

Report of the Independent Remuneration Panel for Dorset County Council

Review of Members' Allowances Scheme 2015/16

November 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 former member of the Independent Remuneration Panel for Gloucestershire County Council

Ms Alison Appleyard

Principal of the Isle of Portland Aldridge Community Academy (resigned October 2014)

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 2015 to 31 March 2016 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 2 October, 9 October and 16 October 2014.

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

3.3 The Chairman of the Panel attended, together with the lead officer (Rebecca Guest), 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 the Panel 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 continue with the simplified system put in place from April 2014, as it has assisted Council in achieving a more member-led Council.

- 3.5 As stated in last year's report, the Panel will review on an annual basis all allowances and expenses and make its recommendations to Council should variations be necessary. As will be shown below, minor changes to some Special Responsibility Allowances are considered appropriate by the Panel.
- 3.6 The Panel wishes to record its gratitude to Rebecca Guest, Senior Democratic Services Officer and Jonathan Mair, Acting Director for Corporate Resources, for their support and assistance in its work.

4. **Panel Deliberations**

- 4.1 With the following exceptions, all other matters remain as is.

Basic Allowance

- 4.2 The Basic Allowance will rise by 1% to £10,641 with effect from 1 April 2015.
- 4.2.1 The Panel believes this increase to be appropriate at this time bearing in mind the on-going negotiations at a national level on officers' pay, and the relationship of Basic Allowance to Dorset County Councillors compared to similar counties in the south-west. The Panel believes it to be right to keep the Basic Allowance at the higher end for Dorset.
- 4.2.2 The Panel understands that the roll-out of tablet technology to members is slowly but surely becoming effective and reminds Council that a small sum within the Basic Allowance calculation was included to support this roll out. We recognise how important it is for the Council to make every effort to ensure the effective use of this technology by councillors.

Special Responsibility Allowances (SRAs)

- 4.3 The Panel recommends that the Chairman of the new Regulatory Committee and the Personnel Appeals Committee receive a Special Responsibility Allowance of 0.5 x Basic Allowance.
- 4.3.1 The Panel was impressed by the decision to form the Regulatory Committee by combining the work of three original Committees. Having listened to a number of members on this matter, the Panel is satisfied that the volume of work and the level of responsibility falling to the Chairman of this Committee, is significant enough to warrant a special responsibility allowance. The Panel has no concern in making this recommendation for an allowance at this level.
- 4.3.2 The work carried out by the Personnel Appeals Committee is becoming, in the opinion of the Panel, more crucial day-by-day, on both a financial and good working environment front. The Panel fully accepts that this Committee can ill-afford to make errors and recognises the volume of work entailed. The Panel has no concerns in making this recommendation.

Travelling and Subsistence Allowances

- 4.4 The Panel recommends that Councillors requiring attendance at County Hall or other County Council establishments for a meeting with an officer or a member who is in receipt of a Special Responsibility Allowance for the purpose of discussing matters relating to Council business, in which it is

reasonable to expect the member to have an interest, may claim travelling expenses. Paragraph 5 of the Members' Allowances Scheme will apply – which refers to political groups.

- 4.4.1 The Panel has no hesitation in making this recommendation having listened to members. It can only help the work of councillors to be more able to represent their constituents if this omission is rectified. The Panel recommends monitoring as with all other expenses claims.

Leaders of Minority Groups

- 4.5 The Panel will not be recommending any change to the allowances given to the Minority Group Leaders nor the eligibility criterion relating to Group size. The Panel gives due notice however, that should the balance of power change in any way whatsoever, either at election or at another time, it reserves the right to reconsider this matter at the appropriate moment.

5. Recommendations

- 5.1 Please refer to Appendix 1 attached for all allowances.
- 5.2 Please refer to Appendix 2 "Dorset County Council Members' Allowances Scheme 2015/2016" for matters regarding expenses.
- 5.3 Please note that the Independent Remuneration Panel will review all allowances and expenses on an annual basis and thereby encourage all elected members to converse with the Panel – usually during October of each year.
- 5.4 All other matters remain as is and subject to review in twelve months time.

William Alexander
Chairman
Independent Remuneration Panel
Dorset County Council

November 2014

Appendix 1

Special Responsibility Allowances (SRAs) for 2015/2016

(payable in addition to the Basic Allowance)
(with effect from 1 April 2015)

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

(BA = Basic Allowance) (£10,641)

	Factor	£
Leader of the Council	3 x BA	31,923
Deputy Leader of the Council	1.5 x BA	15,961
Cabinet Members		
Chairman of the County Council	1 x BA	10,641
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 3)	0.5 x BA	5,321
Chairman of Regulatory Committee		
Chairman of Personnel Appeal Committee		
† Leader of minority group(s)		
Vice-Chairman of the County Council		
Chairman Children's and Adult Services Appeals Committee	0.3 x BA	3,192

*Chairman of Standards and Governance Committee

† 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 Chairman of the Council

Dorset County Council Members' Allowances Scheme 2014/20152015/2016

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~~ November 2014 approved the making of a scheme which will come into effect from 1 April ~~2014~~ 2015. 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~~ 2015/16 and is effective from 1 April ~~2014~~ 2015.

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~~ 641) 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 Basic Allowance also includes the present average cost of a tablet/notebook, spread over the 4 year electoral cycle (~~£146~~)[†], ~~subject to the successful roll out of tablet/notebook technology to members. Moving forward, M~~ 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.

[†] ~~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)
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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>		

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Dinner £11.62 £15.15
(absence from normal place of residence after 8.30 pm)

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~~ Monitoring Officer 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~~ Monitoring Officer 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, the Assistant Chief Executive, 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, the Assistant Chief Executive or a service head;

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j) attendance at consultation meetings with the public or other organisations arranged by the Chief Executive, a director, the Assistant Chief Executive or a service head.

k) Attendance at meetings of the Cabinet, where a member who is not a member of the Cabinet, has attended as an observer.

k) Attendance at County Hall or other County Council establishment for a meeting with an officer or a member in receipt of an SRA, for the purpose of discussing matters relating to Council business, in which it is reasonable to expect the member to have an interest.

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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.

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7. Co-opted and Independent Members

- 7.1 Co-opted and independent members of committees and other persons appointed to sit on panels and for a 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.
- 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 front 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 [Monitoring Officer](#)~~Director for Corporate Resources~~.

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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 in force at the time.
- 11.2 Income tax will normally be deducted at the basic rate (20%), unless other instructions are received from HM Revenue & Customs. All County Council PAYE arrangements are dealt with by HM Revenue & Customs, Pay As You Earn, P O Box 4000, Cardiff, CF14 8HR (Telephone: 0300 200 3300), under the reference 503 / A1496A. With effect from 1 April 2014, National Insurance contributions are only due when allowances exceed £663 per month. ~~Members' home to duty mileage will be liable for income tax and national insurance contributions with effect from 1 April 2014.~~
- 11.3 National Insurance contributions are not due from any person upon reaching state retirement age for whom provide an original birth certificate, passport or certificate of age exemption. The certificate of age exemption can be obtained from the Pension Service - part of the Department of Work and Pensions. Upon receipt of a birth certificate or passport a certified copy will be taken by the HR & Payroll Support Team and the original document will be returned to the individual.
- 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.~~ **12. Commencement**

- ~~13.1~~ 12.1 This scheme shall come into effect on 1 April ~~2014~~2015.

~~14.~~ **13. Enquiries**

- ~~14.1~~ 13.1 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)~~

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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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Appendix 1

Special Responsibility Allowances (SRA's) ~~2014/15~~2015/16
 (payable in addition to the Basic Allowance)
 (with effect from 1 April ~~2014~~2015)

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

(BA = Basic Allowance) (£10,536641)

	Factor	£
Leader of the Council	3 x BA	31,608923
Deputy Leader of the Council	1.5 x BA	15,804961
Cabinet Members		
Chairman of the County Council	1 x BA	10,536641
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 3 4)	0.5 x BA	5,268321
Chairman of Regulatory Committee		
Chairman of Personnel Appeals Committee		
† Leader of minority group(s)		
Vice-Chairman of the County Council		
Chairman of other Committees (Children's and Adult Services Appeals Committee, Personnel Appeals, Planning, Roads and Rights of Way (x 4) and the	0.3 x BA	3,161192
*Chairman of Standards and Governance Committee)		

† 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 Chairman 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

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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 or in the case of the Chief Executive's staff, to the Assistant Chief Executive.

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/her absence the appropriate Director or Assistant Chief Executive, 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.

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- (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~~ Rebecca Guest in Democratic Services on (01305) 2251844186. Queries concerning officers' claim forms should be directed to the appropriate Directorate administrative officer or to the Payments Team on (01305) 224128.