

Report of the Independent Remuneration Panel for Dorset County Council

January 2014

1. **Introduction**

1.1 This report has been prepared by The Independent Remuneration Panel for Dorset, which is appointed by the County Council and consists of three independent members drawn from the community. The Panel's role is to make recommendations to the County Council on the level of allowances made to members.

1.2 Members of the Panel are:

Mr William Alexander (Chairman)

Retired Personnel Manager and member of the Independent Remuneration Panel for Gloucestershire County Council

Ms Alison Appleyard

Principal of the Isle of Portland Aldridge Community Academy

Mr Graham Russell

Former Head of Democratic Services at Bath and North East Somerset Council and on going advisor/member for several Independent Remuneration Panels

2. The Panel's recommendations relate to the period 1 April 2014 to 31 March 2015 and are in keeping with statutory provision, namely:-

- (i) Local Government and Housing Act 1989 and Local Government Act 2006.
- (ii) The Local Authorities (Members Allowances) (England) Regulations 2003 (The Allowances Regulations).

3. **Report**

3.1 The Panel met on 1 October, 29 October, 18 November, 12 December 2013 and 16 January 2014.

3.2 A general invitation for all members to make contact with the Panel was issued and interviews with nine councillors were carried out to better inform the Panel of various aspects of the role of councillors in Dorset.

3.3 As a further development the Chairman of the Panel and the clerk would attend the meeting of Chairman and Lead Officers of County, District and Unitary Authorities for the South West Region in June 2014. This meeting enables members of panels across the region to share the wider view on all aspects of remuneration.

- 3.4 As a result of the interviews (3.2 above), the Panel is minded to
- (a) simplify the current system; and
 - (b) assist the County Council to attain its stated target following a Peer Review, in achieving a more member-led Council.
- 3.5 Some aspects of the role of councillors will develop as the County Council moves towards this more member-led approach. Accordingly, this Panel will review all allowances and expenses on an annual basis and then, make their recommendations to County Council on any variations that seem necessary to the interim Scheme recommended in this report.
- 3.6 Any reduction or withdrawals of SRAs do not imply that current holders have not carried out their duties to anything but the highest standards. The Panel wishes to emphasis that it has carried out a fundamental review with a guiding principle of simplifying and correcting anomalies in the Scheme.
- 3.7 The Panel, particularly following the recent interviews, recognises the value of the commitment of county councillors to the people of Dorset and congratulate them on their untiring efforts in this cause.
- 3.8 The Panel wishes to record its gratitude to Rebecca Guest, Senior Democratic Services Office, and Jonathan Mair, Head of Legal and Democratic Services, for their assistance in its work.

4. **Panel Deliberations**

4.1 **Basic Allowance (BA)**

- 4.1.1 The Basic Allowance for 2013/14 was £10,285.
- 4.1.2 The Panel notes that there was an agreement that any future increases in the Basic Allowance to members will be aligned to any salary increases awarded to staff. Following the award of a 1% increase to officers with effect from 1 April 2013, as part of a national negotiation, we have noted that the members' Basic Allowance was raised by an equivalent amount and support the continuation of this principle in future years. The current Basic Allowance for 2013/14 was £10,285.
- 4.1.3 This is a fundamental review of the members' allowances scheme and as such we are not bound by any previous agreements, arrangements or expectations in what we recommend to the County Council. The Panel's recommendations on variations to the scheme are for the year 2014/15 only, in accordance with paragraph 3.5. The Dorset County Council Basic Allowance will remain in the highest quartile of all South West Counties and Unitary Councils. What is more relevant however is that at this level, county councillors in Dorset will be appropriately recognised in terms of all their roles in a County Council that has increasingly higher expectations that members, at all levels, will take a greater leading role in managing links with their communities.
- 4.1.4 We have noted that there is already budget provision to meet this allowance increase in the same way as the officer increase was budgeted for.

- 4.1.5 The Panel was pleased to learn of the emerging IT strategy/culture in terms of communication with members, with the potential for an imminent roll-out of tablet/notebook technology to members – beginning with a pilot scheme. We support that move and the consequent reduction in paper consumption (particularly hard copy agenda papers) which must be regarded as a positive measure for the majority of councillors. We also support the idea that members' IT provision should, in respect of the core purchase, be supported through a suitably adjusted Basic Allowance giving an element of member choice in their purchase. This is a fast moving world and we recognise that the County Council will need to put in place some controls and advice over such purchases, and possibly some limitations on the models/types of device that can be supported.
- 4.1.6 Taking into account the present average cost of a tablet/notebook, spread over the 4 year electoral cycle, we propose that a further additional ¹£146 per member be incorporated within the Basic Allowance to equate broadly to one quarter per year of the estimated £400 cost of such hardware (assuming a 3 x year life span of such equipment). Again, we have noted that £6,000 could be transferred from the Legal and Democratic printing budget into the members' allowances budget, meaning that this element also will be met from within current budgets. We also note the expectation that this overall approach is likely to generate savings.
- 4.1.7 As part of this emerging strategy, we have looked at the provision of IT related consumables to (many but not all) councillors which is financed outside of the members' allowances budget. In our view it is wholly appropriate that, within this culture of change individual members take direct responsibility for the amount of paper/ink they choose to consume and that such use is funded by individual members, from the Basic Allowance.
- 4.1.8 We are aware that there may be exceptional circumstances in which a councillor's particular need regarding IT hardware or consumables cannot be met by this provision. We would propose that the Monitoring Officer be given the delegated responsibility to consider very exceptional arrangements only.

Our recommendation for the Basic Allowance for 2014/15 is therefore £10,536 – to be reviewed annually (existing £10,285 + 1% + £146 for IT hardware) on the basis that:

- (a) appropriate budgetary provision is transferred to the members' allowances budget to meet the IT element of the increase;
- (b) budget provision for the 1% element be also transferred to the members' allowances budget;
- (c) members' are advised that alongside this provision there is an expectation that they will in future meet their own IT consumables costs (print cartridges and paper);
- (d) arrangements are made for the Monitoring Officer to be authorised to consider and approve any exceptional arrangements for members whose needs cannot be met by these arrangements; and

¹ the £146 figure when added to the calculation for the 1% increase makes an easier figure to be divisible by 12

- (e) should the pilot exercise establish the introduction of member tablet/notebooks be unfeasible, the Basic Allowance would revert to £10,390 (£10,285 + 1%).

4.2 Special Responsibility Allowances (SRAs)²

Leader of the Council

- 4.2.1 The allowance is already robust enough to reflect the significance of the Leader's roles for a County Council the size and complexity of Dorset County Council. No representations have been made that the allowance is in any way insufficient.

Accordingly we propose no change, and that the Leader of the Council be awarded a special responsibility allowance of £31,608 (i.e. 3 x BA) – to be reviewed annually.

Deputy Leader of the Council

- 4.2.2 We have noted that the Deputy Leader role (a statutory requirement) is currently awarded an SRA of 60% of the Leader's allowance – significantly in excess of the rate awarded to other Cabinet Members (1 x BA).
- 4.2.3 The Panel has received evidence about the role of the Deputy Leader in shaping and delivering the transformation programme for the County Council, in addition to his corporate resources portfolio. This will involve regular reporting to the Cabinet and to the County Council. The issue for the Panel is whether that transformation leadership role justifies such a large differential, when compared with other Cabinet Members with portfolios of responsibility, and whose roles will need to contribute to the transformation agenda.
- 4.2.4 We are persuaded that the transformation agenda is at the heart of how the County Council intends to develop in the future. To be a success, the post holder will clearly need to co-ordinate and monitor activities across all portfolios while at the same time leading on his own portfolio responsibilities. The Panel believes that while the success of this arrangement will depend to some extent on the individual post holder's capabilities, it is a reasonable responsibility for the Leader to allocate to his/her Deputy.
- 4.2.5 However, given the roles that all Cabinet Member must have in delivering against the transformation agenda, inasmuch as it will impact on their portfolios, we believe the difference in allowances between the Deputy Leader and other Cabinet Members is too wide. We also propose to align the allowance for the Deputy Leader role with the Basic Allowance, as for other SRAs, rather than as a percentage of the Leader's allowance.

Accordingly we propose that the Deputy Leader of the Council be awarded a special responsibility allowance of £15,804 (i.e. 1.5 x BA) – to be reviewed annually.

² all of the values included within our recommendations on special responsibility allowances are based on the assumption that our recommended level of Basic Allowance is approved. As per note (e) overleaf, in the event that the County Council concludes that it is not feasible to proceed with the planned roll out arrangements for member IT, the corresponding value of each SRA will be reduced and the multiplier will relate to the £10,390 Basic Allowance figure.

Cabinet Members

- 4.2.6 We do not propose a change in level of this special responsibility allowance but its value will be set at £10,536 to reflect new Basic Allowance with a review after one year. We believe this allowance is adequate enough to reflect the present key role of leadership on policy development within the respective portfolios.
- 4.2.7 It is important to review how the Cabinet Member role will develop in the context of the County Council's response to the Peer Review report. In particular, it is conceivable that a significant shift towards member leadership could be achieved by delegating executive decision making responsibilities to Cabinet Members on matters within their portfolio, instead of solely collective executive decision making. Whether or not the Leader goes down this route, is of course a matter for the Leader alone. The Panel would wish to review, after a year, how member leadership has developed in the executive roles, under the transformation agenda to which the County Council is working.

Accordingly we propose that Cabinet Members be awarded a special responsibility allowance of £10,536 (i.e. 1 x BA) – to be reviewed annually.

Chairman of the Council

- 4.2.8 Under the present scheme, the Chairman of the County Council is awarded a special responsibility of £10,287 (1 x BA). In our review, we needed to be satisfied that the whole of that amount was related to recognising special responsibility, time and effort, and that none of it was connected with the expenses of that high civic office. We have been advised that this is the case and that other civic expenses are funded separately elsewhere within the budget.
- 4.2.9 An issue for the Panel has been whether the responsibilities of this role should equate to the level of responsibility of a Cabinet Member, as it is within the current Scheme. The evidence the Panel received made it clear that the duties and time commitment go far beyond presiding at meetings of the County Council (recognised as the key policy making meeting). There was considerable personal commitment required of the office holder outside of the time allocated for scheduled meetings, citizenship ceremonies and civic events. Given that the allowances regime recognises time and effort commitment as well as significant responsibility, the Panel is satisfied that the level of allowance at 1 x Basic Allowance is appropriate.

Accordingly we propose that the Chairman of the Council be awarded a special responsibility allowance of £10,536 (i.e. 1 x BA) – to be reviewed annually.

Vice-Chairman of the Council

- 4.2.10 The Panel has noted the support role given by the Vice-Chairman to the Chairman of the County Council in performing the civic and ceremonial role. The role of the Vice-Chairman in the context of deputising for the Chairman presiding at County Council meetings was minimal.

- 4.2.11 The Panel believes that a special responsibility allowance of 50% of Basic Allowance cannot be justified when measured against the responsibilities of other roles. As we have stated earlier, this in no way reflects upon the level of commitment and dedication given by the current office-holder. It is instead part of our attempt to make the overall Scheme simpler and more transparent in relation to lead member roles.
- 4.2.12 As with all other aspects of the report, we have taken an evidence based approach. Our recommendation is based upon the fact that no evidence has been given of any substantial deputising role.

Accordingly we propose that there is no special responsibility allowance for the role of Vice-Chairman of the Council.

Chairman of Audit and Scrutiny Committee

- 4.2.13 The present scheme provides for responsibility allowances at different levels for the Chairmen of the various scrutiny-based and overview committees.
- 4.2.14 We have looked at the statutory role of overview and scrutiny with a view that both elements of it (scrutiny and policy development [overview]) should be recognised with some consistency in the allowances regime.
- 4.2.15 The evidence we have received about the operation of that function within Dorset County Council does not support that view, certainly on the basis of how the chairing roles are structured at present. In particular the Audit and Scrutiny role stands out as significant in leading the non-executive approach to holding the executive to account, managing the County Council's risk, identifying challenges for the future and reviewing the quality of decision making. All of these will assume greater significance as the transformation agenda develops.
- 4.2.16 The Panel heard evidence that leading members on the Audit and Scrutiny Committee who work in support of Chairman in his role, might also be considered for a responsibility allowance. The Panel does not believe that under the present arrangements there is a sufficiently robust role in this regard to justify a separate award under the approved scheme of allowances. However, it is a matter for any holder of a special responsibility allowance to consider a private arrangement with any other members to recognise help and support given.
- 4.2.17 The Panel believes that the way it is structured recognises the significance of the Audit and Scrutiny Committee's role, but that the allowances scheme does not fully recognise that significance. We equate the significance of that role with that of a Cabinet Member, as presently structured.

Accordingly, we propose that the Chairman of the Audit and Scrutiny Committee be awarded a special responsibility allowance of £10,536 (i.e. 1 x BA) – to be reviewed annually.

Chairmen of other Overview and Scrutiny Committees

- 4.2.18 The Panel has looked closely at the roles of the four Chairmen of the Overview Committees, the Dorset Health Scrutiny Committee (a joint committee arrangement) and the Dorset Police and Crime Panel.

- 4.2.19 All of these Committees have a statutory basis in that they are performing roles that are founded in legislation. The Overview Committees perform against the core provisions of the Local Government Act 2000, which established the executive arrangements operating today. The Health and Police Scrutiny roles were developed from more recent legislation. However, under the present scheme, the level of special responsibility allowance for the Chairmen of these bodies varies considerably with, in the Panel's view, no clear justification for this.
- 4.2.20 It is our intention to recommend a scheme of allowances that is both simple and clear and in this respect we are proposing a rationalisation of these "overview and scrutiny" allowances.
- 4.2.21 Having considered carefully the emerging role of the Overview Committees in supporting the change agenda through more member engagement in reviewing and shaping policy and service delivery, we believe that the SRA for their Chairmen should be set at 0.5 of Basic Allowance, broadly equivalent to their current level.
- 4.2.22 We believe that the special responsibility allowance for the Health and Police Scrutiny Chairmen also should also be set at this level, thus providing some consistency and equality.

Accordingly, we propose that the Chairmen of the Overview Committees, the Dorset Health Scrutiny Committee and the Dorset Police and Crime Panel each be awarded a special responsibility allowance of £5,268 (i.e. 0.5 of BA) – to be reviewed annually.

Chairmen of other Committees

- 4.2.23 The Panel looked closely at the Chairmen's roles of a number of other Committees of the County Council and the degree of significance of those roles to the management of the County Council's business.
- 4.2.24 While we recognise that in their own individual fields these committees make a valuable contribution to the effective governance of the Council, and consequently there are reasonable expectations on their Chairmen to lead and manage their processes, we do not feel that their significance is as great as for other member roles in the context of emerging member leadership of the County Council.

Accordingly, we propose that the Chairmen of the following Committees be awarded a special responsibility allowance of £3,161 (i.e. 0.3 of BA):

- **Children and Adult Services Appeals Committee**
- **Personnel Appeals Committee**
- **Planning Committee**
- **Roads and Rights of Way Committee**
- **Standards and Governance Committee**

- 4.2.25 We know that this is a reduction in the level of these allowances. We wish to make it clear once more that this is in no way a reflection on the way in which the chairing roles are performed by the individual post-holders. It reflects the balance of evidence received and our wish to make the allowances scheme

more transparent and to better reflect the structure and practices of the County Council as we understand them.

- 4.2.26 Consideration was also given to recognising the responsibility and duties performed by the Chairman of the Dorset Health and Wellbeing Board. However it was recognised that the Board's current Chairman was the Leader of the Council and in line with the current practice that no member may receive more than one SRA, the immediate need for a SRA for this role was eradicated. This would be reviewed annually.

Leaders of Minority Groups

- 4.2.27 The Panel was asked to look at rationalising the allowances scheme in terms of its provision for special responsibility allowances for leaders of minority groups.
- 4.2.28 The Panel understands that legally a political group comprises a minimum of two members of the County Council signing up to be identified as a group and that each group must name a Leader.
- 4.2.29 We have looked at the Group Leader role both from their group management perspective and from the aspect of the overall political management of the authority. We believe that the primary role that is being recognised within the Scheme of Allowances is the contribution that minority Group Leaders make to the collective discussion of whole County Council matters, as well as their leadership role as a contributor to effective political management and good governance of the local authority. In that context, the size of the individual group membership is less relevant and should not in our view form the basis of any differential between minority Group Leader allowances within the scheme. That said, we believe that at this stage such arrangements should only apply to a political group with 10% or more of the Council seats.

Accordingly, we propose that the Leader of a Minority Group on the County Council - whether or not forming part of a formal coalition arrangement - be awarded a special responsibility allowance of £5,268 (i.e. 0.5 of BA) – to be reviewed annually, on the following basis:

- (a) the allowance only applies to a political group that has at least 10% of County Council seats (i.e. currently 5 members or more);**
- (b) within that criterion, there will be no differential between allowances to Leaders of political groups of different size.**

4.3 Travelling and Subsistence Allowances

- 4.3.1 No specific representations in relation to the mileage rate set out in the members' allowances scheme of the HMRC rate of 45p per mile were received.
- 4.3.2 Subsistence rates traditionally increase in line with national minimum wage increases.

We propose that the mileage rate set out in the members' allowances scheme should not be varied from the current HMRC rate of 45p per mile. Other travelling rates are also to remain unchanged. In

accordance with established practices, the subsistence rates be increased in line with national minimum wage increases.

4.4 **Dependent Carers' Allowance**

- 4.4.1 We considered the level of the dependent carers' allowance and noted that a very small number of members claimed this. We believe the present basis on which this allowance is calculated is sufficient and sustainable.

We propose that the rate of the dependent carers' allowance should remain at 110% of the national minimum wage rounded to the nearest 50p and that this continue to be increased when the national minimum wage is increased, currently from 1 October each year.

4.5 **Co-opted and Independent Members**

- 4.5.1 Consideration was given to the level of the co-optees' allowance and the categories of members who are eligible to claim this.

We will fully review this allowance in 2014/15, and in the interim propose that the current level of the allowance (£325) continue to be payable to the co-opted members of the Children's Services Overview Committee; the Police and Crime Panel; the independent persons appointed to serve on School Admission Appeals Panels; and the independent (external) members of the Standards and Governance Committee. An allowance of 50% of the co-optees allowance also be payable to the substitute co-opted members of the Children's Services Overview Committee.

4.6 **Submission of Claims**

- 4.6.1 In recognition of the change agenda, claims for allowances must be made electronically by elected members through the Dorset Enterprise System (DES), on a monthly basis. Claims must be submitted by the third day of each month to ensure payment in that month. This also helps to avoid over-payment of income tax and National Insurance contributions.
- 4.6.2 Only in exceptional circumstances (i.e. where a member does not have access to appropriate IT) and by agreement with the Monitoring Officer, should elected members use a hard copy claim form. The declaration on the reverse of the claim form must be completed in order for the claim to be processed.
- 4.6.3 Hard copy claim forms will be made available for co-opted members.

We propose that claims by elected members for allowances be made electronically through DES, on a monthly basis.

4.7 **Taxation of Allowances and Social Security Benefits**

- 4.7.1 Basic Allowance, special responsibility allowance and carers' allowance are subject to the normal PAYE and National Insurance regulations.
- 4.7.2 In light of HM Revenue and Customs investigations and precedent set by recent case law, there will be a deduction of tax and national insurance on

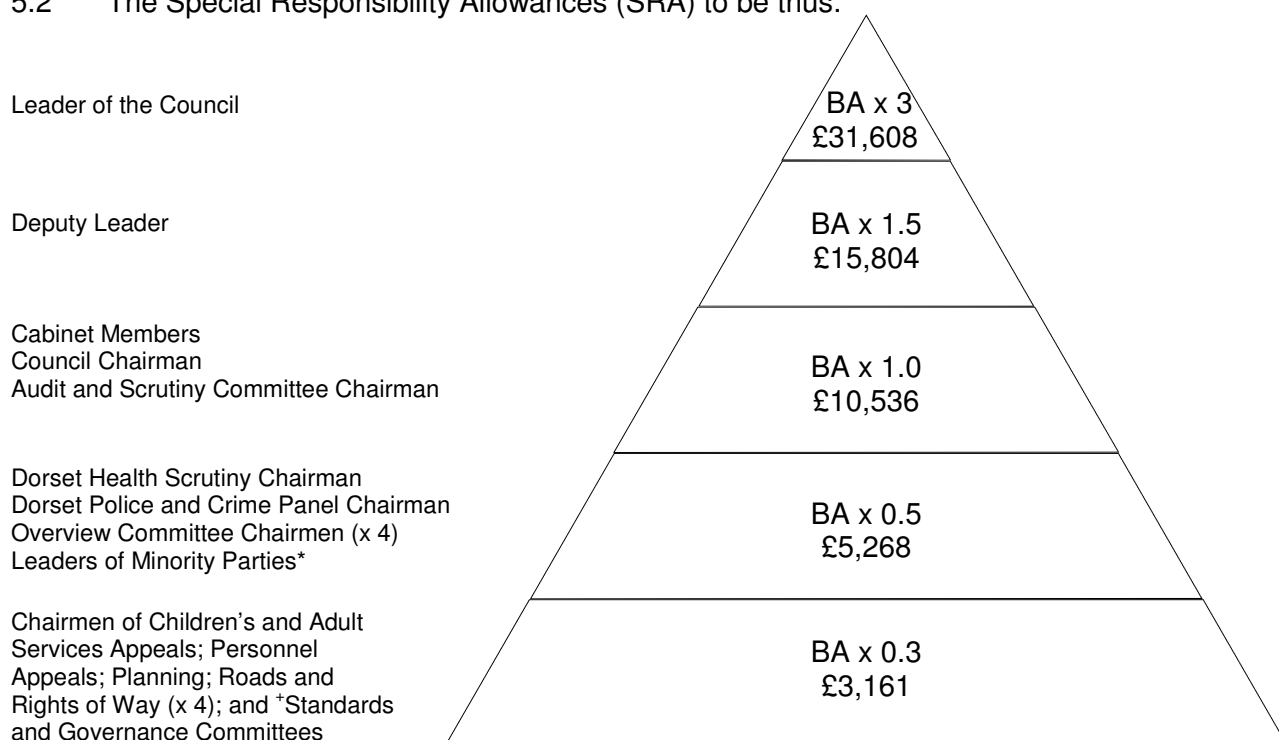
members' home to duty mileage, with effect from any journeys undertaken after 1 April 2014.

- 4.7.3 The Panel no more than notes this situation; also the right of individual member to discuss their personal circumstances with HMRC.

5. Recommendations

- 5.1 The Basic Allowance be increased to £10,536 with effect from 1 April 2014. This increase includes a sum of £146 as a contribution towards every member supplying his/her own IT equipment and consumables.

- 5.2 The Special Responsibility Allowances (SRA) to be thus:



Notes

* Minority parties having a minimum of 10% of County Council seats for their Leader to receive an SRA

+ SRA only payable if the Chairman is not the Leader of the Council

No SRA for the Vice-Chairman of Council

The list of SRAs is attached in Appendix 1, showing financial details.

- 5.3 That the mileage rate should not be varied from the current HMRC rate of 45p per mile. In line with established practices, the subsistence rates be increased in line with national minimum wage increases.
- 5.4 That the rate of the dependent carers' allowance should remain at 110% of the national minimum wage rounded to the nearest 50p and that this continue to be increased when the national minimum wage is increased currently from 1 October each year.
- 5.5 That Co-opted and Independent Members allowance levels continue to be payable to co-opted members of the Children's Services Overview Committee; the Police and Crime Panel; the independent persons appointed to serve on School Admission Appeals Panels; and the independent

(external) members of the Standards and Governance Committee at the current level of the allowance (£325). An allowance of 50% of the co-optees allowance also be payable to the substitute co-opted members of the Children's Services Overview Committee.

- 5.6 Claims by elected members for allowances must be submitted by the third day of each month, electronically through DES on a monthly basis. Only in exceptional circumstances and by agreement with the Monitoring Officer, should elected members use a hard copy claim form.
- 5.7 That the Independent Remuneration Panel review all allowances and expenses on an annual basis and make their recommendations to County Council on any variations that seem necessary to the Scheme.
- 5.8 That the provisions for elected member pensions as stated in section 12 of the current Scheme of Allowances, be continued pending any change in the legislation in this regard and review by the Panel.
- 5.9 All other matters remain as is and subject to review in 12 months time.
- 5.10 Appendices 2 and 3 illustrate how the members' scheme will look if the recommendations of the Independent Remuneration Panel are approved. Appendix 2 shows all tracked text changes in the scheme and Appendix 3 shows the proposed version with all amendments included.

Special Responsibility Allowances (SRAs) for 2014/2015

**(payable in addition to the Basic Allowance)
(with effect from 1 April 2014)**

(NOTE: No member may receive more than one SRA)

(BA = Basic Allowance) (£10,536)

	Factor	£
Leader of the Council	3 x BA	31,608
Deputy Leader of the Council	1.5 x BA	15,804
Cabinet Members		
Chairman of the County Council	1 x BA	10,536
Chairman of Audit and Scrutiny Committee		
Chairman of Dorset Health Scrutiny Committee		
Chairman of Dorset Police and Crime Panel		
Chairman of all Overview Committees (x 4)	0.5 x BA	5,268
† Leader of minority group(s)		
Chairman of other Committees (Children's and Adult Services Appeals; Personnel Appeals; Planning; Roads and Rights of Way (x 4); and †Standards and Governance)	0.3 x BA	3,161

† Minority Parties must have a minimum of 10% of County Council seats for their Leader to receive an SRA.

+ SRA only payable if the Chairman is not the Leader of the Council

Draft Members' Allowances Scheme – this is how the scheme will look if the recommendations of the Independent Remuneration Panel are accepted.

Dorset County Council Members' Allowances Scheme 2014/2015

1. General

1.1 The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the Regulations").

1.2 Following consideration of recommendations made by a local **Independent Remuneration Panel**, the County Council at their meeting on **13 February 2014** approved the making of a scheme which **will come** into effect from **1 April 2014**. The recommendations of the local **Independent Remuneration Panel** included provision for the **Panel to review the** basic and special responsibility allowances for **each year** and that this include a sum of £146 as a contribution towards every member supplying his/her own IT equipment and consumables.

1.3 This scheme is for the financial year **2014/15** and is effective from **1 April 2014**.

2. Entitlement to Allowances

2.1 This scheme provides for the payment of:-

- a basic flat rate allowance, payable to each elected member;
- **a sum to contribute towards IT equipment and consumables;**
- special responsibility allowances, payable to specified office holders with additional significant responsibilities;
- a dependent carers' allowance;
- travel allowances for duties undertaken within the county;
- travel and subsistence allowances for duties undertaken outside the county;
- an allowance to co-opted members.

3. Basic Allowance

3.1 The Basic Allowance (£10,536) is payable in equal monthly instalments. It is intended to recognise the time devoted by elected members to carry out their work as county councillors, including attendance at meetings, and constituency activities. It is also intended to cover incidental costs such as in-county subsistence and use of members' homes and private telephones.

3.2 **The Basis Allowance also includes the present average cost of a tablet/notebook, spread over the 4 year electoral cycle (£146)¹, subject to the successful roll-out of tablet/notebook technology to members. Moving forward members will take direct responsibility for the amount of paper/ink they choose to consume and such use will be funded by individual members, from the Basic Allowance.**

¹ all of the special responsibility allowances values are based on the assumption that the Basic Allowance is £10,536. In the event that the County Council concludes that it is not feasible to proceed with the planned roll out arrangements for member IT, the corresponding value of each SRA will be reduced and the multiplier will relate to the £10,390 Basic Allowance figure.

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Members' Allowances Scheme

3.3 Where IT hardware or consumables cannot be met by this provision, the Monitoring Officer has delegated responsibility to consider exceptional arrangements.

3.4 Review of Basic Allowance

The level of the Basic Allowance will be reviewed on an annual basis by the Independent Remuneration Panel.

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 The Basic Allowance will be increased by the same percentage as any national annual pay award for local government employees (rounded to the nearest £5). In accordance with the Regulations this arrangement applies for a maximum of four years before its application is reviewed.¶

4. Special Responsibility Allowances (SRAs)

- 4.1 SRAs are payable in addition to the basic allowance and are also paid in equal monthly instalments.
- 4.2 The County Council has authorised the payment of SRAs to certain office holders as set out in Appendix 1 to this scheme. Members may not receive more than one SRA.
- 4.3 Where a member is suspended or partially suspended from his/her duties as a member of Dorset County Council in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of SRA payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

5. Travelling and Subsistence Allowances

- 5.1 For undertaking approved duties within the county (including the unitary council areas of Bournemouth and Poole) and travelling and subsistence allowances for undertaking approved duties outside the county, members may claim a single rate travelling allowance equivalent to the HM Revenue and Customs' approved mileage rate in effect at the time.
- 5.2 The rates for travelling and subsistence allowances are set out below:-

Travelling

Car - 45p per mile

Motorcycle - 24.8p per mile

Bicycle - 20p per mile

Public transport (including rail and bus) – standard fare

Passengers – a passenger allowance of an additional 3p per mile may be claimed for the first passenger and 2p per mile for the second and subsequent passengers (up to a maximum of four in each case). This can only be claimed for passengers who would otherwise be eligible for travelling allowances.

Parking fees – actual cost

Subsistence (Standard) (Greater and Inner London)

Breakfast £4.80 £6.36
 (absence from normal place of residence must start before 7 am)

Lunch £6.57 £8.74
 (absence from normal place of residence including the period 12 noon – 2 pm)

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Members' Allowances Scheme

Dinner £11,62 £15,15
(absence from normal place of residence after 8.30 pm)

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Overnight accommodation (room only) £80,80 (inc VAT) £106,05 (inc VAT)

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Note: These allowances are not, of course, claimable where a meal or accommodation is provided.

5.3 The County Council have agreed that the production of a valid driving licence and vehicle insurance for driving on County Council business is a pre-requisite to entitlement to claim travelling allowance.

5.4 Travelling allowance (and subsistence allowances for out of county duties) is claimable for the following duties:-

- a) attendance at meetings of the Council, the Cabinet, and of those committees and sub-committees, panels, joint committees, consultative bodies and working groups of which the claimant is a member, or has a right to attend, under the County Council's constitution;
- b) attendance at meetings of the Cabinet, committees or sub-committees if not a member, but if expressly invited to attend by the Chief Executive or the Director for Corporate Resources;
- c) duties undertaken by members appointed to serve on partner and other organisations, as set out in part A of Appendix 2 to this scheme.

Note:

(i) the outside bodies set out in Part B of Appendix 2 pay travelling and/or subsistence allowances and members should therefore claim those allowances direct from those bodies and not from the County Council,

- d) attendance at meetings of borough or district councils, provided the member is invited to attend a specific meeting and is not entitled to claim from the borough or district council;
- e) attendance at meetings of a borough or district council under the "open door" protocol. (A copy of the protocol is included in the Members' Handbook.)
- f) attendance at town or parish council meetings;
- g) attendance at conferences, seminars and training events authorised by the appropriate committee, or by the Director for Corporate Resources after consultation with the Cabinet Member for Corporate Resources;
- h) attendance at seminars and briefing meetings for members convened by the Chief Executive, a director or service head, e.g. on service planning, new legislation and on service and policy issues, and at meetings to discuss particular local issues;
- i) exhibitions, official openings and visits to premises, or similar events, to which members have been invited by the Chief Executive, a director or a service head;

Deleted: (ii) the appropriate County Council committees have previously decided that no allowances are payable in respect of those organisations listed in Part C of Appendix 2;

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Members' Allowances Scheme

- j) attendance at consultation meetings with the public or other organisations arranged by the Chief Executive, a director or a service head.
- 5.5
- a) **Travelling allowances may not be claimed for political group meetings.**
 - b) **Except in the case of meetings of the Cabinet, travelling allowances may not be claimed for meetings to which members of only one political group have been invited.**
- 5.6 If any member is in any doubt about a particular duty please check with the Democratic Services Manager.
- 5.7 Members who claim subsistence allowances for out of county duties are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred and provide receipts (where possible). A declaration to this effect is included on the reverse of the claim form.
- 5.8 Where a member is suspended or partially suspended from his/her duties as a member of Dorset County Council in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of travelling and subsistence allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

Travel Outside of the United Kingdom

- 5.9 All duties to be conducted abroad require the prior written approval of the Chief Executive. Guidelines for the payment of travelling and subsistence allowances outside the United Kingdom are set out in Appendix 3 to this scheme.

6. Dependent Carers' Allowance

- 6.1 A dependent carers' allowance of up to £7,50* per hour, i.e. actual expenditure incurred up to a maximum of £7,50* per hour, will be paid for care of dependants, whether children, elderly people or people with disabilities, while a member is on County Council business where travelling allowances are payable. The allowance will not be payable to a member of the claimant's own household. Members who claim a carer's allowance are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred by signing the declaration on the reverse of the claim form. Receipts should also be provided.

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*Notes:

- a) The County Council at their meeting in February 2003 agreed that the dependent carers' allowance should be set at 110% of the minimum wage rounded to the nearest 50p.
- b) The national minimal wage is normally increased from 1 October each year and the dependent carers' allowance will therefore increase from that date.

7. Co-opted and Independent Members

- 7.1 Co-opted and independent members of committees and other persons appointed to sit on panels and fora constituted by the County Council, are entitled to claim travelling and carer's allowances in accordance with this scheme. They may also claim subsistence allowance for attendance at meetings.

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Members' Allowances Scheme

- 7.2 A separate co-optees allowance of £325 p.a. is payable to the co-opted members of the Children's Services Overview Committee; the Police and Crime Panel; and the independent (external) members of the Standards and Governance Committee. An allowance of 50% of the co-optees allowance is payable to the substitute co-opted members of the Children's Services Overview Committee.
- 7.3 The co-optees allowance (£325) is also payable to the independent persons appointed to serve on School Admission Appeals Panels (in addition to travelling and subsistence).

8. Submission of Claims

- 8.1 ~~Claims for allowances must be made electronically through DES.~~
- 8.2 ~~Claims must be made on a monthly basis~~ and be submitted by the third day of each month to ensure payment in that month.
- 8.3 When submitting claims electronically, VAT receipts for fuel, car park tickets/receipts and those for public transport and subsistence must be retained by the individual member and be made available for verification upon request. In the case of claims submitted on a claim form, these should be attached.
- 8.4 Only in exceptional circumstances (i.e. where a member does not have access to appropriate IT) and by agreement with the Monitoring Officer, should elected members use a hard copy claim form. The declaration on the reverse of the claim form must be completed in order for the claim to be processed.
- 8.5 Hard copy claim forms will be made available for co-opted members.

9. Entitlement to Travelling Allowances for Members who are also Members of a Borough or District Council

- 9.1 Members who are also members of another authority may not claim allowances from more than one authority for the same duties.
- 9.2 By way of example, members who are also members of North Dorset District Council who travel to Dorchester for a morning meeting of the County Council and then direct on to Blandford for a District Council meeting in the afternoon may reasonably claim travelling allowance from the County Council from home to Dorchester and then from Dorchester to Blandford. Travelling allowance from Blandford to home would be claimed from the District Council. If the meetings were reversed, the reverse would apply.

10. Forgoing Allowances

- 10.1 Members may, if they wish, forgo all or any part of their entitlement to basic allowance or special responsibility allowance by giving notice in writing to the Director for Corporate Resources.

11. Taxation of Allowances and Social Security Benefits

- 11.1 Basic allowance, special responsibility allowance and carers' allowance are subject to the normal PAYE and National Insurance regulations.

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8.3 . In the case of claims submitted electronically, VAT receipts for fuel, car park tickets/receipts and those for public transport and subsistence must be retained by the individual member and be made available for verification upon request. In the case of claims submitted on a claim form, these should be attached.¶

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Members' Allowances Scheme

11.2 Tax will normally be deducted at the basic rate (currently 20%), unless other instructions are received from HM Inspector of Taxes. All County Council PAYE arrangements are dealt with by HM Inspector of Taxes, Holland House, 20 Oxford Road, Bournemouth, BH8 8DZ, under the reference 503 A1496A. With effect from 1 April 2012, National Insurance contributions are only due when allowances exceed £634 per month. **Members' home to duty mileage will have a deduction for tax and national insurance with effect from 1 April 2014.**

11.3 National Insurance contributions are not due from any person over state pensionable age for whom a "nil liability" card must be obtained from the Contribution Agency and sent to the Director for Corporate Resources.

11.4 In order to avoid over-payment of income tax and National Insurance contributions, claims for payment of allowances **must** be submitted **monthly**.

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12. Pensions

12.1 **All elected members may, if they so decide, and are of eligible age, elect to join Dorset County Pension Scheme. (This entitlement is subject to potential legislative change from 1 April 2014.)**

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12.2 **Both the Basic Allowance and Special Responsibility Allowance will be treated as amounts in respect of which pension contributions are payable.**

13. Commencement

13.1 This scheme shall come into effect on 1 April **2014**.

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14. Enquiries

14.1 Please contact the following officers if you have any queries about this scheme:-

General Enquiries and Entitlement to Allowances

Lee Gallagher, Democratic Services Manager
(telephone (01305) 224191 or e-mail: l.d.gallagher@dorsetcc.gov.uk)

or

Fiona King, Senior Democratic Services Officer
(telephone (01305) 224186 or e-mail: f.d.king@dorsetcc.gov.uk).

or

Rebecca J Guest, Senior Democratic Services Officer
(telephone (01305) 225184 or e-mail: r.j.guest@dorsetcc.gov.uk)

Pensions

Anne Cheffey, Team Leader - Pensions
(telephone (01305) 224025 or e-mail a.m.cheffey@dorsetcc.gov.uk)

Taxation and Social Security

Brian Keegan, Senior HR Assistant
(telephone (01305) 224027 or e-mail b.r.keegan@dorsetcc.gov.uk)

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Special Responsibility Allowances (SRA's) 2014/15
 (payable in addition to the Basic Allowance)
 (with effect from 1 April 2014)

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(NOTE: No member may receive more than one SRA)

(BA = Basic Allowance) (£10,536)

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	Factor	£
Leader of the Council	3 x BA	31,608
Deputy Leader of the Council	1.5 x BA	15,804
Cabinet Members		
Chairman of the County Council	1 x BA	10,536
Chairman of Audit and Scrutiny Committee		
Chairman of Dorset Health Scrutiny Committee		
Chairman of Dorset Police and Crime Panel	0.5 x BA	5,268
Chairman of all Overview Committees (x 4)		
† Leader of minority group(s)		
Chairman of other Committees (Children's and Adult Services Appeals, Personnel Appeals, Planning, Roads and Rights of Way (x 4) and the †Standards and Governance)	0.3 x BA	3,161

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† Minority Parties must have a minimum of 10% of County Council seats for their Leader to receive an SRA.
 † SRA only payable if the Chairman is not the Leader of the Council

Deleted: †Note: this allowance is calculated as follows: twice the basic allowance divided by 45 members x the number of member in this political group, subject to a minimum of 35% of the basic allowance.¶

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List of Partner and Other Organisations
(Updated March 2012)

Part A

Organisations in respect of which members may claim travelling allowances for those within the county and travelling and subsistence allowances for those outside the county.

Board of Creative Dorset Company	Formatted Table
Board of Dorset Local Enterprise Partnership	Deleted: Board of South West of England Regional Co-ordination of Trading Standards (SWERCOTS) Ltd
Bournemouth International Airport Consultative Committee	Deleted: Community Planning Partnerships ... [2]
Chalk and Cheese Local Action Group Executive	Deleted: the
Charmouth Heritage Coast Centre Trust	Deleted: Council of Governors of Royal Bournemouth and Christchurch Hospital ... [3]
Colliton Club Committee	Deleted: Destination D... [4]
Council of Bournemouth Symphony Orchestra	Deleted: Dorset Adult Learning Academic Boa... [5]
Cranborne Chase and West Wiltshire Downs Forum – Steering Group	Formatted Table
Dorchester Heritage Joint Committee	Deleted: Dorset Arts Advisory Group ... [6]
Dorset Area of Outstanding Natural Beauty Partnership Board	Deleted: (including
Dorset Community Action - Board of Trustees	Deleted: and Capital Grants Committee)
Dorset Community Safety Partnership	Formatted Table
Dorset County Community Fund Panel	Deleted: Dorset Learning Disability Partnership Bc... [7]
Dorset County Hospital NHS Foundation Trust – Council of Governors	Deleted: Dorset
Dorset Development Partnership – Members Board	Formatted Table
Dorset Forum for Equality and Diversity	Deleted: Network
Dorset Healthcare University NHS Foundation Trust – Council of Governors	Deleted: Dorset Shadow Health and Well-being B... [8]
Dorset Heathlands - Joint Executive Group	Deleted: Joint Provision Scheme Management Committees ... [9]
Dorset Local Enterprise Partnership Board	Formatted: Bullets and Numbering
Dorset Local Nature Partnership Board	Formatted: Font: 11 pt
Dorset Natural History and Archaeological Society (County Museum)	Deleted: Management Board of South West UK Brussels Office
Dorset Race Equality Council – Executive	Deleted: Outdoor Education Centre Management Committees
Dorset Rail Partnership	Formatted Table
Dorset Safeguarding Children's Board	Formatted Table
Dorset Strategic Road Safety Partnership Steering Committee	Deleted: May 13
East Dorset Heritage Trust	
Hospital NHS Trusts - Council of Governors	
Jurassic Coast Trust	
Local Government Association (including the County Councils Network and Coastal Special Interest Group)	
Police and Crime Commissioner Engagement Forum:	
- Christchurch	
- East Dorset	
- North Dorset	
- Purbeck	
- West Dorset	
- Weymouth and Portland	
Poole Hospital NHS Foundation Trust – Council of Governors	
Portland Gas Trust	
Portland Harbour Consultative Committee	
Purbeck Rail Partnership	
Red House Museum (Christchurch) Joint Management Committee	
Royal Bournemouth and Christchurch Hospitals - Council of Governors	
Safewise Board of Trustees	
Salisbury Diocesan Board of Education	

Members' Allowances Scheme

Shaftesbury Abbey and Museum Trust Company Limited

South West Audit Partnership (SWAP) Board

South West Councils (including Employers' Panel, South West Provincial Council and Rural Commission)

South West Provincial Council

Southern Inshore Fisheries and Conservation Authority (Southern IFCA)

Sowing Seeds Local Action Group

Standing Conference on Problems Associated with the Coastline (SCOPAC)

Streetwise Partnership Trust Ltd.

The Children's Trust Board

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Forces and Cadet Association
Dorset County Commit ... [10]

January 2014

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Members' Allowances Scheme

Part B

Outside bodies which pay allowances direct to representatives who attend their meetings (and where no further allowances are claimable from the county council).

Environment Agency – Wessex Regional Flood and Coastal Committee+
Wessex Water Customer Liaison Panel*

Deleted: Council of
Governors of Hospital NHS
Trusts ... [11]

* This body pays travelling and lunch is provided where appropriate.

* This body pays travelling and subsistence allowances.

January 2014

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¶
Outside bodies on which members who serve are not eligible to claim any allowances.
¶
Ashley, Churchill and Thorne Education Trust ... [12]
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Dorset County Council

Guidelines for travel outside the United Kingdom – Elected members and officers

1. Introduction

- 1.1 These guidelines have been drawn up for the use by elected members and officers of the County Council who travel outside the UK on official business. The Government issue guidance notes for the payment of members' allowances which specifically exclude travel outside the UK; it is thus for the County Council to decide appropriate arrangements. Similarly, the officers' national agreement on pay and conditions makes no specific reference to travel outside the UK, referring generally to the 'reimbursement of approved expenses in accordance with local arrangements'.
- 1.2 Since, in many cases of business conducted outside the UK, elected members and officers participate together, wherever possible the following guidance applies to both. The guidelines are applicable whether the expenditure is funded by the County Council or by outside agencies, e.g. EU, British Council.

2. Approval to incur expenditure

- 2.1 For elected members, and officers, the conduct of business outside the UK requires the prior written approval of the Chief Executive, who shall have regard to any guidelines laid down from time to time by the County Council.
- 2.2 For elected members, appropriate application forms may be obtained from the Democratic Services Manager, Lee Gallagher (01305 224191 / l.d.gallagher@dorsetcc.gov.uk).
- 2.3 For officers applications should be made, on the forms provided, via the appropriate Director.

3. Travel and Subsistence Arrangements

- 3.1 Travel and subsistence outside the UK can be expensive. Furthermore, costs vary widely from country to country. Thus the setting of either recommended or maximum rates has been resisted; the guiding principle is thus of 'reasonableness' in the incurring of public expenditure. To ensure that the County Council gets best value, it is recommended that, wherever possible, travel and accommodation arrangements are made in advance through the Chief Executive or appropriate Director or person nominated specifically by them for this purpose. Only in exceptional circumstances, and agreed with the Chief Executive or in his absence the appropriate Director, should an elected member or officer make their own arrangements. For the avoidance of doubt, these guidelines are applicable from the port of departure or UK airport or the international train terminal and consequently all expenditure incurred to and from the point of departure are covered by the appropriate UK arrangements.

3.2 Transport costs

- (i) Travel by air, boat or train (including sleeping accommodation where appropriate) should normally be by standard or normal class.

Members' Allowances Scheme

- (ii) Travel by car is reimbursable at normal approved rates.
- (iii) Public transport charges and taxi fares are reimbursable.
- (iv) The costs of hire cars are reimbursable, but should only be used in exceptional circumstances.
- (v) The costs of parking, tolls and ferries are reimbursable.

3.3 Subsistence

- (i) Elected members and officers are entitled to claim reasonable actual expenditure for breakfast, lunch and evening meal, instead of their normal allowances. The costs of alcoholic beverages are not reimbursable, except in accompanying evening meals in those countries where it is the custom. An aperitif (say, a glass of beer or spirits) and wine with the meal is acceptable, but not 'after dinner' drinks.
- (ii) In most cases, overnight stays provide room, bed and breakfast. No incidental expenses, e.g. newspapers, private telephone calls, mini-bar bills, are reimbursable. No entertainment expenses, e.g. theatre tickets or bar bills should be claimed.
- (iii) The payment of reasonable actual costs is in lieu of any subsistence rates normally payable to the elected member or officer.

4. Claiming and Payment

- 4.1 All expenditure necessarily incurred by individuals outside the UK, no matter how paid for, should be included on the elected members' and officers' normal claim forms. All expenses should be claimed in the local currency. The exchange rates applied will be the County Council banker's local tourist rate prevailing on the date the claim is actioned.
- 4.2 Where possible, supporting documentation should be provided. This should be in the form of official receipts and bills and be sufficient to substantiate all expenditure. (It is recognised that this may not be possible for relatively small items of expenditure, e.g. public transport.)
- 4.3 Queries of interpretation of these guidelines should be directed to Mark Taylor, Internal Audit, Insurance and Risk Management, on (01305) 224982. Any queries concerning the completion of members' claim forms should be directed to Fiona King in Democratic Services on (01305) 224186. Queries concerning officers' claim forms should be directed to the appropriate Directorate administrative officer or to the Payments Team on (01305) 224128.

Members' Allowances Scheme

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Page 261: [1] Deleted	DCC	03/01/2014 11:35:00
(BA = Basic Allowance) (£10,185)		£
Leader of the Council (3 x BA)		30,555
Deputy Leader of the Council (60% of Leader's SRA)		18,335
Other members of Cabinet (1 x BA)		10,185
Chairman of the County Council (1 x BA)		10,185
Vice-Chairman of the County Council (50% of BA)		5,095
Chairman of Audit and Scrutiny Committee (85% of BA)		8,660
Chairman of Dorset Health Scrutiny Committee (75% of BA)		7,640
Chairmen of each Overview Committee (50% of BA)		5,095
Chairmen of Children's and Adult Services Appeals, Personnel Appeals, Planning and Roads and Rights of Way Committees and the Standards and Governance Committee (50% of BA)		5,095
Chairman of the Police and Crime Panel		5,095
†Leader of the Liberal Democrat Group		6,340
Page 262: [2] Deleted	DCC	07/01/2014 10:38:00
Community Planning Partnerships		
Page 262: [3] Deleted	DCC	06/01/2014 15:11:00
Council of Governors of Royal Bournemouth and Christchurch Hospital		
Page 262: [4] Deleted	DCC	06/01/2014 15:11:00
Destination Dorset		
Page 262: [5] Deleted	DCC	06/01/2014 15:12:00
Dorset Adult Learning Academic Board		
Dorset Archaeological Committee		
Page 262: [6] Deleted	DCC	06/01/2014 15:13:00
Dorset Arts Advisory Group		
Dorset Association of Parish and Town Councils Area Meetings		
Dorset Broadcasting Action Group – Executive Committee		
Page 262: [7] Deleted	DCC	07/01/2014 09:33:00
Dorset Learning Disability Partnership Board		
Page 262: [8] Deleted	DCC	07/01/2014 09:35:00
Dorset Shadow Health and Well-being Board		
Page 262: [9] Deleted	DCC	07/01/2014 09:36:00
Joint Provision Scheme Management Committees		
Page 263: [10] Deleted	DCC	07/01/2014 09:46:00
Wessex Reserve Forces and Cadet Association Dorset County Committee		
Page 264: [11] Deleted	DCC	06/01/2014 14:57:00
Council of Governors of Hospital NHS Trusts		
Page 265: [12] Deleted	DCC	07/01/2014 09:52:00

Part C

Outside bodies on which members who serve are not eligible to claim any allowances.

Ashley, Churchill and Thorner Education Trust
Bere Regis (Thomas Williams) Educational Foundation
Bridport (Gundry's) Educational Foundation
Bridport Local Community Planning Group
Broadwindsor, Burstock (Blackdown or Smith's) Endowed School
Charmouth Heritage Coast Centre Trust
Consortium of Local Education Authorities for provision of Science Equipment Governing Body
Dorchester (Margaret Ashley's) Educational Foundation
Dorchester Joint Steering Group
Dorset Association of Youth Clubs
Governing Bodies of Primary, Middle, Secondary and Special Schools
Management Board of Choices Single Regeneration Board in Weymouth and Portland
Milton Abbas Exhibition Foundation
North Dorset Stourfield Circle Community Partnership
Portland Harbour Consultative Committee
Purbeck Rail Partnership
Shaftesbury Abbey and Museum Trust Company Limited
Youth Centre Management Committees (both LEA and Voluntary)

Draft Members' Allowances Scheme – this is how the scheme will look if the recommendations of the Independent Remuneration Panel are accepted.

Dorset County Council Members' Allowances Scheme 2014/2015

1. General

- 1.1 The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the Regulations").
- 1.2 Following consideration of recommendations made by a local Independent Remuneration Panel, the County Council at their meeting on 13 February 2014 approved the making of a scheme which will come into effect from 1 April 2014. The recommendations of the local Independent Remuneration Panel included provision for the Panel to review the basic and special responsibility allowances for each year and that this include a sum of £146 as a contribution towards every member supplying his/her own IT equipment and consumables.
- 1.3 This scheme is for the financial year 2014/15 and is effective from 1 April 2014.

2. Entitlement to Allowances

- 2.1 This scheme provides for the payment of:-
- a basic flat rate allowance, payable to each elected member;
 - a sum to contribute towards IT equipment and consumables;
 - special responsibility allowances, payable to specified office holders with additional significant responsibilities;
 - a dependent carers' allowance;
 - travel allowances for duties undertaken within the county;
 - travel and subsistence allowances for duties undertaken outside the county;
 - an allowance to co-opted members.

3. Basic Allowance

- 3.1 The Basic Allowance (£10,536) is payable in equal monthly instalments. It is intended to recognise the time devoted by elected members to carry out their work as county councillors, including attendance at meetings, and constituency activities. It is also intended to cover incidental costs such as in-county subsistence and use of members' homes and private telephones.
- 3.2 The Basis Allowance also includes the present average cost of a tablet/notebook, spread over the 4 year electoral cycle (£146)¹, subject to the successful roll-out of tablet/notebook technology to members. Moving forward members will take direct responsibility for the amount of paper/ink they choose to consume and such use will be funded by individual members, from the Basic Allowance.

¹ all of the special responsibility allowances values are based on the assumption that the Basic Allowance is £10,536. In the event that the County Council concludes that it is not feasible to proceed with the planned roll out arrangements for member IT, the corresponding value of each SRA will be reduced and the multiplier will relate to the £10,390 Basic Allowance figure.

Members' Allowances Scheme

3.3 Where IT hardware or consumables cannot be met by this provision, the Monitoring Officer has delegated responsibility to consider exceptional arrangements.

3.4 Review of Basic Allowance

The level of the Basic Allowance will be reviewed on an annual basis by the Independent Remuneration Panel.

4. Special Responsibility Allowances (SRAs)

4.1 SRAs are payable in addition to the basic allowance and are also paid in equal monthly instalments.

4.2 The County Council has authorised the payment of SRAs to certain office holders as set out in Appendix 1 to this scheme. Members may not receive more than one SRA.

4.3 Where a member is suspended or partially suspended from his/her duties as a member of Dorset County Council in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of SRA payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

5. Travelling and Subsistence Allowances

5.1 For undertaking approved duties within the county (including the unitary council areas of Bournemouth and Poole) and travelling and subsistence allowances for undertaking approved duties outside the county, members may claim a single rate travelling allowance equivalent to the HM Revenue and Customs' approved mileage rate in effect at the time.

5.2 The rates for travelling and subsistence allowances are set out below:-

Travelling

Car - 45p per mile

Motorcycle - 24.8p per mile

Bicycle - 20p per mile

Public transport (including rail and bus) – standard fare

Passengers – a passenger allowance of an additional 3p per mile may be claimed for the first passenger and 2p per mile for the second and subsequent passengers (up to a maximum of four in each case). This can only be claimed for passengers who would otherwise be eligible for travelling allowances.

Parking fees – actual cost

<u>Subsistence</u>	(Standard)	(Greater and Inner London)
--------------------	------------	----------------------------

Breakfast	£4.80	£6.36
<i>(absence from normal place of residence must start before 7 am)</i>		

Lunch	£6.57	£8.74
<i>(absence from normal place of residence including the period 12 noon – 2 pm)</i>		

Members' Allowances Scheme

Dinner (absence from normal place of residence after 8.30 pm)	£11.62	£15.15
Overnight accommodation (room only)	£80.80 (inc VAT)	£106.05(inc VAT)

Note: These allowances are not, of course, claimable where a meal or accommodation is provided.

5.3 The County Council have agreed that the production of a valid driving licence and vehicle insurance for driving on County Council business is a pre-requisite to entitlement to claim travelling allowance.

5.4 Travelling allowance (and subsistence allowances for out of county duties) is claimable for the following duties:-

- a) attendance at meetings of the Council, the Cabinet, and of those committees and sub-committees, panels, joint committees, consultative bodies and working groups of which the claimant is a member, or has a right to attend, under the County Council's constitution;
- b) attendance at meetings of the Cabinet, committees or sub-committees if not a member, but if expressly invited to attend by the Chief Executive or the Director for Corporate Resources;
- c) duties undertaken by members appointed to serve on partner and other organisations, as set out in part A of Appendix 2 to this scheme.

Note:

(i) the outside bodies set out in Part B of Appendix 2 pay travelling and/or subsistence allowances and members should therefore claim those allowances direct from those bodies and not from the County Council,

- d) attendance at meetings of borough or district councils, provided the member is invited to attend a specific meeting and is not entitled to claim from the borough or district council;
- e) attendance at meetings of a borough or district council under the "open door" protocol. (A copy of the protocol is included in the Members' Handbook.)
- f) attendance at town or parish council meetings;
- g) attendance at conferences, seminars and training events authorised by the appropriate committee, or by the Director for Corporate Resources after consultation with the Cabinet Member for Corporate Resources;
- h) attendance at seminars and briefing meetings for members convened by the Chief Executive, a director or service head, e.g. on service planning, new legislation and on service and policy issues, and at meetings to discuss particular local issues;
- i) exhibitions, official openings and visits to premises, or similar events, to which members have been invited by the Chief Executive, a director or a service head;

Members' Allowances Scheme

- j) attendance at consultation meetings with the public or other organisations arranged by the Chief Executive, a director or a service head.
- 5.5 a) **Travelling allowances may not be claimed for political group meetings.**
- b) **Except in the case of meetings of the Cabinet, travelling allowances may not be claimed for meetings to which members of only one political group have been invited.**
- 5.6 If any member is in any doubt about a particular duty please check with the Democratic Services Manager.
- 5.7 Members who claim subsistence allowances for out of county duties are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred and provide receipts (where possible). A declaration to this effect is included on the reverse of the claim form.
- 5.8 Where a member is suspended or partially suspended from his/her duties as a member of Dorset County Council in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of travelling and subsistence allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

Travel Outside of the United Kingdom

- 5.9 All duties to be conducted abroad require the prior written approval of the Chief Executive. Guidelines for the payment of travelling and subsistence allowances outside the United Kingdom are set out in Appendix 3 to this scheme.

6. Dependent Carers' Allowance

- 6.1 A dependent carers' allowance of up to £7.50* per hour, i.e. actual expenditure incurred up to a maximum of £7.50* per hour, will be paid for care of dependants, whether children, elderly people or people with disabilities, while a member is on County Council business where travelling allowances are payable. The allowance will not be payable to a member of the claimant's own household. Members who claim a carer's allowance are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred by signing the declaration on the reverse of the claim form. Receipts should also be provided.

*Notes:

- a) The County Council at their meeting in February 2003 agreed that the dependent carers' allowance should be set at 110% of the minimum wage rounded to the nearest 50p.
- b) The national minimal wage is normally increased from 1 October each year and the dependent carers' allowance will therefore increase from that date.

7. Co-opted and Independent Members

- 7.1 Co-opted and independent members of committees and other persons appointed to sit on panels and fora constituted by the County Council, are entitled to claim travelling and carer's allowances in accordance with this scheme. They may also claim subsistence allowance for attendance at meetings.

Members' Allowances Scheme

- 7.2 A separate co-optees allowance of £325 p.a. is payable to the co-opted members of the Children's Services Overview Committee; the Police and Crime Panel; and the independent (external) members of the Standards and Governance Committee. An allowance of 50% of the co-optees allowance is payable to the substitute co-opted members of the Children's Services Overview Committee.
- 7.3 The co-optees allowance (£325) is also payable to the independent persons appointed to serve on School Admission Appeals Panels (in addition to travelling and subsistence).

8. Submission of Claims

- 8.1 **Claims for allowances must be made electronically through DES.**
- 8.2 **Claims must be made on a monthly basis** and be submitted by the third day of each month to ensure payment in that month.
- 8.3 When submitting claims electronically, VAT receipts for fuel, car park tickets/receipts and those for public transport and subsistence must be retained by the individual member and be made available for verification upon request. In the case of claims submitted on a claim form, these should be attached.
- 8.4 Only in exceptional circumstances (i.e. where a member does not have access to appropriate IT) and by agreement with the Monitoring Officer, should elected members use a hard copy claim form. The declaration on the reverse of the claim form must be completed in order for the claim to be processed.
- 8.5 Hard copy claim forms will be made available for co-opted members.

9. Entitlement to Travelling Allowances for Members who are also Members of a Borough or District Council

- 9.1 Members who are also members of another authority may not claim allowances from more than one authority for the same duties.
- 9.2 By way of example, members who are also members of North Dorset District Council who travel to Dorchester for a morning meeting of the County Council and then direct on to Blandford for a District Council meeting in the afternoon may reasonably claim travelling allowance from the County Council from home to Dorchester and then from Dorchester to Blandford. Travelling allowance from Blandford to home would be claimed from the District Council. If the meetings were reversed, the reverse would apply.

10. Forgoing Allowances

- 10.1 Members may, if they wish, forgo all or any part of their entitlement to basic allowance or special responsibility allowance by giving notice in writing to the Director for Corporate Resources.

11. Taxation of Allowances and Social Security Benefits

- 11.1 Basic allowance, special responsibility allowance and carers' allowance are subject to the normal PAYE and National Insurance regulations.
- 11.2 Tax will normally be deducted at the basic rate (currently 20%), unless other instructions are received from HM Inspector of Taxes. All County Council PAYE

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arrangements are dealt with by HM Inspector of Taxes, Holland House, 20 Oxford Road, Bournemouth, BH8 8DZ, under the reference 503 A1496A. With effect from 1 April 2012, National Insurance contributions are only due when allowances exceed £634 per month. Members' home to duty mileage will have a deduction for tax and national insurance.

- 11.3 National Insurance contributions are not due from any person over state pensionable age for whom a "nil liability" card must be obtained from the Contribution Agency and sent to the Director for Corporate Resources.
- 11.4 In order to avoid over-payment of income tax and National Insurance contributions, claims for payment of allowances must be submitted monthly.

12. Pensions

- 12.1 All elected members may, if they so decide, and are of eligible age, elect to join Dorset County Pension Scheme. (This entitlement is subject to potential legislative change from 1 April 2014.)
- 12.2 Both the Basic Allowance and Special Responsibility Allowance will be treated as amounts in respect of which pension contributions are payable.

13. Commencement

- 13.1 This scheme shall come into effect on 1 April 2014.

14. Enquiries

- 14.1 Please contact the following officers if you have any queries about this scheme:-

General Enquiries and Entitlement to Allowances

Lee Gallagher, Democratic Services Manager
(telephone (01305) 224191 or e-mail: l.d.gallagher@dorsetcc.gov.uk)

or

Fiona King, Senior Democratic Services Officer
(telephone (01305) 224186 or e-mail: f.d.king@dorsetcc.gov.uk).

or

Rebecca Guest, Senior Democratic Services Officer
(telephone (01305) 225184 or e-mail: r.j.guest@dorsetcc.gov.uk)

Pensions

Anne Cheffey, Team Leader - Pensions
(telephone (01305) 224025 or e-mail a.m.cheffey@dorsetcc.gov.uk)

Taxation and Social Security

Brian Keegan, Senior HR Assistant
(telephone (01305) 224027 or e-mail b.r.keegan@dorsetcc.gov.uk)

**Special Responsibility Allowances (SRA's) 2014/15
(payable in addition to the Basic Allowance)
(with effect from 1 April 2014)**

(NOTE: No member may receive more than one SRA)

(BA = Basic Allowance) (£10,536)

	Factor	£
Leader of the Council	3 x BA	31,608
Deputy Leader of the Council	1.5 x BA	15,804
Cabinet Members		
Chairman of the County Council	1 x BA	10,536
Chairman of Audit and Scrutiny Committee		
Chairman of Dorset Health Scrutiny Committee		
Chairman of Dorset Police and Crime Panel	0.5 x BA	5,268
Chairman of all Overview Committees (x 4)		
† Leader of minority group(s)		
Chairman of other Committees (Children's and Adult Services Appeals, Personnel Appeals, Planning, Roads and Rights of Way (x 4) and the *Standards and Governance)	0.3 x BA	3,161

† Minority Parties must have a minimum of 10% of County Council seats for their Leader to receive an SRA.

* SRA only payable if the Chairman is not the Leader of the Council

**List of Partner and Other Organisations
(Updated March 2012)**

Part A

Organisations in respect of which members may claim travelling allowances for those within the county and travelling and subsistence allowances for those outside the county.

Board of Creative Dorset Company
Board of Dorset Local Enterprise Partnership
Bournemouth International Airport Consultative Committee
Chalk and Cheese Local Action Group Executive
Charmouth Heritage Coast Centre Trust
Colliton Club Committee
Council of Bournemouth Symphony Orchestra
Cranborne Chase and West Wiltshire Downs Forum – Steering Group
Dorchester Heritage Joint Committee
Dorset Area of Outstanding Natural Beauty Partnership Board
Dorset Community Action - Board of Trustees
Dorset Community Safety Partnership
Dorset County Community Fund Panel
Dorset County Hospital NHS Foundation Trust – Council of Governors
Dorset Development Partnership – Members Board
Dorset Forum for Equality and Diversity
Dorset Healthcare University NHS Foundation Trust – Council of Governors
Dorset Heathlands - Joint Executive Group
Dorset Local Enterprise Partnership Board
Dorset Local Nature Partnership Board
Dorset Natural History and Archaeological Society (County Museum)
Dorset Race Equality Council – Executive
Dorset Rail Partnership
Dorset Safeguarding Children's Board
Dorset Strategic Road Safety Partnership Steering Committee
East Dorset Heritage Trust
Hospital NHS Trusts - Council of Governors
Jurassic Coast Trust
Local Government Association (including the County Councils Network and Coastal Special Interest Group)
Police and Crime Commissioner Engagement Forum:
- Christchurch
- East Dorset
- North Dorset
- Purbeck
- West Dorset
- Weymouth and Portland
Poole Hospital NHS Foundation Trust – Council of Governors
Portland Gas Trust
Portland Harbour Consultative Committee
Purbeck Rail Partnership
Red House Museum (Christchurch) Joint Management Committee
Royal Bournemouth and Christchurch Hospitals - Council of Governors
Safewise Board of Trustees
Salisbury Diocesan Board of Education

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Shaftesbury Abbey and Museum Trust Company Limited
South West Audit Partnership (SWAP) Board
South West Councils (including Employers' Panel, South West Provincial Council and Rural Commission)
South West Provincial Council
Southern Inshore Fisheries and Conservation Authority (Southern IFCA)
Sowing Seeds Local Action Group
Standing Conference on Problems Associated with the Coastline (SCOPAC)
Streetwise Partnership Trust Ltd
The Children's Trust Board

Members' Allowances Scheme

Part B

Outside bodies which pay allowances direct to representatives who attend their meetings (and where no further allowances are claimable from the county council).

Environment Agency – Wessex Regional Flood and Coastal Committee+
Wessex Water Customer Liaison Panel*

+ This body pays travelling and lunch is provided where appropriate.

*This body pays travelling and subsistence allowances.

Dorset County Council

**Guidelines for travel outside the United Kingdom –
Elected members and officers**

1. Introduction

- 1.1 These guidelines have been drawn up for the use by elected members and officers of the County Council who travel outside the UK on official business. The Government issue guidance notes for the payment of members' allowances which specifically exclude travel outside the UK; it is thus for the County Council to decide appropriate arrangements. Similarly, the officers' national agreement on pay and conditions makes no specific reference to travel outside the UK, referring generally to the 'reimbursement of approved expenses in accordance with local arrangements'.
- 1.2 Since, in many cases of business conducted outside the UK, elected members and officers participate together, wherever possible the following guidance applies to both. The guidelines are applicable whether the expenditure is funded by the County Council or by outside agencies, e.g. EU, British Council.

2. Approval to incur expenditure

- 2.1 For elected members, and officers, the conduct of business outside the UK requires the prior written approval of the Chief Executive, who shall have regard to any guidelines laid down from time to time by the County Council.
- 2.2 For elected members, appropriate application forms may be obtained from the Democratic Services Manager, Lee Gallagher (01305 224191 / l.d.gallagher@dorsetcc.gov.uk).
- 2.3 For officers applications should be made, on the forms provided, via the appropriate Director.

3. Travel and Subsistence Arrangements

- 3.1 Travel and subsistence outside the UK can be expensive. Furthermore, costs vary widely from country to country. Thus the setting of either recommended or maximum rates has been resisted; the guiding principle is thus of 'reasonableness' in the incurring of public expenditure. To ensure that the County Council gets best value, it is recommended that, wherever possible, travel and accommodation arrangements are made in advance through the Chief Executive or appropriate Director or person nominated specifically by them for this purpose. Only in exceptional circumstances, and agreed with the Chief Executive or in his absence the appropriate Director, should an elected member or officer make their own arrangements. For the avoidance of doubt, these guidelines are applicable from the port of departure or UK airport or the international train terminal and consequently all expenditure incurred to and from the point of departure are covered by the appropriate UK arrangements.

3.2 Transport costs

- (i) Travel by air, boat or train (including sleeping accommodation where appropriate) should normally be by standard or normal class.
- (ii) Travel by car is reimbursable at normal approved rates.

Members' Allowances Scheme

- (iii) Public transport charges and taxi fares are reimbursable.
- (iv) The costs of hire cars are reimbursable, but should only be used in exceptional circumstances.
- (v) The costs of parking, tolls and ferries are reimbursable.

3.3 Subsistence

- (i) Elected members and officers are entitled to claim reasonable actual expenditure for breakfast, lunch and evening meal, instead of their normal allowances. The costs of alcoholic beverages are not reimbursable, except in accompanying evening meals in those countries where it is the custom. An aperitif (say, a glass of beer or spirits) and wine with the meal is acceptable, but not 'after dinner' drinks.
- (ii) In most cases, overnight stays provide room, bed and breakfast. No incidental expenses, e.g. newspapers, private telephone calls, mini-bar bills, are reimbursable. No entertainment expenses, e.g. theatre tickets or bar bills should be claimed.
- (iii) The payment of reasonable actual costs is in lieu of any subsistence rates normally payable to the elected member or officer.

4. Claiming and Payment

- 4.1 All expenditure necessarily incurred by individuals outside the UK, no matter how paid for, should be included on the elected members' and officers' normal claim forms. All expenses should be claimed in the local currency. The exchange rates applied will be the County Council banker's local tourist rate prevailing on the date the claim is actioned.
- 4.2 Where possible, supporting documentation should be provided. This should be in the form of official receipts and bills and be sufficient to substantiate all expenditure. (It is recognised that this may not be possible for relatively small items of expenditure, e.g. public transport.)
- 4.3 Queries of interpretation of these guidelines should be directed to Mark Taylor, Internal Audit, Insurance and Risk Management, on (01305) 224982. Any queries concerning the completion of members' claim forms should be directed to Fiona King in Democratic Services on (01305) 224186. Queries concerning officers' claim forms should be directed to the appropriate Directorate administrative officer or to the Payments Team on (01305) 224128.