

# **PART 6**

## **MEMBERS ALLOWANCES**

### **SCHEME**

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The scheme of Members Allowances with effect from 1 April 2006 is set out below:-

Basic Allowance - £3,800 per annum

Committee Chairman – 40% of Basic Allowance

Committee Vice Chairman – 10% of Basic Allowance

Sub committee Chairman – 10% of Basic Allowance.

Group Leaders and Deputy Group Leaders – a sum equivalent to 60% of Basic Allowance allocated to each group on the basis of 30% lump sum and 30% allocated pro rata to the number of Members in the group; the resultant figure for each group to be allocated 90% to the Group Leader and 10% to the Deputy Group Leader.

Chairman of the Council – 200% of Basic Allowance

Vice Chairman of the Council – 50% of Basic Allowance.

Chairman of Sub Committee – 10% of Basic Allowance.

### Travelling Expenses

Claims for travelling expenses must be based on one of the following:-

- Bus fare or first class railway train fare
- A mileage allowance for use of the Member's vehicle, together with an additional allowance for passengers.  
The rates are:-

Private car/motor cycle with cylinder capacity:-

	Pence per mile
(a) Not exceeding 999cc	38.7
(b) Over 1000cc	40

- A passenger allowance of 5p per mile.
- A motorcycle allowance of 24p per mile
- A bicycle allowance of 20p per mile

In certain circumstances, the amount of the actual fare of a taxi cab. This will only be paid in cases where use of public transport is not available or where excessive travelling time would be involved.

### **Subsistence Allowance**

When attendance at a Conference, course, etc. is as a representative of the Council and involves the purchase of meals and/or overnight accommodation away from home, subsistence allowance is payable. This allowance is intended to cover expenses incurred on meals and hotel accommodation during absence from home and can only be paid when the approved duty is as a representative of the Council.

Subsistence rates have been changed to a meals basis with eligibility based on the time of day the meal is taken and time away from home.

Current rates of allowance are detailed below:-

1. The rates shall not exceed:-
  - (a) In the cases of an absence, not involving an absence overnight from the usual place of residence:-
    - i Breakfast allowance (more than 4 hours from normal place of residence – before 11am) £5.88
    - ii Lunch allowance (more than 4 hours away from normal place of residence – including lunchtime between 12 noon and 2pm) £8.13
    - iii Tea allowance (more than 4 hours away from normal place of residence including period 3 pm to 6 pm) £3.21
    - iv. Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm) £10.06
  - (b) Overnight allowance on training course meeting. £3.63

For overnight stays the actual cost of hotel accommodation will be claimable, subject to a maximum of £120 per night. This sum is increased to £180 per night if staying in Central London.

2. Central London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith, Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.
3. Any rate determined under paragraph 1 above shall be deemed to cover a continuous period of absence of 24 hours.
4. The rates specified in paragraph 1 above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

**NOTE:** Allowances highlighted will be amended as and when rates payable to officers are amended to keep officer and Member rates identical.

### **Meals on Trains**

When main meals (ie breakfast, lunch or dinner) are taken on trains during a period for which there is entitlement to a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below.

In such circumstances, reimbursement for the reasonable cost of a meal should replace the entitlement to the day subsistence allowance for the appropriate meal period.

Limitations on reimbursement are:-

- (a) for breakfast, an absence of more than four hours before 11.0 am
- (b) for lunch, an absence of more than four hours, including between 12 noon and 2.00 pm
- (c) for dinner, an absence more than four hours, ending after 7.00 pm.