

INTRODUCTION

1. This paper is the report of the Nottinghamshire County Council Independent Remuneration Panel (IRP) following our review of the County Council's existing Councillors' Allowances Scheme (attached at **Appendix 1**). This was last reviewed in June 2017.

BACKGROUND

2. The first Nottinghamshire allowances scheme was established following a report by an IRP in 2000. Subsequent reports from the IRPs between 2003 and 2017 have built on their predecessors' work.
3. Under the Local Authorities (Members' Allowances) (England) Regulations 2003 before a council makes a Members' allowances scheme it is required to have regard to a report from the IRP covering:
 - a) the amount of basic allowance
 - b) the responsibilities or duties in respect of which special responsibility, travelling and subsistence, and Co-optees' allowances should be available and the amount of such allowances
 - c) whether dependants' carers' allowance should be payable and the amount of such an allowance
 - d) whether the level of allowances should be index-linked
 - e) which Members of an authority are to be entitled to pensions (N.B. following changes in Pension Regulations from May 2017 onwards, Councillors are no longer eligible to join the Local Government Pensions Scheme and therefore the Panel is no longer able to consider this issue, although we note that one Councillor did reference this issue in their survey response).
4. The Terms of Reference for the Nottinghamshire County Council IRP are:
 - a) To make recommendations to the County Council about:-
 - the amount of basic allowance that should be payable to its elected members
 - the responsibilities or duties which should lead to the payment of a special responsibility allowance (SRA) and the amount of such an allowance

- the duties for which travelling and subsistence allowances can be paid and the amount of these allowances
- the amount of co-optees' allowance
- whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined
- whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended
- whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.

b) To provide advisory views (not formal recommendations), when requested by the Council, on other potential remuneration matters which are outside of the formal remit of the IRP and the Councillors' Allowances Scheme but which it would be beneficial for the Council to receive an independent view.

5. The membership of the IRP is:

- a) Sir Rodney Brooke, CBE DL (Chair) who has long experience of Local Government as a Chief Executive. He has chaired independent remuneration panels for various authorities. He chaired and was a member of various public sector bodies.
- b) Stephen Bray who is a former Corporate Director of Gedling Borough Council. He has first-hand experience of the work of an IRP and a detailed understanding of its role and function.
- c) Charles Daybell who is a former Chief Executive at Braintree District Council. He previously chaired Nottinghamshire County Council's Standards Committee.
- d) Madi Sharma who is a proprietor of a Nottinghamshire business and is an Ambassador for Nottingham. She is also a member of several independent remuneration panels.

The Panel was assisted in its considerations by Marjorie Toward, Monitoring Officer and Keith Ford, Team Manager, Democratic Services. However, the recommendations in this report are those of the IRP alone.

6. All County Councillors were given the opportunity to respond to an electronic survey which sought views on their role (and the average hours involved in undertaking this) and the existing allowances

scheme. 15 responses were received, which was slightly higher than the number of survey responses received in 2017. The Independent Co-opted Members of the Police and Crime Panel were also contacted in order to seek their views on the level of payments made to Statutory Co-optees (which the Council has previously agreed to also pay to these Members).

7. The Panel also invited Group Leaders and/or Group Business Managers to meet with the Panel to represent the views of their Groups. Non-aligned independent Councillors were also offered meetings.
8. The Panel met with the following Councillors as part of that process:
 - a) Councillor Stephen Garner – non-aligned independent
 - b) Councillor Chris Barnfather – Group Business Manager, Conservative Group
 - c) Councillor Kate Foale - the Leader of the Labour Group, the Main Minority Group;
 - d) Councillor Jason Zadrozny and Councillor Samantha Deakin, Leader and Group Business Manager respectively of the Independent Group, the Minority Group;
9. The Panel Members are grateful to all those Councillors they met for being open and responding to the Panel's vigorous challenge. They also appreciate Councillors taking the time to respond to the survey, providing additional helpful insights into their roles and workload.

CONTEXT

10. The Council's tradition of strong political leadership and its aim of being inclusive and representative of the communities it serves is recognised by the Panel. In their meetings with Councillors, the Panel heard that there is a renewed drive for the various political groups and non-aligned members of the Council to work collaboratively and co-operatively for the good of the Nottinghamshire public.
11. As highlighted in the most recent external assessments, the Council continues to perform well, with a long-standing record of unqualified audit opinions. The Council has a budget of over £1 billion (including schools budgets). The Panel also noted the crucial role Councillors play in giving strong political direction around change and the work of the Council overall, and that this was particularly relevant in response to the additional challenges posed by the COVID-19 pandemic.
12. Since 2012, the Nottinghamshire County Council IRPs have continued to acknowledge the financial challenges faced by local government, challenges which the Panel recognises have been further exacerbated by the pandemic since 2020. The evolving economic issues, added to the financial challenges already being faced prior to the pandemic,

continue to put significant pressure on public spending whilst at the same time bringing additional pressures due to increased demand caused by related economic, social, demographic and environmental factors. These pressures intensify the challenge on the political leadership of local authorities and on the role of Councillors in general.

13. The Panel heard how the continuing growth in the use of ICT, and in particular social media and e-mail correspondence, acts as a 'double-edged sword' for Councillors' workload. The increase in remote working throughout the lockdown brought the advantages of reduced travel costs and time to and from County Hall. For example, the Government issued temporary regulations so that it was possible for decision-making to be undertaken via virtual meetings (up to the point of the May 2021 election). Although these temporary regulations have now ceased, the Government is currently consulting on whether to give Councils discretion to hold virtual meetings of this type in the future. In their survey responses, Councillors themselves highlighted the environmental benefits of holding virtual meetings.
14. Whilst ICT can reduce travel time the Panel note that it also means that Councillors can effectively be contacted by e-mail at any time on any day and therefore workloads can be greatly increased as a result. Similarly, issues can arise via social media (including through organised forums set up in response to specific areas of Council service delivery) that may require a local Councillor to clarify an issue or respond at any time and at very short notice.
15. Whilst this is helpful in increasing access to, and transparency of, local democracy, it also heightens the need for Councillors to engage with social media themselves and places greater pressures in responding to contact from all constituents in a timely and considered manner.
16. The Panel notes the findings of the latest Local Government Association Census of Local Authority Councillors conducted in 2018 which highlights an ongoing national increase in hours spent on council business. The Panel is particularly mindful of the following findings:
 - a) overall the amount of time involved in undertaking the role of Councillor continues to increase, with 22 hours per week being the average national amount for any form of Councillor;
 - b) from the breakdown of data within the survey, the average weekly time for County Councillors increases to **29 hours** (the largest workload of the various categories of Councillors surveyed);
 - c) **60%** of County Councillors have a position of authority on their Council, linked to group roles, committee roles or civic roles.
17. The Panel notes that the Census was undertaken prior to the pandemic. This overall trend of an increase in time spent was

underlined by the majority of the Nottinghamshire County Councillors who responded to the Panel's survey.

18. The Panel recognises that the community leadership role of Councillors has become ever more apparent throughout the pandemic and aspects of this role have ranged from arranging the purchase and delivery of foodstuff and other supplies to acting as a conduit between Central Government and local communities to help reinforce the latest advice and guidelines. This included the implementation of local lockdown enforcement measures and communications of relevant messages to help protect their constituents.
19. The Panel continues to believe that if democracy is to be served and for real equality of opportunity for involvement to exist, it is essential to provide a fair return to councillors to recognise the service they give. County Councillors in 2017 highlighted that they shared the Panel's aim of wanting to attract more women and younger people into the role of Councillor. The Panel was therefore heartened to discover that some progress in that respect had been evidenced by the latest cohort of Councillors who were newly elected to the role in the May 2021 election.
20. The Panel Members very much share the view expressed by all of the Councillors they met with in 2021, that financial motivation is not, and should never be, a driver for people to enter local politics. A number of the survey responses underlined how the basic allowance does not compare to an average wage, although none of the responses argued for an increase in the basic allowance or the overall cost envelope. The Panel is keen to make the distinction between an allowance and a salary.
21. The Panel feels that taking on the role of Councillor is essentially to perform a public service and Panel Members recognise that it involves a sacrifice on many levels, including in terms of career, time and family life. The Members' Allowances Scheme is designed to go some way to mitigate such sacrifice and make it possible for more people to make a contribution to public life than would otherwise be possible.
22. Against this background the Panel took an in-depth look at the existing scheme, taking the opportunity to review the assumptions on which the scheme is based and to make comparisons with other similar councils within the Chartered Institute of Public Finance and Accountancy (CIPFA) comparator group. It should be noted that it remains very difficult to make meaningful comparisons due to a lack of national datasets, differences in governance systems, areas of responsibility, and operating models. Only one other Council within this comparator group operates a committee system as per Nottinghamshire's agreed form of governance.
23. The Panel has also considered the most recent changes to the committee system introduced by the new administration. The Panel is

keen for the Council to keep the overall costs of the scheme broadly within the same cost envelope of the final year of the previous administration (2020-21), other than for those future increases resulting from index-rating to headline pay increases for staff.

24. The Panel notes that the proportion of SRAs is already somewhat higher than the national average for County Councils and is therefore also keen for the number of Special Responsibility Allowances potentially claimable to remain the same as in 2020-21.
25. Should substantive subsequent changes to the committee system or the political composition of the Council throughout the course of the 2021-25 administration result in the total cost changing significantly then the Panel expects that it may need to be recalled to consider how the overall costs of the scheme can be best allocated to keep within the current overall cost.

ISSUES CONSIDERED

A) LEVEL OF BASIC ALLOWANCE

26. The Panel which met in 2000 established the benchmark for the basic allowance as the median white collar wage for Nottinghamshire (then £23,483 pa). That Panel then identified that council work was approximately half-time, which would have meant an allowance of around £11,750, but then discounted it to represent the voluntary element of a councillor's work giving a benchmark of £10,000 pa.
27. Subsequent panels have maintained this benchmark with the figure being indexed to local government pay settlements. Consequently, the basic allowance is currently £15,015. The Panel heard that the national average workers' median wage when last published in April 2020 was £30,472 and therefore the allowance figure remains in line with the overall approach taken in 2000.
28. As anticipated, under the committee system more councillors continue to be directly involved in the decision-making process. Through the latest changes, the frequency of the various committees has now been set to a standard 6 weekly cycle and most councillors are members of between 3-4 committees (dependent on their group and the amount of seats allocated). Although the overall number of meetings will reduce as a result, the complexity and length of meetings is likely to increase.
29. The survey responses show a wide range of time spent on Council business. Some of the smaller figures could be illustrative of the relevant Councillor's relative experience and responsibilities (a number of the entirely new Councillors have responded to say that their future workloads are not yet fully apparent).
30. Building on the earlier point about social media and e-mail, there is an increasing expectation that Councillors make themselves available for

their constituents in both formal and informal settings. Although the business of the Council primarily takes place during the day, being a County Councillor is not a 9-5, Monday to Friday job. In addition to their commitments at County Hall, Councillors now have to combine remote working with evening and weekend commitments arising from the role (for example Parish Council and Outside Body meetings).

31. Whilst recognising the increased hours involved in the role and the previous notion of a degree of voluntary service, the Panel and many Councillors are also mindful of the ongoing severe constraints on local authority spending and public sector pay.
32. The Panel therefore recommends that the Basic Members Allowance should remain at its current level whilst continuing to be automatically index-linked and back-dated to the first day of office (10 May 2021).

Recommendations 1-3

- 1) That the Basic Members Allowance should remain at its current level.**
- 2) That this Allowance should continue to be automatically index-linked to the headline pay award for local government staff.**

(N.B. The Panel wishes to underline that the Regulations clarify that increases as a result of index-linking do not equate to a change in the agreed scheme and therefore would not require approval by the Council on an annual basis).
- 3) That the payment of the basic allowances be backdated to the first date of the current term of office (i.e. 10 May 2021).**

B) SPECIAL RESPONSIBILITY ALLOWANCES

33. The Allowance Scheme determines roles that are eligible for an SRA, and the rate of these allowances, but the Council determines its structure and allocates roles within this framework. It has been previously agreed that a Member may undertake more than one role but is only entitled to claim one allowance. The revised committee system agreed by Full Council in May 2021 refines further the previous revisions to the system with the aim of ensuring effective and efficient governance.

Leader, Deputy Leader and Group Business Manager roles – Ruling Group (Conservative Group)

34. In their scoping work undertaken in advance of the formal meetings, the Panel was conscious of the public interest in the fact that the new Leader of the Council is also an MP and whether the two roles could be combined effectively. The Panel is clear that combining the two roles is legal and legitimate and that the appointments to the role of Leader, Deputy Leader and Group Business Manager and the remit of those

roles, are decisions for the Ruling Group to make and review. The Panel's remit includes assessing these roles (as opposed to the relevant Members) to ensure that the allowance and the relative relationships with other allowances is appropriate.

35. Following their initial discussions, the Panel sought further information about the three leadership roles within the ruling group in particular, mindful that the model which Nottinghamshire uses (in common with many other Councils) has all other SRAs set as a percentage of the Leader's SRA. The Panel is clear that these role descriptions are how the current administration proposes to undertake these roles, linked intrinsically to the group's own priorities. As such, the Panel recognises that different administrations could choose to take a different approach.
36. Having sought that wider contextual information and clarified points further through the discussion with Councillor Chris Barnfather, the Panel agreed that the existing level of allowances for the three leadership roles within the Ruling Group remain appropriate and should not be changed.
37. Leader, Deputy Leader and Group Business Manager roles – Main Minority Group (Labour) and Minority Group (Independent Group)
38. In their discussions with Councillors Kate Foale, Jason Zadrozny and Samantha Deakin, the Panel also explored the remit of the three leadership roles within the Main Minority Group and the Minority Group as decided by those Groups.
39. In their considerations the Panel was very conscious of the fact that these two groups were now closer in number (Labour has 15 Members and the Independent Group has 11). The Panel notes that an even smaller gap was previously the case in 2009, when Labour had 13 Members (and was classed as the main Opposition Group) whilst there were two other Minority Groups (a different Independent Group with 10 Members and the Liberal Democrat Group with 9 Members).
40. In 2017 the Panel made the following distinction between the Main Minority Group and other Minority Groups:

'Where there is always the possibility of a change of control, as in Nottinghamshire, the main Opposition Group has a particular responsibility in ensuring that it is in position to be the controlling group if circumstances change following an election. Members of the Main Opposition Group in their representations to the Panel confirmed that this is the approach it continues to take'.
41. Notwithstanding that distinction, and in recognition of the current closer alignment in terms of numbers of Members, the Panel feels that the current differentials between the allowances for the roles between the Main Minority Group and the Minority Group warrants further consideration.

42. The Panel considered different means of addressing this gap, including a model which involved an element related to the number of Members within these groups, as adopted by other Councils within the CIPFA comparator group, such as Leicestershire County Council.
43. After further discussions and consideration, it was felt that this approach was not the preferred option as it still required some form of supplement to the Main Minority Group to recognise the agreed distinction between the groups. It was also felt that it veered away from the current model in a way that could not enable a consistent approach to be taken with the Ruling Group, without further increasing costs for the leadership positions in that group.
44. The Panel feels that the current allowances paid on a ratio of 100:66:33% to the Leaders of the three political groups remain appropriate and should not be increased, therefore remaining within the existing cost envelope.
45. The Panel notes that the Leader of the Minority Group currently receives effectively half of what the Leader of the Main Minority Group receives. The Panel feels that this is an appropriate ratio to be followed with the two Minority groups.
46. The Panel felt that there is also currently an anomaly between the SRAs paid to the Deputy Leader and the Group Business Manager posts within the two Minority Groups. The Panel recommends that the Main Minority Group's Deputy Leader allowance should be increased to give parity with the Group Business Manager.
47. With reference to that issue, the Panel feels that there is a distinction to be drawn between the Deputy Leader of the Ruling Group and the two Minority Groups in that respect in that the former role is also the Deputy Leader of the Council itself. The greater responsibility which comes with that stewardship does warrant the continuation of the difference in allowance between that post and the Ruling Group Business Manager post.

48. In light of the above considerations, the Panel proposes the following changes in the SRAs for the Minority Groups:

<u>Table 1: Recommended Percentage of Leader's SRA</u>						
<u>Group</u>	<u>Leader</u>		<u>Deputy Leader</u>		<u>Group Business Manager</u>	
	<u>Current</u>	<u>Recommended</u>	<u>Current</u>	<u>Recommended</u>	<u>Current</u>	<u>Recommended</u>
Ruling Group	100%	100%	70%	70%	66%	66%
Main Minority Group	66%	66%	22%	24%	24%	24%
Minority Group (with 5 or more Members)	33%	33%	4%	12%	4%	12%

49. Minority Spokespersons Roles

50. The importance of the Main Minority opposition spokesperson roles was recognised by previous IRPs. These roles have expanded with the more collegiate approach of joint working between the political groups taken in recent years resulting in greater input from such opposition Members, an approach which it is planned will continue in the current administration.
51. In 2017, the Panel agreed that an SRA be made available for the role of Main Minority Group spokesmen on committees at a rate of 22% of the Leader's SRA and that the allocation of these roles be the responsibility of the Main Minority Group.
52. No limit was set on the number of such allowances to be paid. As such, the Group itself currently has discretion to decide which Committees it wishes to appoint spokespersons to and therefore the numbers and resulting cost could be potentially significant.
53. The Panel welcomes the fact that the Labour Group have acknowledged their reduction in Members since the 2021 election by taking a reasonable and cost-effective approach in asking for 6 such positions this time around (compared to 8 in 2020-21).
54. The Panel considered the number of committees and agreed that 6 is an appropriate number, equating as it does to 50% of the committees which qualify for a Chairman's SRA. The Panel recommends that this threshold is a reasonable limit to use in future, to be rounded **down** to

the nearest Spokesperson role each time (i.e. 13 Committees would result in 6 Main Minority Spokespersons, 14 Committees would result in 7).

55. With reference to the discussions and recommendations made about reducing the gap between the SRAs for the leadership roles of the two Minority Groups, the Panel recommends that it would also be appropriate for the Minority Group to receive positions to be paid at half of the level paid to the Main Minority Group for these roles (therefore half of 22% = 11% of the Leader's SRA).
56. The Panel feels that the number of these positions should be limited to 20% of the committees which qualify for a Chairman's SRA, again rounded **down** to the nearest Spokesperson role. For the current administration this equates to two Minority Spokesperson roles and it will be for the Independent Group to decide which committees these are appointed for.
57. The Panel did consider setting the limit for these positions at 25% thereby resulting in a third position offered. However, it was felt that this additional new post would not only breach the overall cost envelope but would also increase the proportion of SRAs, thereby not adhering to two of the guiding principles set out by the Panel. The Panel does not feel it is appropriate to reduce the numbers of Main Minority Group spokespersons further again, recognising that the Group has already volunteered a reduction from 8 to 6.
58. The Panel is conscious that any changes in the political composition of the Council which resulted in a third Minority Group (of 5 or more Members) being formed in the current administration would likely require the Panel to be recalled to give due consideration to the financial implications.
59. Committee Chairmen and Vice-Chairmen
60. In considering the Special Responsibility Allowances for Committee Chairmen, the Panel discussed the relative challenges faced by those holding such positions compared to portfolio holders operating in executive arrangements and acknowledged the greater transparency and public challenge inherent within a committee system.
61. The Panel was keen to understand why the following four Committees had two Vice-Chairs:
 - Adult Social Care and Public Health Committee
 - Children and Young People's Committee
 - Economic Development and Asset Management Committee
 - Transport and Environment Committee

62. The Panel sought further information about the split in responsibilities and functions for these committees. The further information, including details of the relative complexity, statutory responsibilities, range of services, high profile nature and budgets of those committees (when coupled with management of the Capital Programme in the case of the Economic Development and Asset Management Committee) satisfies the Panel that both Vice-Chair posts on these committees warrant a full Vice-Chair's SRA in their own right.
63. The Panel is also satisfied that the removal of the categorisation of Band A and Band B committees has proven successful and that the Chairman and Vice-Chairman allowances are now set at a level appropriate to the relevant level of responsibilities and workloads. No changes to these allowances are therefore recommended.
64. Budget
65. The total amount of SRAs claimable in 2020-21 was £699,477 (it should be noted that not all SRAs were claimed due to the rule of no Councillor claiming more than one SRA). With the recommended changes, the equivalent amount would be £698,049. The total amount of SRAs claimable remains the same at 48 out of 66 Members.

Recommendations 4-11

- 4) That the current overall model of setting SRAs as a proportion of the rate for the Leader should continue.**
- 5) That the SRAs for the following roles should be maintained at the current level:**
- a. Leader of the Council**
 - b. Deputy Leader of the Council**
 - c. Chairmen of Committees**
 - d. Business Manager of Ruling Group**
 - e. Leader of the Main Minority Group**
 - f. Chairman of the County Council**
 - g. Vice-Chairmen of Committees**
 - h. Leader of Smaller Minority Groups**
 - i. Vice-Chairman of the County Council**
 - j. Business Manager of the Main Minority Group**
 - k. Main Minority Group Spokesmen on Committees**

- I. **Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor or an Independent Co-opted Member)**
- 6) **That the following changes be made to the SRAs for the roles detailed below:**
 - a. **Deputy Leader of the Main Minority Group – increase from 22% to 24% (£7755 to £8454)**
 - b. **Deputy Leader of the Minority Group – increase from 4% to 12% (£1413 to £4227)**
 - c. **Group Business Manager of the Minority Group – increase from 4% to 12% (£1413 to £4227)**
 - 7) **That the number of Opposition Spokespersons allocated to the Main Minority Group be limited to 50% of the number of committees for which a Chairman’s SRA is payable, rounded down to the nearest Spokesperson role. The Group should retain the discretion to decide which committees to prioritise in these appointments.**
 - 8) **That Opposition Spokesperson roles be allocated to the Minority Group, set at 11% of the Leader’s SRA (£3877) and be limited to 20% of the number of committees for which a Chairman’s SRA is payable, rounded down to the nearest Spokesperson role. The Group should have the discretion to decide which committees to prioritise in these appointments.**
 - 9) **That all SRAs should continue to be index-linked to the local government headline pay settlement. The Panel underlines that any changes relating to index-linking do not equate to a change in the agreed scheme and therefore would not require approval by the Council on an annual basis.**
 - 10) **That the payment of special responsibility allowances should be backdated to the first date of the current term of office (i.e. 10 May 2021), other than for the roles of the Chairman and Vice-Chairman of the County Council which should be backdated to their appointment at Full Council on 27 May 2021.**
 - 11) **That the existing arrangement whereby no Councillor shall be eligible for more than one SRA from the County Council should continue.**

C) TRAVEL AND SUBSISTENCE ALLOWANCES

66. The Council’s existing list of Approved Duties (Travelling and Subsistence Allowances) was agreed by the IRP in 2017, with reference to Regulation 8 of the 2003 Regulations.

67. The changes recommended by the IRP at that time have made the scheme much more flexible and less bureaucratic to operate, enabling Councillors to undertake the various strands of their roles in a much more timely and appropriate manner.
68. This flexibility was particularly evident during the pandemic lockdown period when Councillors at times took on new and different tasks as part of their community leadership role, including helping co-ordinate the efforts of food banks.
69. No changes have been suggested to the existing list of Approved Duties since the last IRP's consideration and no issues were raised by Councillors as part of the 2021 survey.
70. The Panel therefore recommends that the existing list of duties specified as Approved Duties be continued without amendment (N.B Schedule 2 which includes this list will be updated slightly to reflect the recommended inclusion of Independent Persons and other points of clarification).

Recommendation 12

12) That the existing list of duties specified as Approved Duties (Travelling and Subsistence Allowances) be continued without amendment, and Schedule 2 be updated only to capture minor formatting and administrative matters.

D) OTHER CHANGES TO THE COUNCILLORS ALLOWANCE SCHEME

Administrative Matters

71. Two minor administrative changes to the current Councillors Allowance Scheme (**Appendix A**) have been suggested by officers:
 - Para 6 – the rounding of payments to the nearest £3.00 is no longer the practice in relation to officer pay and the Panel recommends that this reference be deleted from this Scheme also (not least as this can mean that allowances paid as a percentage of the Leader's SRA can become skewed over time so that the figure no longer matches the initial percentage). Future payments will not be rounded at all.
 - Para 37 – this concerns mileage rates which are set in line with HMRC recommended levels. The Panel recommends that a mileage rate of 4p per mile for electric vehicles be included, in line with the HMRC Advisory Electricity Rate.

Education Appeal Panel Members

72. Paras 30-32 of the Scheme underlines that volunteers who sit on Education Appeal Panels can reclaim loss of earnings and travel

allowances. The service is dependent upon the input of these volunteers to enable appeals to be offered within the legal guidelines.

73. Since the last IRP met in 2017, these Panels have been faced with changing practice and expectations accelerated by a growing level of late submissions being e-mailed by appellants very close to appeal hearings. As a result, Panel Members are being required to print off more copies of paperwork at home for which there is currently no provision for reimbursement through the Allowance Scheme. This results in a saving to the Council in terms of postage and printing of these documents.
74. Pending the IRP sitting in 2021 a work around solution has been agreed so that Panel Members can claim a flat fee of £30 per year to cover such printing costs, with an additional £30 payment payable if they can evidence that they have been sitting on Panels more frequently. The Panel recommends formalising this approach within the Scheme.

Dependants' Carers' Allowances

75. Under the current scheme Councillors may claim up to £7.50 per hour per child for child care and up to £15.49 per hour for other dependants, when attending meetings of the Council or other approved duties as described in the Scheme.
76. The Panel understands that few councillors claim these allowances in practice but recognises it is potentially important help for those with caring responsibilities. At this stage in the new administration the potential level of demand for these allowances is not yet known.
77. The Panel remains keen to ensure that there is equality of opportunity for anybody wishing to be a Councillor. It is therefore vital that the scheme allows parents to be able to ensure safe child care for their children whilst undertaking their Councillor duties. The cost of child care varies across the County and is dependent upon the age of the child. The current scheme allows for actual costs (subject to the provision of receipts) per hour per child to be met up to a maximum of £7.50. No representations have been received to suggest that this figure is insufficient in 2021 and it is suggested that this therefore remains unchanged.
78. In terms of other dependants, it is acknowledged that there will be circumstances where Councillors are caring for relatives and that this should not be an obstacle to them undertaking their Councillor duties. In line with the Council's current provision it is proposed that the maximum costs claimable for such care be increased from £15.49 to £18.76 (subject to the provision of receipts). In 2017 it was agreed that this rate within the allowances scheme be linked to the Council's standard rate for home care and that as and when that changed, the rate within the scheme be automatically amended. In 2021 there is not

a standard rate as such and therefore the Panel recommends that the proposed increased figure be uprated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, should it be evidenced in the future that the new figure has been overtaken by inflation.

79. As noted in 2017, there may also be exceptional circumstances where the standard dependants' carers' allowances are insufficient to meet the specific needs of the dependant. In such circumstances, the Panel believes that the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee should continue to be authorised to agree higher hourly rates (again, subject to the provision of receipts).

Statutory Co-optees' Allowances

80. The current level of allowances for statutory co-optees to Committees is £639 per annum. This allowance is index-linked. No concerns about the current level of allowance have been raised since the IRP set the equivalent level (before uprates) in 2017.
81. The Council in 2017 agreed the IRP's recommendation that this allowance should also be paid to Independent Co-opted Members of the Nottinghamshire Police and Crime Panel (in light of the Council's role as host authority to the Panel). Having consulted the existing Independent Co-opted Members they have underlined that although the financial reward is not a driver for them undertaking this role, they feel that the existing allowance is both appropriate and also welcome remuneration for the amount of work involved.
82. The IRP feels that the level of this allowance remains appropriate and should continue to be index-linked.

The Council's Independent Persons

83. Following the changes in the national Standards Board regime the Council is legally required to appoint at least one Independent Person whose views must be sought and taken into account if a Code of Conduct complaint against a Councillor is investigated. The Council has chosen to appoint three Independent persons to optimise resilience should there be any conflicts of interest or other issues affecting availability.
84. The former and current Chairman of Governance and Ethics Committee have both been keen to involve the Independent Persons in the work of this Committee and to seek their views, both through attendance at public meetings and outside of meetings, on issues such as the new Code of Conduct that is currently being developed. The Council has also provided training and it is expected that periodic training for Independent Persons would be helpful for them in their roles. Such training will also increase their overall time commitment.

85. Although not within the formal remit of the Panel, the Council asked the Panel Members to offer an independent view on the possibility of the Council choosing to pay an allowance to the Independent Persons.
86. In recognition of the time involved in undertaking this role, particularly around any ongoing complaints, the Panel feels it would be appropriate to also offer the same index-linked allowance as that made to Statutory Co-optees to committees (£621 per annum).

Recommendations 13- 18

- 13) That the administrative changes around the deletion of the 'rounding up to £3 rule' and the inclusion of the HMIC electric vehicle mileage rate be actioned.**
- 14) That the current arrangement for Education Appeal Panel Members to claim between £30-£60 per year to cover printing costs be formalised within the scheme.**
- 15) That the hourly maximum rate for child care and dependants' care be set at £7.50 and £18.76 (subject to the provision of receipts).**
- 16) That the Monitoring Officer be authorised, in consultation with the Chairman of Governance and Ethics Committee, to increase the hourly rate for dependants' care in line with inflation or to exceed the limit where exceptional circumstances apply.**
- 17) That the Statutory Co-optees allowance remains at £639 and this allowance be automatically index-linked to the headline pay award for local government staff.**
- 18) That the Council considers introducing an allowance for the Independent Persons in line with the index-linked allowance made to statutory co-optees.**
87. The proposed updated Councillors' Allowances Scheme, incorporating the various recommendations of the Panel, is attached at **Appendix 2** for ease of reference.

Sir Rodney Brooke
CBE, DL

Stephen Bray

Charles Daybell

Madi Sharma

COUNCILLORS' ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved by Nottinghamshire County Council on 13 July 2017, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations").
2. This Scheme replaces all previous Members' Allowances Schemes.
3. The Allowances mentioned in this scheme:
 - be implemented with effect from 25 May 2017;
 - be updated in line with the headline pay award for Local Authority staff.
4. Any other amendments to the scheme will be determined solely by the County Council (following receipt of recommendations from the Independent Remuneration Panel unless the amendments are broadly within the spirit of the existing scheme).
5. In this scheme:
 - "councillor" means a Member of Nottinghamshire County Council who is a councillor;
 - "Independent Person" means a person appointed by the Council to provide their views regarding complaints under the Code of Conduct for Councillors and Co-opted Members;
 - "statutory Co-optee" means a person (other than a councillor) who is statutorily appointed to membership of a Council committee (other than the Health and Wellbeing Board) or an independent member of the Nottinghamshire Police and Crime Panel;
 - "year" means the 12 months ending with 31 March.
6. The amounts of Basic, Special Responsibility and Statutory Co-optees' Allowances specified in this Scheme will be rounded to the nearest £3.00 in accordance with normal Local Government practice.

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

7. Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,015 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

8. Subject to paragraphs 12, 13 and 18, for each year a Special Responsibility Allowance shall be paid to those councillors who have been appointed or

recognised by the Council or have been notified to the Chief Executive by their Group as holding the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

9. Subject to paragraphs 12, 13 and 18, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.
10. No councillor may receive more than one Special Responsibility Allowance. In the event that a councillor holds more than one position for which a Special Responsibility Allowance is payable then s/he shall receive whichever of the applicable Allowances which s/he selects.

ATTENDANCE ALLOWANCE

11. No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

RENUNCIATION

12. A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this scheme.

PART-YEAR ENTITLEMENTS

13. In accordance with the requirements of the Regulations, pro-rata payments of Basic Allowance or Special Responsibility Allowances shall be payable to eligible councillors in any of the following circumstances:
 - a. if an amendment to this scheme changes the amount to which a councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance;
 - b. where the term of office of a councillor or their appointment to a role eligible for Special Responsibility Allowance begins or ends otherwise than at the beginning or end of a year.

LONG-TERM SICKNESS

14. Nothing in this section overrides the provisions of the Local Government Act 1972 relating to vacation of office by failure to attend meetings throughout a period of six months.
15. In the event of long-term sickness absence full Special Responsibility Allowance shall be payable to eligible councillors, reducing to 50% after six months and ceasing after 12 months. The Council's Governance and Ethics Committee may vary this in exceptional circumstances.
16. If a councillor is appointed to deputise for a councillor on long-term sickness the Governance and Ethics Committee may create a deputising allowance payable after the first three months.

MATERNITY / SHARED PARENTAL LEAVE AND ADOPTION LEAVE

17. In the event of absence for maternity/shared parental leave or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to six months.

PAYMENT

18. Payment of Basic and Special Responsibility Allowances shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

TRAVEL AND SUBSISTENCE ALLOWANCES

19. Travel and in some circumstances subsistence allowances may be claimed by councillors. The arrangements for these allowances are included in Part D of this scheme.

DEPENDANTS' CARERS' ALLOWANCES

20. Councillors may claim up to £7.50 per hour per child for child care and up to £15.49 per hour per dependant (to be automatically index-linked annually) for other dependants in respect of expenses for the care of their children or other dependants when attending meetings of the Council, its subordinate bodies or other approved duty as described in Schedule 2 to this scheme.

21. Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.

22. Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.

23. In circumstances of particular difficulty the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, is authorised to increase the allowance payable.

PART B – ALLOWANCES FOR STATUTORY CO-OPTEEES

24. That any statutory co-optee receives an allowance of £639.

Attendance Allowance

25. No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

Renunciation

26. A Statutory Co-optee may by notice in writing given to the Chief Executive elect to forego any part of their entitlement to an allowance under this scheme.

Part-Year entitlements

27. Pro-rata payments of the Statutory Co-optees Allowance shall be paid in any of the following circumstances:
- a. if an amendment to this scheme changes the amount to which a Statutory Co-optee is entitled;
 - b. where the term of office of a Statutory Co-optee begins or ends otherwise than at the beginning or end of a year.

Payment

28. Payment of the allowance described in paragraphs 28 to 30 shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

29. Travel and in some circumstances subsistence allowances may be claimed by Statutory Co-optees. The arrangements for those allowances are included in Part D of this Scheme and a description of the duties for which they may be claimed is shown at Schedule 2 to this scheme.

PART C – ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

30. For the purposes of the payment of financial loss allowance under Section 173(4) of the Local Government Act 1972, Members of Education Appeal Panels are to be treated as Members of the authority.
31. Subject to providing sufficient documentary evidence identifying actual financial loss, allowances up to a maximum of £229.00 per day may be claimed by Panel Members for attendance at Panel meetings.
32. Travel allowances may be claimed by Panel Members. The arrangements for those allowances are included at Part D of this scheme. Lunch will be provided by the Council at no charge for Panel meetings.

PART D – TRAVELLING AND SUBSISTENCE

33. The provisions contained in this part are aligned with the terms and conditions for County Council employees and any future changes to employee terms and conditions will also be reflected by changes to this part.

TRAVELLING ALLOWANCE

34. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, Members of Education Appeals Panels, Independent Persons and other Co-opted Members.

35. Travelling allowances may be claimed in respect of each occasion on which one of the persons described above carries out a duty as described in Schedule 2 to this Scheme.
36. All travel arrangements must be in accordance with the County Council's TRAVEL AND ACCOMMODATION POLICY, which is appended to this scheme.
37. If a claimant uses their own motor car or one belonging to a member of his/her family, or otherwise provided for their use and subject to the claimant having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis, shall be as follows:

up to 10,000 miles	over 10,000 miles	
45.0p	25.0p	
Motor Cycles		24.0p
Cycles		20.0p
Public Transport Rate		22.6p

38. The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
39. If a claimant travels by taxi, the claim must not exceed:
- in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity actually paid;
 - in any other case, the amount of the fare for travel by appropriate public transport.
 - Any claims by Members for travel costs where the Council has provided shared transport will only be payable in exceptional circumstance and subject to the agreement of the Team Manager (Democratic Services).

SUBSISTENCE ALLOWANCES

40. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees and other Co-opted Members.
41. Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described above carries out a duty as specified in Schedule 2 to this scheme.
42. When carrying out approved duties within the UK and subsistence is payable due to exceptional circumstances, the amounts shown below may be claimed.
- Breakfast – where leave home before 7.00 am - £4.48

- b. Lunch – where away from base for whole of lunch period
(12.00 and 2.00 pm) - £6.17
- c. Tea – if work continues after 6.30 pm - £2.43
- d. Evening meal – if work continues after 8.30 pm - £7.64
- e. Tea and evening meal allowances are not normally payable on same day.
- f. Out of pocket expenses – single night - £3.63
– weekly rate - £14.55

43. Councillors, Statutory and other Co-optees may aggregate daily subsistence allowances.

44. Where a Councillor, Statutory or other Co-optee attends a UK conference or other event which involves an overnight stay, hotel accommodation will be booked and paid for by Travel and Transport Services in accordance with the TRAVEL AND ACCOMMODATION POLICY. In exceptional circumstances where this has not been possible, the County Council will reimburse reasonable expenses, provided they are supported by receipts and subject to a maximum overnight expenditure on accommodation of £115.00 (including VAT).

45. Where a claimant attends a conference or other event which is held outside the UK, s/he may claim the amounts shown in the Council's TRAVEL AND ACCOMMODATION POLICY.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

Band	% of Leader's SRA	Amount of Allowance (pa)	Current role
1	100	£35,211	<ul style="list-style-type: none">• Leader of the Council
2	70	£24,648	<ul style="list-style-type: none">• Deputy Leader of the Council
3	66	£23,478	<ul style="list-style-type: none">• Chairmen of Committees• Business Manager of Majority Group• Leader of the main Minority Group
4	50	£17,607	<ul style="list-style-type: none">• Chairman of County Council*
5	33	£11,739	<ul style="list-style-type: none">• Vice-Chairmen of Committees• Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)
6	24	£8,454	<ul style="list-style-type: none">• Vice-Chairman of the County Council*• Business Manager of the main Minority Group
7	22	£7,755	<ul style="list-style-type: none">• Deputy Leader of the main Minority Group• Main Minority Group Spokesmen on Committees
8	12	£4,227	<ul style="list-style-type: none">• Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor)
9	4	£1,413	<ul style="list-style-type: none">• Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members)• Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)

Note

- * These SRAs include an element for clothing. Sections 3(5) and 5(4) (as appropriate) of Part 1 of the Local Government Act 1972, enables the County Council to make a reasonable payment to the Chairman and Vice-Chairman to enable them to meet the expenses of their office.

SCHEDULE 2

APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

FOR COUNCILLORS

Approved Duties (Travelling and Subsistence Allowances) For Councillors

Travel Expenses will be paid to Members when they are undertaking their duties as a County Councillor.

Duties covered include:-

1. Attendance at Council meetings or Joint Committees and attendance at Council offices or establishments.
2. Attendance at conference, seminars or other training or learning events, in connection with the functions of the County Council and related to your role as an elected representative, where no fee is payable. (N.B. Travel Claim Form must clearly state the title of the event).
3. Anywhere within the County area, in connection with the functions of the County Council and related to your role as an elected representative (N.B. Travel Claim Form must clearly state the purpose of the visit).
4. Attendance at any meeting or events of Outside Bodies or organisation to which you have been appointed by the Council unless a fee or allowance is paid by that body to you to cover such expenses. If such a body has its own travel scheme, claims should be made to that body.
5. Meetings of Political Groups are not covered unless they have been arranged solely for the purpose of discussing County Council business or are requested by the Chief Executive to discuss a particular issue.
6. Travel outside of the County Council administrative boundaries is also claimable where it can be evidenced that this is essential for County Council related business or conference, seminar or training or learning event where no fee is payable.
7. Travel expenses may be payable for events not covered above but this will be with approval of the Monitoring Officer in consultation with the Chair of the Governance and Ethics Committee.

FOR CO-OPTees

Travel expenses will be paid to Co-optees when they are:-

1. Attending any meeting of the Council at which they are a properly appointed member

2. Attending an event in connection with their role as co-optee on the relevant Council meeting (approved in advance if required).

MEMBERS OF EDUCATION APPEALS

May claim travel allowance in respect of meetings and training events in connection with their role as Panel Members.

INDEPENDENT PERSONS

May claim travel allowances in respect of their statutory role as an Independent Person.

FOREIGN TRAVEL

No member, Co-optee or Independent Person can travel abroad on County Council business without prior approval in accordance with the Travel and Accommodation Policy.

SUBSISTENCE

Subsistence is only claimable in exceptional circumstances and will only be paid on receipt of actual expenses incurred and detail of meals provided. This will only apply to stays of under 72 hours. Subsistence will not be paid for any stay in excess of this without prior approval of the Monitoring Officer in consultation with the Chair of Governance and Ethics Committee.

APPENDIX

ADMINISTRATIVE MATTERS

SUBMISSION OF CLAIMS

1. Claims are processed through Democratic Services and paid through the payroll system.
2. The following deductions will be applied to late claims:
 - a. 6-12 months' delay – 10% reduction
 - b. more than 12 months' delay – 20% reduction
 - c. more than 2 years' delay – referral to Governance & Ethics Committee for consideration.

INCOME TAX

3. Tax will be deducted from payments of Basic Allowance and Special Responsibility Allowances. This will be at the standard rate of tax unless a Member makes arrangements with his Tax Inspector for a tax code to be allotted and notified to the County Council.
4. The County Council deals with:

HM Inspector of Taxes
(Nottingham 1)
Castle Meadow
Castle Meadow Road
Nottingham
NG2 1AB
5. A return of tax deducted from allowances is made to the Inland Revenue at the end of each financial year and a P60 is provided to each councillor.
6. Arrangements have been made with the Inspector of Taxes (Nottingham 1) whereby Councillors on application can obtain, where appropriate, tax relief on their expenses of office. Further guidance is available from the Chief Finance Officer.

SOCIAL SECURITY

7. Contributions
 - a. National insurance contributions are payable on any payment of Basic Allowance and Special Responsibility Allowances provided the gross amount reaches a lower earnings limit in a certain period, unless a certificate of non-liability is produced (supplied by the Contributions Agency). The Chief Finance Officer will advise on the detailed operation of the scheme.

8. Benefits

- a. The receipt of Basic and Special Responsibility Allowances affects benefits. Councillors should notify the Benefits Agency of amounts received.
- b. The contribution paid by Councillors counts toward the full range of contributory benefits.

TRAVEL AND ACCOMMODATION POLICY

1. This policy (the Nottinghamshire County Council Travel Policy) covers the approval and booking arrangements for travel and accommodation required in connection with the Council's business. It does not apply to travel and accommodation required in connection with direct service delivery e.g. school, trips, service users' outings, where the relevant Departments will have their own procedures.
2. This policy replaces all previous policies, decisions and/or precedents relating to travel undertaken in connection with the business of the Council.
3. The power to amend this policy is reserved to the full Council.
4. The practices in this policy shall, as far as possible, reflect the contents of the County Council's Members' Allowances Scheme and the Terms and Conditions of Service for Employees (see paragraph 9 of the Financial Regulations and D7 and D10 of the Personnel Handbook).
5. In the event that a conflict arises between this Policy and the Members' Allowances Scheme the Monitoring Officer and the Chief Executive will mediate and determine the matter following consultation with the Leader.

GENERAL PRINCIPLES

6. The policy is based on the following principles:
 - a. the proper conduct of business, and the overall efficiency of the Council;
 - b. transparency and accountability;
 - c. achieving Best Value in the use of the Council's resources, benefiting the community, the Council and councillors;
 - d. meeting the needs of those with disabilities and/or health problems.

APPROVAL PROCESSES

7. The following travel may be undertaken without prior approval:
 - a. day to day travel within Nottinghamshire in connection with Nottinghamshire County Council business;
 - b. travel in connection with training and development events within the East Midlands which have been authorised in accordance with relevant policies.
8. All other travel must be approved in advance in accordance with the following:

Participant	Description	Approval required from
Councillors, Statutory and other co-opted members	(a) All travel within mainland UK not described in Schedule 2 of the Members' Allowances Scheme.	Policy Committee
	(b) Outside the UK	Policy Committee
Officers	(a) Within the UK	Relevant chief or other officer in accordance with departmental procedures
	(b) Outside the UK	Relevant Corporate Director with a quarterly report to the relevant committee

9. The County Council recognises that, in cases of genuine urgency, it may not be possible to obtain formal approval from the relevant committee prior to the expected date of travel. In these cases, the Urgency Procedure (Part Five of the Constitution) should be used.

BOOKING ARRANGEMENTS

10. With the exception of travel by private car in connection with the day to day business of the Council, all arrangements and/or bookings for travel and accommodation approved under this policy must be made by Transport and Travel Services in the Place Department.
11. Provisional bookings will not be made unless approval has been given in accordance with paragraph 7b of this policy.

METHOD OF TRAVEL

12. At all times, the chosen method of travel must be the most cost-effective method, taking into account the value of time saved, anticipated subsistence and other expenses and any other relevant matters.

TRAVEL WITHIN THE UK (MAINLAND)

13. Public transport should normally be used, unless the use of private/self-drive hire/civic cars is proved to be the most cost effective option, taking into account mileage charges, anticipated subsistence, other expenses and any other relevant consideration including but not limited to those at paragraph 59
14. The use of private cars to attend events out of the County area must be determined in relation to the following criteria:
- a. cost in comparison to other options;

- b. availability of public transport;
 - c. business requirements;
 - d. disability or health considerations.
15. Other options which must be considered prior to approving the use of private cars are:
- a. car sharing;
 - b. use of hire cars/pool cars;
 - c. use of civic cars.
16. Any travel by train within mainland UK will usually be standard class fare unless travel by other classes of ticket is cheaper overall.
17. Any councillor or officer requesting first class rail travel must give reasons which shall be recorded in the register referred to the section below.
18. Councillors are encouraged to purchase appropriate railcards if eligible, in which case the Council will reimburse two-thirds of the cost. Councillors should advise Transport and Travel Services that they have a railcard at the time of booking, to ensure that a reduced price ticket is obtained.
19. Air travel within mainland UK will be permitted only where the cost/convenience brings benefits to the Council.

TRAVEL TO NORTHERN IRELAND/REPUBLIC OF IRELAND/OUTSIDE THE UK

20. Where available, and subject as follows, economy class should be used for all air, sea or land (i.e. rail) travel where this the most cost effective.
21. The County Council recognises that there will be occasions where it is not appropriate to use economy class i.e. where there are health or disability issues to be considered. In these cases, a higher class of travel may be permitted, wherever possible, subject to prior approval being by Policy Committee.

ACCOMMODATION

22. Mid-range hotels of good standard with appropriate business facilities will be chosen within safe and reasonable access to where the business of the visit is to take place.
23. For conferences, the added value of all-inclusive packages will be evaluated against making separate hotel arrangements.

SUBSISTENCE AND OTHER EXPENSES

WITHIN THE UK (INCLUDING NORTHERN IRELAND)

24. All costs of the approved method of travel will be paid by the County Council.

25. Subsistence allowances may be claimed in exceptional circumstances. They will be the same for councillors, Statutory Co-optees, other co-opted Members and officers. Details of the amounts which may be claimed are in the Members' Allowances Scheme.

26. Claims should be made on the forms provided as follows:

- a. officers – from their Department;
- b. councillors and others covered by the Members' Allowances Scheme – from Democratic Services.

27. Receipts should be obtained for all expenditure incurred.

OUTSIDE THE UK

28. Accommodation will be booked and paid for by Transport and Travel Services in the Place Department on behalf of the County Council.

29. Subsistence allowance may be claimed for actual reasonable expenses incurred on meals, beverages, transport within the foreign country, laundry, 'phone calls etc.

- a. The current maximum amount for subsistence per 24 hours for countries within the European Union is £75.00 (plus £10 per day for unreceipted out of pocket expenses).
- b. For travel to other destinations, Transport and Travel Services will calculate a maximum amount for subsistence per 24 hours. That amount will be notified to relevant committee when approval is sought for the travel to be undertaken.

30. The above rates assume that all meals (excluding breakfast) will have to be paid for from the subsistence allowance. If meals are provided as part of the visit and at no personal cost to the Council's representative(s) the daily allowance will be reduced by 20% for each meal provided.

31. Receipts must be obtained wherever practicable for all claimable expenditure. Where this is not possible, a written statement will be required from the person claiming allowances.

ADMINISTRATION OF THE POLICY

32. All travel tickets and/or accommodation required under this policy must be booked through Transport and Travel Services in the Place Department.

33. Before any bookings are made, Transport and Travel Services will require written confirmation of approval. Where the cost is to be met by a Department, the appropriate budget code(s) for the expenditure will also be required.

34. Subject to normal formalities, Transport and Travel Services can arrange advances of cash, foreign currency and travellers' cheques. Any unspent

cash/currency or travellers cheques must be returned to Transport and Travel Services within one month of return from the visit.

35. All claim forms, together with receipts and details of expenses incurred must be submitted within one month of return from the visit.
36. County Council credit cards must only be used for claimable expenses incurred in carrying out the County Council's business and all receipts/vouchers in respect of any expenditure met in this way must be passed to Financial Services within one month of return from the visit.
37. Where the Council's representative wishes, for personal reasons, to extend their stay at the destination to which they have travelled, this is permitted on the strict understanding that no additional cost falls to be met by the Council and that all expenses in connection with the extension of stay are reimbursed before the date of outward travel.
38. Where the Council's representative is accompanied by a partner, the Council must be reimbursed for all expenses to be incurred in respect of travel arrangements made by Transport and Travel Services in respect of the partner before the date of outward travel.

RECORD KEEPING

39. Transport and Travel Services will maintain a public register of the following information in respect of each item or travel undertaken under this policy:
 - a. name of traveller/participant;
 - b. purpose of travel/visit;
 - c. dates of travel;
 - d. destination;
 - e. method/class/cost of travel and/or accommodation;
 - f. cost of insurance;
 - g. amount(s) of allowances paid;
 - h. details of the date approval was given and the identity of the decision maker (including details of specific additional approvals from time given in respect of, for instance, travel by other than standard class);
 - i. the date on which the Council's representative(s) submitted a report on the outcome/value of the visit, where appropriate.
40. The register shall be available for public inspection and shall be published on the Council's website.
41. Annual reports shall be made which shall give:

- a. details of the totality of travel undertaken under this policy;
- b. information as to occasions upon which other than standard/economy class travel or its equivalent has been used.

COUNCILLORS' ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved **TO BE CONFIRMED** by Nottinghamshire County Council on ~~22 July 2021~~^{13 July 2017}, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations").

2. This Scheme replaces all previous Members' Allowances Schemes.

3. The Allowances mentioned in this scheme:

be implemented with effect from ~~25~~¹⁰ May 2021~~17~~¹⁴ (with the exception of the allowance for Chairman and Vice-Chairman of the County Council which shall be implemented with effect from 27 May 2021);

be updated in line with the headline pay award for Local Authority staff.

4. Any other amendments to the scheme will be determined solely by the County Council (following receipt of recommendations from the Independent Remuneration Panel unless the amendments are broadly within the spirit and overall cost envelope of the existing scheme).

5. In this scheme:

"councillor" means a Member of Nottinghamshire County Council who is a councillor;

"Independent Person" means a person appointed by the Council to provide their views regarding complaints under the Code of Conduct for Councillors and Co-opted Members;

"statutory Co-optee" means a person (other than a councillor) who is statutorily appointed to membership of a Council committee (other than the Health and Wellbeing Board) or an independent member of the Nottinghamshire Police and Crime Panel;

"year" means the 12 months ending with 31 March.

~~6. The amounts of Basic, Special Responsibility and Statutory Co-optees' Allowances specified in this Scheme will be rounded to the nearest £3.00 in accordance with normal Local Government practice.~~

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

~~7.6.~~ Subject to paragraphs 12, 13 and 18, for each year a Basic Allowance of £15,015 shall be paid to each councillor.

SPECIAL RESPONSIBILITY ALLOWANCES

~~8-7.~~ Subject to paragraphs 12, 13 and 18, for each year a Special Responsibility Allowance shall be paid to those councillors who have been appointed or recognised by the Council or have been notified to the Chief Executive by their Group as holding the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

~~9-8.~~ Subject to paragraphs 12, 13 and 18, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.

~~10-9.~~ No councillor may receive more than one Special Responsibility Allowance. In the event that a councillor holds more than one position for which a Special Responsibility Allowance is payable then s/he shall receive whichever of the applicable Allowances which s/he selects.

ATTENDANCE ALLOWANCE

~~11-10.~~ No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

RENUNCIATION

~~12-11.~~ A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this scheme.

PART-YEAR ENTITLEMENTS

~~13-12.~~ In accordance with the requirements of the Regulations, pro-rata payments of Basic Allowance or Special Responsibility Allowances shall be payable to eligible councillors in any of the following circumstances:

- a. if an amendment to this scheme changes the amount to which a councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance;
- b. where the term of office of a councillor or their appointment to a role eligible for Special Responsibility Allowance begins or ends otherwise than at the beginning or end of a year.

LONG-TERM SICKNESS

~~14-13.~~ Nothing in this section overrides the provisions of the Local Government Act 1972 relating to vacation of office by failure to attend meetings throughout a period of six months.

~~15-14.~~ In the event of long-term sickness absence full Special Responsibility Allowance shall be payable to eligible councillors, reducing to 50% after six months and ceasing after 12 months. The Council's Governance and Ethics Committee may vary this in exceptional circumstances.

~~16-15.~~ If a councillor is appointed to deputise for a councillor on long-term sickness the Governance and Ethics Committee may create a deputising allowance payable after the first three months.

MATERNITY / SHARED PARENTAL LEAVE AND ADOPTION LEAVE

~~17-16.~~ In the event of absence for maternity/shared parental leave or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to six months.

PAYMENT

~~18-17.~~ Payment of Basic and Special Responsibility Allowances shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

TRAVEL AND SUBSISTENCE ALLOWANCES

~~19-18.~~ Travel and in some circumstances subsistence allowances may be claimed by councillors. The arrangements for these allowances are included in Part D of this scheme.

DEPENDANTS' CARERS' ALLOWANCES

~~20-19.~~ Councillors may claim up to £7.50 per hour per child for child care and up to £~~18.76~~~~15.49~~ per hour per dependant (to be [updated further by the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, where evidenced this is appropriate automatically index linked annually](#)) for other dependants in respect of expenses for the care of their children or other dependants when attending meetings of the Council, its subordinate bodies or other approved duty as described in Schedule 2 to this scheme.

~~21-20.~~ Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.

~~22-21.~~ Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.

~~23-22.~~ In circumstances of particular difficulty the Monitoring Officer, in consultation with the Chairman of Governance and Ethics Committee, is authorised to increase the allowance payable.

PART B – ALLOWANCES FOR STATUTORY CO-OPTEEES, OTHER CO-OPTED MEMBERS AND INDEPENDENT PERSONS

~~24-23.~~ That ~~all~~~~ny~~ statutory [eCo-optees, other Co-opted Members and Independent Persons be entitled to](#) receives an allowance of £639.

Attendance Allowance

~~25-24.~~ No attendance allowance shall be payable under this scheme, either for Council duties per se, or in respect of appointments to outside bodies.

Renunciation

~~26-25.~~ A Statutory Co-optee, other Co-opted Member or Independent Person may by notice in writing given to the Chief Executive elect to forego any part of their entitlement to an allowance under this scheme.

Part-Year entitlements

~~27-26.~~ Pro-rata payments of the above Statutory Co-optees A allowance shall be paid in any of the following circumstances:

- a. if an amendment to this scheme changes the amount applicable to which a Statutory Co-optee is entitled;
- b. where the term of office of a Statutory Co-optee begins or ends otherwise than at the beginning or end of a year.

Payment

~~28-27.~~ Payment of the above allowance described in paragraphs 28 to 30 shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

Travel and subsistence allowances

~~29-28.~~ Travel and in some circumstances subsistence allowances may be claimed by Statutory Co-optees. The arrangements for those allowances are included in Part D of this Scheme and a description of the duties for which they may be claimed is shown at Schedule 2 to this scheme.

PART C – ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

~~30-29.~~ For the purposes of the payment of financial loss allowance under Section 173(4) of the Local Government Act 1972, Members of Education Appeal Panels are to be treated as Members of the authority.

~~31-30.~~ Subject to providing sufficient documentary evidence identifying actual financial loss, allowances up to a maximum of £229.00 per day may be claimed by Panel Members for attendance at Panel meetings.

~~31.~~ Travel allowances may be claimed by Panel Members. The arrangements for those allowances are included at Part D of this scheme. Lunch will be provided by the Council at no charge for Panel meetings.

~~32.~~ Panel Members may routinely claim £30 each financial year towards the costs of printing hearing paperwork (receipts are not required). Where the volume of hearings and printing by individual Panel Members results in additional costs then the Team Manager, Democratic Services may authorise one further payment of £30 in any financial year.

PART D – TRAVELLING AND SUBSISTENCE

33. The provisions contained in this part are aligned with the terms and conditions for County Council employees and any future changes to employee terms and conditions will also be reflected by changes to this part.

TRAVELLING ALLOWANCE

34. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, Members of Education Appeals Panels, Independent Persons and other Co-opted Members.

35. Travelling allowances may be claimed in respect of each occasion on which one of the persons described above carries out a duty as described in Schedule 2 to this Scheme.

36. All travel arrangements must be in accordance with the County Council's TRAVEL AND ACCOMMODATION POLICY, which is appended to this scheme.

37. If a claimant uses their own motor car or one belonging to a member of his/her family, or otherwise provided for their use and subject to the claimant having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis, shall be as follows:

up to 10,000 miles	over 10,000 miles	
45.0p	25.0p	
Motor Cycles		24.0p
Cycles		20.0p
Public Transport Rate		22.6p
Electric vehicles		4.0p

38. The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

39. If a claimant travels by taxi, the claim must not exceed:

- a. in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity actually paid;
- b. in any other case, the amount of the fare for travel by appropriate public transport.
- c. Any claims by Members for travel costs where the Council has provided shared transport will only be payable in exceptional circumstance and subject to the agreement of the Team Manager (Democratic Services).

SUBSISTENCE ALLOWANCES

40. This part is in accordance with Sections 174-175 and Regulations made under the Local Government Act 1972. It applies to Councillors, Statutory Co-optees, [and](#) other Co-opted Members [and Independent Persons](#).
41. Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described above carries out a duty as specified in Schedule 2 to this scheme.
42. When carrying out approved duties within the UK and subsistence is payable due to exceptional circumstances, the amounts shown below may be claimed.
- | | |
|---|----------|
| a. Breakfast – where leave home before 7.00 am | - £4.48 |
| b. Lunch – where away from base for whole of lunch period (12.00 and 2.00 pm) | - £6.17 |
| c. Tea – if work continues after 6.30 pm | - £2.43 |
| d. Evening meal – if work continues after 8.30 pm | - £7.64 |
| e. Tea and evening meal allowances are not normally payable on same day. | |
| f. Out of pocket expenses – single night | - £3.63 |
| – weekly rate | - £14.55 |
43. Councillors, Statutory and other Co-optees [and Independent Persons](#) may aggregate daily subsistence allowances.
44. Where a Councillor, Statutory ~~and/or~~ other Co-optee [or Independent Person](#) attends a UK conference or other event which involves an overnight stay, hotel accommodation will be booked and paid for by Travel and Transport Services in accordance with the TRAVEL AND ACCOMMODATION POLICY. In exceptional circumstances where this has not been possible, the County Council will reimburse reasonable expenses, provided they are supported by receipts and subject to a maximum overnight expenditure on accommodation of £115.00 (including VAT).
45. Where a claimant attends a conference or other event which is held outside the UK, s/he may claim the amounts shown in the Council's TRAVEL AND ACCOMMODATION POLICY.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

Band	% of Leader's SRA	Amount of Allowance (pa)	Current role
1	100	£35,211	<ul style="list-style-type: none"> • Leader of the Council
2	70	£24,648	<ul style="list-style-type: none"> • Deputy Leader of the Council
3	66	£23,478	<ul style="list-style-type: none"> • Chairmen of Committees • Business Manager of Majority Group • Leader of the main Minority Group
4	50	£17,607	<ul style="list-style-type: none"> • Chairman of County Council*
5	33	£11,739	<ul style="list-style-type: none"> • Vice-Chairmen of Committees • Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)
6	24	£8,454	<ul style="list-style-type: none"> • <u>Vice-Chairman of the County Council*</u> • <u>Deputy Leader of the main Minority Group</u> • Business Manager of the main Minority Group
7	22	£7,755	<ul style="list-style-type: none"> • <u>Deputy Leader of the main Minority Group</u> • Main Minority Group Spokesmen on Committees**
8	12	£4,227	<ul style="list-style-type: none"> • <u>Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor)</u> • <u>Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)</u> • <u>Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members)</u>
<u>9</u>	<u>11</u>	<u>£3,877</u>	<ul style="list-style-type: none"> • <u>Minority Group Opposition Spokespersons***</u>
<u>9</u>	<u>4</u>	<u>£1,413</u>	<ul style="list-style-type: none"> • <u>Business Manager of smaller Minority Groups on the Council (provided the group has 5 or more Members)</u> • <u>Deputy Leader of smaller Minority Groups on the Council (provided the group has 5 or more Members)</u>

Note

- * These SRAs include an element for clothing. Sections 3(5) and 5(4) (as appropriate) of Part 1 of the Local Government Act 1972, enables the County Council to make a reasonable payment to the Chairman and Vice-Chairman to enable them to meet the expenses of their office.

** The number of main Minority Group Spokespersons must not exceed more than 50% of the number of committees for which a Chairman's SRA is payable (this figure will be rounded down to the nearest Spokesperson role – e.g. 13 Committees = 6 Spokespersons). The main Minority Group will decide which committees it wishes to appoint these roles for.

*** The number of Minority Group Spokespersons must not exceed more than 20% of the number of committees for which a Chairman's SRA is payable (this figure will be rounded down to the nearest Spokesperson role – e.g. 13 Committees = 2 Spokespersons). The Minority Group will decided which committees it wishes to appoint these roles for.

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SCHEDULE 2**APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)****FOR COUNCILLORS****Approved Duties (Travelling and Subsistence Allowances) For Councillors**

Travel Expenses will be paid to Members when they are undertaking their duties as a County Councillor.

Duties covered include:-

1. Attendance at Council meetings or Joint Committees and attendance at Council offices or establishments.
2. Attendance at conference, seminars or other training or learning events, in connection with the functions of the County Council and related to your role as an elected representative, where no fee is payable. (N.B. Travel Claim Form must clearly state the title of the event).
3. Anywhere within the County area, in connection with the functions of the County Council and related to your role as an elected representative (N.B. Travel Claim Form must clearly state the purpose of the visit).
4. Attendance at any meeting or events of Outside Bodies or organisation to which you have been appointed by the Council unless a fee or allowance is paid by that body to you to cover such expenses. If such a body has its own travel scheme, claims should be made to that body.
5. Meetings of Political Groups are not covered unless they have been arranged solely for the purpose of discussing County Council business or are requested by the Chief Executive to discuss a particular issue.
6. Travel outside of the County Council administrative boundaries is also claimable where it can be evidenced that this is essential for County Council related business or conference, seminar or training or learning event where no fee is payable.
7. Travel expenses may be payable for events not covered above but this will be with approval of the Monitoring Officer in consultation with the Chair of the Governance and Ethics Committee.

FOR STATUTORY CO-OPTEEES, OTHER CO-OPTED MEMBERS AND INDEPENDENT PERSONS

Travel expenses will be paid to Statutory Co-optees, other Co-opted Members and Independent Persons when they are:-

1. Attending any meeting of the Council at which they are a properly appointed member

2. Attending an event in connection with their role as co-optee on the relevant Council meeting (approved in advance if required).

2.3. In the case of Independent Co-opted Members of the Nottinghamshire Police and Crime Panel, such costs will be recoupable through the Home Office grant received by the County Council as host authority to the Panel.

MEMBERS OF EDUCATION APPEALS

May claim travel allowance in respect of meetings and training events in connection with their role as Panel Members.

INDEPENDENT PERSONS

~~May claim travel allowances in respect of their statutory role as an Independent Person.~~

FOREIGN TRAVEL

No member, Co-optee or Independent Person can travel abroad on County Council business without prior approval in accordance with the Travel and Accommodation Policy.

SUBSISTENCE

Subsistence is only claimable in exceptional circumstances and will only be paid on receipt of actual expenses incurred and detail of meals provided. This will only apply to stays of under 72 hours. Subsistence will not be paid for any stay in excess of this without prior approval of the Monitoring Officer in consultation with the Chair of Governance and Ethics Committee.

APPENDIX

ADMINISTRATIVE MATTERS

SUBMISSION OF CLAIMS

1. Claims are processed through Democratic Services and paid through the payroll system.
2. The following deductions will be applied to late claims:
 - a. 6-12 months' delay – 10% reduction
 - b. more than 12 months' delay – 20% reduction
 - c. more than 2 years' delay – referral to Governance & Ethics Committee for consideration.

INCOME TAX

3. Tax will be deducted from payments of Basic Allowance and Special Responsibility Allowances. This will be at the standard rate of tax unless a Member makes arrangements with his Tax Inspector for a tax code to be allotted and notified to the County Council.
4. The County Council deals with:

HM Inspector of Taxes
(Nottingham 1)
Castle Meadow
Castle Meadow Road
Nottingham
NG2 1AB
5. A return of tax deducted from allowances is made to the Inland Revenue at the end of each financial year and a P60 is provided to each councillor.
6. Arrangements have been made with the Inspector of Taxes (Nottingham 1) whereby Councillors on application can obtain, where appropriate, tax relief on their expenses of office. Further guidance is available from the Chief Finance Officer.

SOCIAL SECURITY

7. Contributions
 - a. National insurance contributions are payable on any payment of Basic Allowance and Special Responsibility Allowances provided the gross amount reaches a lower earnings limit in a certain period, unless a certificate of non-liability is produced (supplied by the Contributions Agency). The Chief Finance Officer will advise on the detailed operation of the scheme.

8. Benefits

- a. The receipt of Basic and Special Responsibility Allowances affects benefits. Councillors should notify the Benefits Agency of amounts received.
- b. The contribution paid by Councillors counts toward the full range of contributory benefits.

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TRAVEL AND ACCOMMODATION POLICY

1. This policy (the Nottinghamshire County Council Travel Policy) covers the approval and booking arrangements for travel and accommodation required in connection with the Council's business. It does not apply to travel and accommodation required in connection with direct service delivery e.g. school, trips, service users' outings, where the relevant Departments will have their own procedures.
2. This policy replaces all previous policies, decisions and/or precedents relating to travel undertaken in connection with the business of the Council.
3. The power to amend this policy is reserved to the full Council.
4. The practices in this policy shall, as far as possible, reflect the contents of the County Council's Members' Allowances Scheme and the Terms and Conditions of Service for Employees (see paragraph 9 of the Financial Regulations and D7 and D10 of the Personnel Handbook).
5. In the event that a conflict arises between this Policy and the Members' Allowances Scheme the Monitoring Officer and the Chief Executive will mediate and determine the matter following consultation with the Leader.

GENERAL PRINCIPLES

6. The policy is based on the following principles:
 - a. the proper conduct of business, and the overall efficiency of the Council;
 - b. transparency and accountability;
 - c. achieving Best Value in the use of the Council's resources, benefiting the community, the Council and councillors;
 - d. meeting the needs of those with disabilities and/or health problems.

APPROVAL PROCESSES

7. The following travel may be undertaken without prior approval:
 - a. day to day travel within Nottinghamshire in connection with Nottinghamshire County Council business;
 - b. travel in connection with training and development events within the East Midlands which have been authorised in accordance with relevant policies.
8. All other travel must be approved in advance in accordance with the following:

Participant	Description	Approval required from
Councillors, Statutory and other co-opted members	(a) All travel within mainland UK not described in Schedule 2 of the Members' Allowances Scheme.	Policy Committee
	(b) Outside the UK	Policy Committee
Officers	(a) Within the UK	Relevant chief or other officer in accordance with departmental procedures
	(b) Outside the UK	Relevant Corporate Director with a quarterly report to the relevant committee

9. The County Council recognises that, in cases of genuine urgency, it may not be possible to obtain formal approval from the relevant committee prior to the expected date of travel. In these cases, the Urgency Procedure (Part Five of the Constitution) should be used.

BOOKING ARRANGEMENTS

10. With the exception of travel by private car in connection with the day to day business of the Council, all arrangements and/or bookings for travel and accommodation approved under this policy must be made by Transport and Travel Services in the Place Department.
11. Provisional bookings will not be made unless approval has been given in accordance with paragraph 7b of this policy.

METHOD OF TRAVEL

12. At all times, the chosen method of travel must be the most cost-effective method, taking into account the value of time saved, anticipated subsistence and other expenses and any other relevant matters.

TRAVEL WITHIN THE UK (MAINLAND)

13. Public transport should normally be used, unless the use of private/self-drive hire/civic cars is proved to be the most cost effective option, taking into account mileage charges, anticipated subsistence, other expenses and any other relevant consideration including but not limited to those at paragraph 14
14. The use of private cars to attend events out of the County area must be determined in relation to the following criteria:
- a. cost in comparison to other options;

- b. availability of public transport;
 - c. business requirements;
 - d. disability or health considerations.
15. Other options which must be considered prior to approving the use of private cars are:
- a. car sharing;
 - b. use of hire cars/pool cars;
 - c. use of civic cars.
16. Any travel by train within mainland UK will usually be standard class fare unless travel by other classes of ticket is cheaper overall.
17. Any councillor or officer requesting first class rail travel must give reasons which shall be recorded in the register referred to the section below.
18. Councillors are encouraged to purchase appropriate railcards if eligible, in which case the Council will reimburse two-thirds of the cost. Councillors should advise Transport and Travel Services that they have a railcard at the time of booking, to ensure that a reduced price ticket is obtained.
19. Air travel within mainland UK will be permitted only where the cost/convenience brings benefits to the Council.

TRAVEL TO NORTHERN IRELAND/REPUBLIC OF IRELAND/OUTSIDE THE UK

20. Where available, and subject as follows, economy class should be used for all air, sea or land (i.e. rail) travel where this the most cost effective.
21. The County Council recognises that there will be occasions where it is not appropriate to use economy class i.e. where there are health or disability issues to be considered. In these cases, a higher class of travel may be permitted, wherever possible, subject to prior approval being by Policy Committee.

ACCOMMODATION

22. Mid-range hotels of good standard with appropriate business facilities will be chosen within safe and reasonable access to where the business of the visit is to take place.
23. For conferences, the added value of all-inclusive packages will be evaluated against making separate hotel arrangements.

SUBSISTENCE AND OTHER EXPENSES

WITHIN THE UK (INCLUDING NORTHERN IRELAND)

24. All costs of the approved method of travel will be paid by the County Council.

25. Subsistence allowances may be claimed in exceptional circumstances. They will be the same for councillors, Statutory Co-optees, other co-opted Members, [Independent Persons](#) and officers. Details of the amounts which may be claimed are in the Members' Allowances Scheme.

26. Claims should be made on the forms provided as follows:

- a. officers – from their Department;
- b. councillors and others covered by the Members' Allowances Scheme – from Democratic Services.

27. Receipts should be obtained for all expenditure incurred.

OUTSIDE THE UK

28. Accommodation will be booked and paid for by Transport and Travel Services in the Place Department on behalf of the County Council.

29. Subsistence allowance may be claimed for actual reasonable expenses incurred on meals, beverages, transport within the foreign country, laundry, 'phone calls etc.

- a. The current maximum amount for subsistence per 24 hours for countries within the European Union is £75.00 (plus £10 per day for unreceipted out of pocket expenses).
- b. For travel to other destinations, Transport and Travel Services will calculate a maximum amount for subsistence per 24 hours. That amount will be notified to relevant committee when approval is sought for the travel to be undertaken.

30. The above rates assume that all meals (excluding breakfast) will have to be paid for from the subsistence allowance. If meals are provided as part of the visit and at no personal cost to the Council's representative(s) the daily allowance will be reduced by 20% for each meal provided.

31. Receipts must be obtained wherever practicable for all claimable expenditure. Where this is not possible, a written statement will be required from the person claiming allowances.

ADMINISTRATION OF THE POLICY

32. All travel tickets and/or accommodation required under this policy must be booked through Transport and Travel Services in the Place Department.

33. Before any bookings are made, Transport and Travel Services will require written confirmation of approval. Where the cost is to be met by a Department, the appropriate budget code(s) for the expenditure will also be required.

34. Subject to normal formalities, Transport and Travel Services can arrange advances of cash, foreign currency and travellers' cheques. Any unspent

cash/currency or travellers cheques must be returned to Transport and Travel Services within one month of return from the visit.

35. All claim forms, together with receipts and details of expenses incurred must be submitted within one month of return from the visit.
36. County Council credit cards must only be used for claimable expenses incurred in carrying out the County Council's business and all receipts/vouchers in respect of any expenditure met in this way must be passed to Financial Services within one month of return from the visit.
37. Where the Council's representative wishes, for personal reasons, to extend their stay at the destination to which they have travelled, this is permitted on the strict understanding that no additional cost falls to be met by the Council and that all expenses in connection with the extension of stay are reimbursed before the date of outward travel.
38. Where the Council's representative is accompanied by a partner, the Council must be reimbursed for all expenses to be incurred in respect of travel arrangements made by Transport and Travel Services in respect of the partner before the date of outward travel.

RECORD KEEPING

39. Transport and Travel Services will maintain a public register of the following information in respect of each item or travel undertaken under this policy:
 - a. name of traveller/participant;
 - b. purpose of travel/visit;
 - c. dates of travel;
 - d. destination;
 - e. method/class/cost of travel and/or accommodation;
 - f. cost of insurance;
 - g. amount(s) of allowances paid;
 - h. details of the date approval was given and the identity of the decision maker (including details of specific additional approvals from time given in respect of, for instance, travel by other than standard class);
 - i. the date on which the Council's representative(s) submitted a report on the outcome/value of the visit, where appropriate.
40. The register shall be available for public inspection and shall be published on the Council's website.
41. Annual reports shall be made which shall give:

- a. details of the totality of travel undertaken under this policy;
- b. information as to occasions upon which other than standard/economy class travel or its equivalent has been used.

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