



**PORTSMOUTH CITY COUNCIL
PROPOSED MEMBERS' ALLOWANCES SCHEME
2013/14 (As Per Panel's Recommendations)**

(A) PAYMENT OF ALLOWANCES

(1) Basic Allowance

The annual basic allowance is £10,550, payable to each member in monthly instalments, in arrears.

(2) Special Responsibility Allowances

The following are specified as the positions carrying special responsibilities, for which special responsibility allowances are payable. Payments will be made in monthly instalments, in arrears.

(A Member may claim only one such allowance, which, in the case of ambiguity, is the special responsibility allowance with the highest value):-

<u>Allowances</u>	<u>Office</u>
2013/14	
21,100	Leader of the City Council
10,550	Cabinet Portfolio Holders (Culture, Leisure & Sport; Children & Education; Environment & Community Safety; Health & Social Care; Housing; Planning, Regeneration & Economic Development; Resources; Traffic & Transportation.)
6,330	Opposition Leader
3,165	Other Group Leader (5 or more Members)
2,110	Other Group Leader (between 2-4 Members)
5,275	Chair of Regulatory Committees (Planning; Governance & Audit & Standards; Licensing; Employment; Health & Wellbeing Board.)
2,637.5	Chair of Scrutiny Panels (Economic Development & Leisure; Education, Children & Young People; Health Overview; Housing & Social Care; Scrutiny Management; Traffic, Environment & Community Safety.)
1,055	Shadow Cabinet Spokespersons

(3) Technical Additions

- (i) Members' allowances will be annually adjusted in accordance with average percentage pay award figures applicable to local government employees from 1st April of each year.
- (ii) When the term of office for a member begins or ends other than at the beginning or end of a financial year, entitlement shall be to payment of part of the basic or special responsibility allowance as is proportionate to the number of days served as a member/holding the relevant special responsibility allowance in that year.

Appendix 2a - Revised Members' Allowances Scheme (taking into account all recommendations)

- (iii) A member may elect to forgo an allowance or any part of an allowance by giving notice of such intention in writing to the city solicitor.

(B) TRAVELLING AND SUBSISTENCE RATES

Travelling and subsistence allowances are claimable by members at the same rate as officers, and these will be updated annually in line with such rates. The private motor vehicle business mileage rate will be updated when HM Revenue and Customs review the rate.

(1) Travelling Allowance

Travelling expenses cannot be claimed for business journeys within the city as these expenses are covered by the members basic allowance with the exception of late night taxis (see note below).

Where expenditure is necessarily incurred on travelling away from the city on formally approved city council business within the United Kingdom a member may claim an allowance not exceeding the following:-

Public Transport - The ordinary fare

Rail - Standard fare

Private Motor Vehicles 45p per mile (Max of 100 miles per claim and 10,000 miles per year)
25p per mile there after

Private Motor Cycles 24p per mile

Bicycles 20p per mile

Taxis -(1) When engaged on city council business within the city after 11 pm and where no alternative means of transport are reasonably available, Members may claim the actual expenditure incurred.

(2) When engaged on city council business out of the city and in cases of urgency or where no public transport is reasonably available, Members may claim the amount of the actual fare and any reasonable gratuity.

NB: Receipts for expenditure incurred where taxis or public transport must be retained and submitted with the members' claim. In addition a VAT receipt for at least 25% of the total claim is required when claiming motor vehicle/cycle mileage.

Members are also able to take out an interest-free bicycle loan, on the basis that any loan must be taken out at least 12 months before the member has to contest the next election.

(2) Subsistence Allowance

Where expenditure is necessarily incurred on subsistence to enable a member to perform an approved duty within the United Kingdom *away from the city*, subsistence may be claimed up to the following limits: -

- (l) For an absence (not involving absence overnight), members may claim the following based on the time of day the meal is taken and time away from home.

(The 'period of absence' is the total period of time which includes travelling time.)

- (a) Breakfast (more than 4 hours away from normal place of residence, before 11.00 am) £5.75;
- (b) Lunch (more than 4 hours away from normal place of residence, including the lunchtime between 12noon and 2.00pm) £7.94;
- (c) Tea (more than 4 hours away from normal place of residence, including the period 3.00pm to 6.00pm) £3.13;
- (d) Evening meal (more than 4 hours away from the normal place of residence, ending after 7.00pm) £9.83.

NB(1): In all cases it will be necessary for you to obtain a receipt and submit this with your reimbursement claim. To enable the city council to reclaim VAT, the receipt should where possible be a VAT receipt.

NB(2): No subsistence claims may be made whilst a member is engaged on city council business within the city.

- (ii) In the case of an absence overnight from the member's usual place of residence, he/she will be entitled to claim: -

EITHER

- (a) If the Member arranges and pays for his/her own accommodation and meals: -

Note. Where a councillor is required to stay overnight on official duties and intends to book and pay for their own accommodation and meals, approval should be sought beforehand to ensure that the rates are reasonable. In practice most bookings of this nature should be managed on behalf of the councillor using a corporate credit card, which avoids the councillor having to make a reimbursement claim.

The appropriate rate for an overnight absence, currently:

- (i) In London or at approved conferences - £91.04
- (ii) In other cases - £79.82

Please obtain VAT receipts and submit them with your reimbursement claims

OR

- (b) If, at the request of the member, hotel accommodation is arranged by authorised city council officers and the bill is paid by the city council; for the following meals taken and where expenditure is incurred and not included in the hotel bill: -

- (i) Lunch - £7.94
- (ii) Dinner - £9.83

Appendix 2a - Revised Members' Allowances Scheme (taking into account all recommendations)

- (iii) Where main meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the corresponding meal times covered shall be claimable on proof of receipt.

Please obtain VAT receipts and submit them with your reimbursement claims

Notes

- (1) The city council will pay the hotel bill if: -
- (a) The reservation is made by the authorised city council officers.
 - (b) The accommodation is in an "approved conference hotel" or other hotel which is reasonable in all the circumstances.
- (2) If accommodation is booked on behalf of the Member by the authorised city council officers and the bill is submitted direct to the city council, the council will bear the agreed cost of the accommodation and the cost of meals up to the subsistence limits specified above. The member will be required personally to pay any other charges which may be included within the hotel bill, including: -
- (a) Excess subsistence incurred above the specified rates
 - (b) If the member is accompanied by his/her spouse/partner (not being a member for whom it is also an approved duty) the difference between the charges payable for a single and a double room.
 - (c) The cost of any meals provided for the member's spouse or any other person (not being a member of the city council for whom it is also an approved duty).
 - (d) Any personal items incurred by the member during his/her stay.
 - (e) An invoice will be raised in respect of such items or they may be deducted from allowances due to the member.
- (4) It is a requirement that expenditure must actually have been incurred on subsistence before reimbursement may be claimed. Members' attention is drawn to the declaration to this effect included in the claim form and to the fact that they are not entitled to claim an allowance if the particular meal is provided for them free of charge (eg by the city council, by inclusion in a hotel bill paid by the city council or where it is provided by a third party).
- (5) Where a member leaves from home to attend a meeting outside the city, it is appropriate to claim for a journey from home and back to home (even though the actual journey may be to the place of work).
- (6) Where a member leaves from his normal place of work, the claim can be based on a journey from work to a meeting outside the city and back to work or home, as the case may be. Where a member's normal place of work varies, and the member leaves from one place of work but returns to another place of work, the claim should not exceed the cost of travelling from the place of work from which the member left to attend the meeting, together with the cost of travelling back to

that place of work or a nearer place of work, whichever is the less. Destinations should be stated on the members' claim form rather than the generic term "work" being used.

NB(1): A claim for travelling and/or subsistence under this scheme shall be made within TWO MONTHS of the date of the meeting.

(C) CARERS' ALLOWANCE

This allowance is to enable a carer to be employed to look after a child or an elderly or disabled person who normally resides with a councillor and cannot be left alone. This allowance can only be claimed when the Member concerned is required to attend approved meetings as per Appendix 1.

A carers' allowance is not applicable for party group meetings, canvassing or electioneering, but is available for ward work, advice centres and civic functions. Reimbursement for meetings is allowed beyond the actual duration of the meeting, given that care must usually be booked in advance for a fixed period.

This allowance shall be subject to a maximum claim of £1,000 per annum per member. Records of any payments made must be submitted to the local democracy manager. No payment under this scheme can be made without receipts.

However, if a member believes that this maximum claim limit constrains his/her activities unreasonably, she/he can apply for an *ad personum* increase in the limit to the panel formed from members of the Independent Remuneration Panel (IRP). Likewise, disputes over the legitimacy of claims in relation to duties performed can be referred to the IRP.

NB(1): Any claim for carers' allowances made under this scheme shall be made within TWO MONTHS of the meeting.

(D) IT ALLOWANCE

In the case of IT allowances, members will be able to claim:-

EITHER

- (a) An allowance of up to £500, over a four year period (or £125 for each year of office). This may be claimed by each member. This is to enable them to acquire IT and personal computing equipment so that they may properly perform their duties as a councillor. Records of any purchases made must be submitted to the local democracy manager. Members are not able to claim this allowance if they are already in possession of a council-owned laptop (see below). (Members making a claim for this allowance must also provide an e-mail address that they will be using to the local democracy manager).

Members should note that reimbursement of IT equipment costs is made through the payroll system and is therefore subject to tax and national insurance deductions. Maintenance, consumables and internet connection costs for any IT equipment that they buy are the responsibility of the Member.

OR

Appendix 2a - Revised Members' Allowances Scheme (taking into account all recommendations)

- (b) Access to a standard laptop computer or supported handheld device which remains the property of PCC and which is not more than four years old. Access to such equipment is only available to those members who have not received funding from the council to purchase their own machine within the last two years;

(Members contemplating purchasing IT equipment may wish to seek advice from the head of ICT before confirming their purchases.)

(E) ATTENDANCE ALLOWANCES

In accordance with Section 99(4) of the Local Government Act 2000, attendance allowances are no longer payable.

(F) PRIVATE TELEPHONES/PRIVATE TELEPHONE USAGE

The costs involved in the installation of a telephone line at a member's private address, the costs of council related calls made from such a telephone and the monthly line rental for the telephone are no longer claimable.

(G) MOBILE PHONE ALLOWANCE

All Members are entitled to the use of a council-owned mobile phone, and may receive reimbursement for all council business calls made.

(H) LOCAL GOVERNMENT PENSION SCHEME (LGPS)

Basic and special responsibility allowances are pensionable within the Local Government Pension Scheme. It is the responsibility of Members to ensure that pension arrangements for council work are consistent with other pension arrangements applicable to them.

(I) DATE OF THE NEXT INDEPENDENT REMUNERATION PANEL REVIEW OF MEMBERS' ALLOWANCES

Notwithstanding the mechanism for annual adjustments, there should be a review of members' allowances at the start of the 2017/2018 financial year, with time given for the implementation of recommendations.

APPENDIX 1
(to the Members' Allowances Scheme 2013/14)

APPROVED DUTIES FOR THE PURPOSES OF CLAIMING CARERS' ALLOWANCE

- a meeting of the Cabinet (including informal Cabinet meetings)
- a meeting of a committee of the Cabinet
- a meeting of the authority
- a meeting of a committee, panel or sub-committee of the authority
- a meeting of some other body to which the authority make appointments or nominations, or
- a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- ward advice centres, and other ward work
- civic functions
- a meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.