged in advance through Democratic and Electoral Services in order to achieve value for money and to take advantage of early booking discounts. Where, in exceptional circumstances, a Councillor must purchase their own train ticket, the amount reimbursed will not exceed the amount of an ordinary fare or any available cheap fare; first class travel will not be reimbursed. Councillors purchasing their own train tickets should provide their receipt or ticket when claiming reimbursements.
Taxi and Private Hire Vehicles	Fares will only be reimbursed if travel by taxi is required due to the urgency of the approved business or if public transport is not reasonably available. Receipts must be provided.
Toll fees, ferry, garaging and parking charges	Actual fees or charges reimbursed. Receipts must be provided.

Accommodation

If a Councillor is required to stay overnight for attendance at approved duties, they should contact Democratic and Electoral Services who, following discussion with the Councillor about their requirements, will make the necessary accommodation arrangements in order to ensure that the Council achieves value for money.

(b) Subsistence Allowances

Subsistence within the City boundaries is deemed to be covered within the Basic Allowance. Subsistence for attendance at approved duties, as defined above, is payable for duties outside Gloucester City Council boundaries only. All claims for subsistence must be supported by receipts. Where claims can be made, eligibility is based on the time of day meals are taken and time away from home, as follows:

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

B. Dependents' Carers Allowance

Councillors may claim reimbursement of care expenses when a Councillor attends any of the approved duties defined in Schedule 2 to this Scheme and incurs costs for the provision of care for children and adult dependants.

When travelling away from home to an approved duty which may involve an overnight stay, care expenses may be claimed in respect of the total duration of the duty, less any period during which a dependent is cared for at no cost to the Councillor.

In order to claim the for reimbursement of care expenses, a Dependants' Care Expenses claim form must be completed and signed by both the claimant and the carer before submission to the Democratic and Electoral Services Manager.

(a) Childcare

Eligible Councillors may claim for the reimbursement of actual amount paid for childcare provision, up a maximum of £7.50 per hour for a single child, or up to a total of £9.00 per hour for two or more children.

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 aged 15 or under and for or any new claims, evidence of eligibility must be provided e.g. birth certificate. The child must normally live with the claimant as part of the family.

A carer can be any responsible mature person who does not normally live with the claimant as part of the family, but should not be a parent. The claimant bears sole responsibility for making appropriate care arrangements.

(b) Dependant Care

Eligible Councillors may claim for the reimbursement of actual amount paid for care provision, up to a maximum of £9.00.

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.

Dependant care costs may be claimed for children with severe disabilities and dependent adult relatives living in the Councillor's home and for whom the Councillor is directly responsible.

A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The claimant bears sole responsibility for making appropriate care arrangements.

EC5

Expenses Claim Form



Introduction

This form is to be completed by the employee claiming mileage and expenses. Once this form has been completed, and has been approved by an authorised signatory, please send directly to PST. If this form is submitted incomplete or with errors, it will be returned at a risk of non payment. Please contact PST on 01452 396230 for any additional support on completion if required.

Section A - Employee Details

Name		Service	
Personnel Number		Month and Year	
Cost Centre (If not standard)			

Section B - Mileage

Date	Details of journey	Business/Training Miles	Cycle Miles	Motorcycle Miles
Total				

Section C - Expenses

		With VAT					Without VAT					
Date	Details of journey	Accom Allowance	Misc Expenses	Subsist	Phone/ Calls	Travelling Expenses	Accom Allowance	Misc Expenses	Subsist	Phone/ Calls	Travelling Expenses	Med Cert
Total												

Section D - Approval

Claimant Name		Service/Department	
Signature		Date	
Approver Name		Service/Department	
Signature		Date Approved	
Checked by PSST - Initials and Date		Initials:	Date:

Data Protection Act. The information you give us will be used for employee payments and related purposes. It may also be used for management information and statistics. We may need to provide some details to other organisations for legal reasons. All your information is treated with respect and in accordance with the Data Protection Act 1998. If you would like more information please contact HR.

For BSC use Only:		Input By:		Date:	
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**GLOUCESTER CITY COUNCIL
DEPENDANTS' CARE EXPENSES CLAIM FORM**

DETAILS OF CLAIMANT

Councillor.....
 Address.....
Postcode.....

DETAILS OF DEPENDANT

Name.....DOB.....
 Relationship to Councillor making claim.....

DETAILS OF CARE PROVIDED

Date	Time	Approved Duty
.....to.....
.....to.....
.....to.....
.....to.....
.....to.....

Total number of hours care provided
 Amount charged per hour £.....
 Total amount paid to carer for provision of care £.....

DECLARATION OF CARER

I CONFIRM that I do not normally live at the same address as the person submitting this claim
 I CERTIFY that I have received the amount stated above for providing the care on the dates and times specified above.

Name (Print).....Telephone No.....
 Address.....
Postcode.....

Signed.....(Carer) Date.....

DETAILS OF CLAIM

Total amount claimed £.....

DECLARATION OF CLAIMANT

I CERTIFY that I have necessarily incurred expenditure on carer's expenses for the purpose of enabling me to perform approved duties as a Member of Gloucester City Council.
 I CONFIRM that I have actually paid the amount claimed and that the amount claimed is strictly in accordance with the Scheme determined by Gloucester City Council.

Signed.....(Councillor) Date.....

Checked by		Date:
Authorised by		Date: