

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 April 2012 following the Council's adoption of a Committee system of governance.

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 2012 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:
 - the amount of basic allowance
 - 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
 - whether dependants' carers' allowance should be payable and the amount of such an allowance
 - whether the level of allowances should be index-linked
 - 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 was unable to consider this issue).
4. The membership of the IRP is:
 - 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 chairs and is a member of various public sector bodies.
 - 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.

- Charles Daybell who is a former Chief Executive at Braintree District Council. He previously chaired Nottinghamshire County Council's Standards Committee.
- 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 Keith Ford, Team Manager, Democratic Services, and Susan Bearman, Senior Solicitor. However the recommendations in this report are those of the IRP alone.

5. All County Councillors were given the opportunity to make representations in person or in writing. The Panel met with a number of Councillors as part of our information gathering including:-
 - Councillor Mrs Kay Cutts MBE, the Leader of the Council;
 - Councillor Gordon Wheeler, Vice-Chairman of Communities and Place Committee;
 - Councillor Bruce Laughton, Chairman of Governance and Ethics Committee;
 - Councillor Jason Zadrozny and Councillor Tom Hollis, Leader and Deputy Leader respectively of the Ashfield Independents Group;
 - Councillor Alan Rhodes, Councillor Kate Foale and Councillor Nicki Brooks, the Leader, Deputy Leader and Group Business Manager of the Labour Group, the main Opposition Group;
6. The Panel also met with Jayne Francis-Ward the Corporate Director of Resources and Monitoring Officer.
7. The Panel considered written responses from Councillor John Peck, Councillor Alan Rhodes and Councillor Gordon Wheeler. Questionnaires were also sent to all County Councillors and considered the responses received from Councillors Reg Adair, Nicki Brooks, John Cottee, John Clarke, Mrs Kay Cutts MBE, Jim Creamer, Maureen Dobson, Kate Foale, Keith Girling, Alan Rhodes, Muriel Weisz, Jonathan Wheeler, Gordon Wheeler and four Councillors who opted to respond anonymously.
8. 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 make written submissions, which offered additional helpful insights into their roles and workload.

CONTEXT

9. The Panel recognises that the County Council has a tradition of strong political leadership and an aim, which is shared across the political spectrum, of being inclusive and representative of the community it serves.
10. It is noted that the most recent external assessments demonstrate that the Council performs 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 of Councillors in giving strong political direction around change and the work of the Council overall.
11. When the Panel reported in 2012 it acknowledged that it remained a challenging time for local government. Just over five years later the picture remains difficult, whilst evolving. The ongoing economic climate continues to put significant pressure on public spending whilst at the same time bringing additional pressures due to increased demand caused by related economic, social, and demographic factors. These twin pressures enhance the challenge on the political leadership of local authorities and on the role of Councillors in general.
12. Those social factors include the increased use of IT. The Panel recognises that this brings Councillors advantages in terms of offering more mobile and flexible working but the impact in terms of significantly increasing the public access to Councillors and consequently their workload should not be underestimated. The increased use of e-mail and the advent of social media forums focussed on specific areas of the Council's services (such as school admissions) and high profile issues (such as shale gas extraction) brings greater public scrutiny and accountability. It also heightens the need for Councillors to engage with social media themselves and respond to contact from constituents in a timely and considered manner.
13. The Panel is mindful of the findings of a Local Government Association Census of Local Authority Councillors 2013 which highlighted a national increase in hours spent on council and political business and those findings were borne out by the oral and written representations from Councillors. These representations show that the hours spent in an average week range from 29 hours (for a Councillor with no Chair or Vice-Chair position) to up to 60 hours, spread over the course of seven days. The Panel recognises that councillors generally are hard-working and conscientious and, with regards to Nottinghamshire County Councillors, the representations made have underlined that view, with many undertaking the equivalent of a full-time working week or more on Council duties.
14. A further area which has evolved since 2012 is the increasing expectation on Councils to input into large national projects (such as HS2) and work for the benefit of their constituents on a national and

international stage, with the County Council currently pursuing joint economic development in China and other areas. The potential for further devolution from Central Government has seen Councillors working increasingly in partnership with other Local Authorities and public service providers in the region.

15. The Panel believes 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. Discussions with Councillors highlighted a shared aim with the Panel of wanting to attract more women and younger people into the role of Councillor.
16. The Panel shares the view expressed by some witnesses that financial motivation is not, and should never be, a driver for people to enter local politics. It is a public service and the Panel recognises 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.
17. 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 the comparison with other similar councils. It should be noted that it has proven very difficult to pull together meaningful comparative data due to a lack of national datasets, differences in governance systems, areas of responsibility, and operating models.

LEVEL OF BASIC ALLOWANCE

18. 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.
19. Subsequent panels have maintained this benchmark with the figure being indexed to local government pay settlements. Consequently the basic allowance is currently £13,904.
20. The Panel heard that the average public sector wage is currently £30,888 but is aware that the pay awards in the last 5 years for the public sector, and local government in particular, have been minimal and therefore this has seen the existing basic allowance fall further behind in real terms.
21. With reference to paragraph 3 above, the Panel was also mindful of the fact that Councillors have been further impacted by the loss of entitlement to join the Local Government Pension Scheme.

22. The Council adopted a committee system of governance in 2012 and subsequently reviewed this in 2013 and in May 2017. As anticipated, under the committee system, more councillors have an involvement in the decision-making process and are therefore expected to keep themselves updated on their particular areas of responsibility. Councillors have to continue to balance their role in their local community with their responsibility to develop and scrutinise policy proposals and review performance of the Council's services through their membership of committees.
23. The Local Government Boundary Commission for England undertook a Boundary Review of Nottinghamshire County Council in 2015 which resulted in a reduction from 67 to 66 Councillors covering amended Divisions with broadly similar numbers of constituents (some of which are two Member divisions). The Panel recognises that electorate figures in general have increased in recent years which has also added to Councillors' workload.
24. The Boundary Review highlighted that some of the Divisions are very large geographically which in itself causes increased commitments for local Members as a result of travelling time. The Panel notes that the larger, rural areas are also often those with many parish councils, meetings of which the local County Councillor is expected to attend in order to act as a conduit. Conversely, the Panel also heard through Councillors' representations about the high levels of deprivation within many of the smaller, urban Divisions and the resulting impact upon workloads. The Panel recognises the different challenges which this variety of demographics present.
25. 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 they frequently have evening and weekend commitments.
26. Although the Panel recognises the increasing workload, the present severe constraints on local authority spending and public sector pay make it difficult to recommend an increase to the current Basic Members' Allowance at present, but considers the best way forward is to link the allowance to any increase in the national agreed staff pay award.

Recommendations 1 & 2

- 1) That the benchmark level set for basic allowance remains appropriate.**
- 2) That the basic allowance should continue to be automatically index-linked to the headline pay award for local government**

staff (backdated to 25 May 2017). The Panel wishes to highlight 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.

SPECIAL RESPONSIBILITY ALLOWANCES

27. Previous IRPs established a schedule of positions eligible for Special Responsibility Allowances (SRAs). The 2006 IRP defined individual allowance bands as a proportion of the Leader's SRA. Having considered other models the Panel is satisfied that this approach remains sound. SRAs are set with reference to the SRA for the Leader of the Council. This provides a constraint for individual allowances.

Recommendation 3, 4 & 5

- 3) That the current overall rates of SRAs, ie based on a proportion of the rate for the Leader, should continue.**
- 4) 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.**
- 5) That the existing arrangement whereby no Councillor shall be eligible for more than one SRA from the County Council should continue.**

Committee Chairmen and Vice-Chairmen

28. In its most recent review of the committee system in May 2017, the Council has removed the former distinction between Band A, Band B and all other committees. All committees, as a result of the changes made, have substantially increased workloads and areas of responsibility. It was felt that it was inappropriate to suggest that one committee had a greater importance than another. The main changes which have occurred are explained below
- Planning & Licensing Committee – Nottinghamshire is an area rich in shale gas which has recently resulted in related planning applications. The complexity and public involvement involved in such applications has added to the workload of this committee, and in particular the demands on the Chair and Vice-Chair. Since the last IRP, this Committee has also subsumed the bulk of the work of the former Rights of Way Committee (itself a Band B Committee) as well as other matters. As such, the workload of this committee is unrecognisable from previous years.

- Audit Committee – the new Governance & Ethics Committee undertakes the work of the previous Audit Committee and the former Standards and Conduct Committees as well as picking up some issues previously dealt with by Policy Committee and Finance & Property Committee. Perhaps most importantly, this committee will be responsible for driving through improvements in the Information Governance agenda, an area in which the Council recognises it has underachieved and which can lead to fines of up to £17m.
 - Health Scrutiny – the work of two committees has been amalgamated into one as the Joint Health Scrutiny Committee with the City Council has been disbanded. As such, the Health Scrutiny Committee's remit has doubled to cover all areas of the County, including the 'conurbation'. This committee will therefore have dealings with a wider range of providers and the Chair is expected to maintain a working relationship with Nottingham City colleagues to ensure that ad hoc committees can be established in relation to significant variations where appropriate.
 - Nottinghamshire Pension Fund Committee - the Council previously had three committees to deal with the Nottinghamshire Pension Fund. These have been amalgamated into a single committee, with the revised remit to include investments by and management of pension funds and the administration of the Fund. With the advent of the Local Pension Board, the Chairman could be required to attend meetings of that body to explain the work of the Committee where required. In addition, a substantial amount of work is being undertaken in relation to the pooling of Pension Funds in line with statutory requirements. Whilst this may ultimately lead to a reduction in the work of this committee in the long term, this is currently having the effect of increasing its workload.
29. Although the Panel is not able to make recommendations as to how the Council chooses to structure its committee system, it accepts the rationale for the above changes and recognises the overall cost savings the new system offers, both in terms of potential SRA expenditure and Democratic Services resources.
30. We assume that the Leader and Deputy Leader will always be the Chairman and Vice-Chairman of the Policy Committee and therefore we are not recommending separate SRAs for the latter roles. Likewise, there is no expectation that the joint Local Economic Prosperity Committee or the Improvement and Change Sub-Committee will be chaired by a County Councillor other than the Leader or Deputy Leader respectively so no SRA is proposed for those roles either.
31. As part of the committee reorganisation, consideration was given to the workloads of committees and particularly Chairmen and Vice-Chairmen. It was acknowledged that the workload of all committees had increased significantly. It was also acknowledged that those

committees sometimes described as regulatory committees had as heavy a workload, if not heavier, than some service committees. In those committees where the workload may be higher than others this was mitigated by appointing two Vice-Chairmen so that the workload could be spread and in effect the workloads of all Chairmen and Vice-Chairmen should be relatively equivalent.

32. The revised structure will be reviewed after six months (January 2018) and any changes required will be made at that time. The Panel recognises that this review intends to address any areas of disparity between the workload of the various Committees. In light of experience the Council may decide to make minor adjustments at that point and the Panel looked at the possible cost implications of further changes (for example, if one of the existing larger committees with two Vice-Chairmen was divided into two committees as a result of workload, this would result in one further Chairman SRA but no further Vice-Chairman posts). Where the overall cost of the scheme is kept within broadly the same cost envelope, we would be content for the Council to apply the principles underlying these recommendations without reconvening the Panel.

Recommendation 6

- 6) That levels of responsibility associated with Chairmen of all committees are consistent with those of the previous Band A Committee Chairmen and that the SRA should be set at 66% of the Leader's SRA, with the Vice-Chairmen allowances set at 33% of the Leader's SRA.**

Main Minority Spokespersons

33. 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. This input has included attendance and input into pre-committee meetings, briefings and pre-budget challenge panels. The 2016/17 budget was developed as a joint budget between the ruling group and the opposition groups. Such joint working is expected to continue in light of that success and the continuing narrow majority of the new administration.
34. The Panel has long held the view that a disparity of political views is essential to ensuring that local government effectively reflects the area it serves, and consequently believes that the Opposition within the Council has an important role to play in challenging the controlling group and holding it to account. 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.

Recommendation 7

7) That an SRA be available for the role of Main Minority Group spokesmen on committees at a rate of 22% of the Leader's SRA, and for the allocation of these roles to be the responsibility of the Main Opposition Group.

Smaller Minority Opposition Groups

35. IRPs had previously recognised the importance of the political leadership of the opposition parties to the democratic process and to the effective management of the Council's business, resulting in SRAs for the Leader and Business Manager of minority groups containing more than 10% of the Council's Members (i.e. 6.6 Members). This figure is inconsistent with the decision of the Administration Committee on April 2013 which agreed that any group of 5 or more Members should qualify for at least a half-time administrative and research post. It is felt that this benchmark of 5 or more Members is a more appropriate and consistent threshold for qualification for SRAs for such minority groups.
36. Having looked at this issue nationally there appears to be no consistent figure in this respect, with some authorities offering SRAs for groups with as few as 2 Members. The Council currently has one minority opposition group (the Ashfield Independents Group) that would meet the revised threshold. The changing nature of democracy, both locally and nationally, in terms of an ongoing increase in independent Members is recognised by the Panel.
37. The Panel also noted that under the current scheme, the role of Deputy Leader of smaller minority opposition groups does not qualify for an SRA, whereas the role of Business Manager does. The Panel feels that it is appropriate to introduce an SRA for this position, at the same rate as the Business Manager post for such groups (4% of the Leader's SRA)

Recommendation 8 & 9

- 8) That the threshold for smaller Minority Groups to qualify for SRAs should be set at 5 or more Members.**
- 9) That the Deputy Leader of smaller Minority Groups of 5 or more Members should receive an SRA set at 4% of the Leader's SRA.**

Other New Committees

38. The Panel considered the work of the Local Pension Board and the Nottinghamshire Police and Crime Panel (PCP) which had been

established in line with statutory requirements since the Panel last sat in 2012.

39. After consideration of the core functions, terms and reference, frequency of meetings of the Local Pension Board (two meetings a year), and workload outside of meetings, we concluded that no SRA should be payable to the Chair of this Board.
40. The work of the Board, which was only established in March 2015, will be kept under review by officers so that future IRPs can revisit this decision should the workload significantly increase.

Recommendation 10

10) That there should be no SRA for the position of Chairman of the Local Pensions Board.

41. The Panel considered the PCP's Panel Arrangements, Rules of Procedure and frequency of meetings (five-six meetings per year, two budget workshops, senior appointment meetings and other tours and workshops).
42. The Panel recognises the special functions of the Panel and the potentially high profile of this area of work. We also heard about the increasing regional collaboration agenda (with 2-3 meetings a year with Chairs of other PCPs) and the Chair's role in dealing with complaints.
43. The County Council is the host authority to the PCP and receives a grant from the Home Office towards its running, although that grant cannot be used for the payment of Members' allowances.
44. The Panel's arrangements state:-

Each authority has discretion to pay its representatives an allowance including any special responsibility allowance if they are appointed Chairman or Vice Chairman.
45. The Panel therefore concentrated attention on whether an SRA should be payable for any County Councillor who Chairs the PCP (including those County Councillors co-opted to the Panel to achieve political balance).
46. However, the Panel is mindful that the existing Chairman is one of the PCP's four independent Members. Panel Members feel that recommending an allowance for an Independent co-optee who is not a County Councillor falls outside of the IRP's remit but would suggest that the Council, as the host authority, should consider paying an SRA to an Independent Co-optee who is Chair in such circumstances, on the grounds of fairness and to ensure the continued smooth running of the PCP.

Recommendation 11

11) That an SRA equivalent to 12% of the Leader's SRA should be payable to the Chairman of the Police and Crime Panel where that person is a County Councillor (including those co-opted to the Panel to achieve political balance). The Panel also suggests that the County Council, as the host authority, considers paying an SRA at the same rate to the Chairman where that person is one of the Panel's Independent Co-optees.

Other SRAs

47. The Panel proposes that the Schedule of SRAs be amended to remove any reference to defunct committees.
48. The Panel is satisfied that the remaining SRAs not covered in the above recommendations should remain unaltered.
49. The Panel noted that under the previous system there were potentially 44 SRAs available, although not all of these were claimed due to some Councillors undertaking more than one role. With the recommended changes, this number would reduce slightly to 43. With reference to paragraph 30 above, it is recognised that there are substantial savings in the new committee structure overall.

MATERNITY, SHARED PARENTAL AND ADOPTION LEAVE

50. The Panel noted that the existing scheme is not consistent with staff terms and conditions. The Panel agreed that the period of eligibility for an SRA to be paid should be increased to six months and that the provisions of the scheme be updated to recognise the entitlement to shared parental leave.

Recommendation 12

12) That the scheme be updated to make it more consistent with staff terms and conditions and that the period which SRAs can be paid during maternity, shared parental leave and adoption leave be increased to six months.

DEPENDANTS' CARERS' ALLOWANCES

51. Under the current scheme Councillors may claim up to £5.84 per hour per child for child care and up to £11.58 per hour for other dependants, in respect of expenses for the care of their children or other dependants when attending meetings of the Council or other approved duty as described in the Scheme. The Panel understands that few councillors claim these allowances but recognise it is potentially important help for those with caring responsibilities.

52. The Panel is keen to ensure that there is equality of opportunity for anybody wishing to be a Councillor and wants to support more women and young people into the roles. 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 Panel therefore recommends that actual costs (subject to the provision of receipts) per hour per child is met up to a maximum of £7.50.
53. 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. The Council currently has a standard rate for home care of £15.49 per hour and the Panel feels that this is a reasonable amount for inclusion in the allowances scheme. It is suggested that the rate within the allowances scheme is linked to the Council's standard rate for home care and as and when this is changed, the rate within the scheme will automatically change accordingly.
54. There may be exceptional circumstances where the standard dependant carer 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 Chair of the Governance and Ethics Committee should be authorised to agree higher hourly rates (subject to the provision of receipts).

Recommendations 13, 14 & 15

13) That the maximum amount claimable for child care be increased to £7.50 per hour per child.

14) That the maximum amount claimable for adult care dependants be increased to £15.49 per hour and that this rate be automatically uplifted in line with inflation and the County Council's own charges.

15) That the Monitoring Officer, in consultation with the Chair of the Governance and Ethics Committee, be authorised to agree higher hourly rates for exceptional circumstances where the standard dependant carer allowances are insufficient to meet the specific needs of the dependant.

ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

55. In line with the recommendations about elected Members' allowances, the Panel felt that the maximum amount available to cover actual loss of earnings of Education Appeal Panel Members should be index-linked to the local government headline pay settlement.

Recommendation 16

16) That the maximum amount available to cover actual loss of earnings of Education Appeal Panel Members be index-linked to the local government headline pay settlement.

APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

56. The Council's existing list of Approved Duties (Travelling and Subsistence Allowances) was agreed by the last IRP, with reference to Regulation 8 of the 2003 Regulations.
57. The existing arrangements have proven to be somewhat inflexible and over-prescriptive which results in a number of queries to Democratic Services and ultimately the Monitoring Officer.
58. For example 1. (l) limits visits and duties outside of the County area to committee Chairmen / Vice-Chairmen and Spokespersons of the main Minority Group / Group officers. This has meant that other Councillors who do not fall into the above categories are not able to undertake legitimate visits and duties outside of the County on behalf of their constituents – a recent example involved a Councillor who joined a delegation, which included the Chief Executive, speaking with MPs at the House of Commons around an issue which directly impacted upon their Division.
59. With that in mind the Panel considered a revised less prescriptive list designed to assist Councillors in better undertaking their roles and representing their constituents' needs. The Panel agreed that the implementation of this proposed new approach be monitored by the new Governance & Ethics Committee to ensure that it does meet these objectives and is not open to abuse.
60. The Panel were in agreement that the Existing Appendix to the list – 'Administrative Matters' should remain as currently, other than an amendment to paragraph 2 to make the deductions for late expenses claims by Councillors more consistent with those that apply to officers – namely:-
 - Between 6-12 months' delay – 10% reduction
 - More than 12 months' delay – 20% reduction
 - More than 2 years' delay – referral to Governance & Ethics Committee for consideration.

Recommendation 17 & 18

17) That the revised list of Approved Duties and appendix be approved.

18) That the implementation of the revised list of Approved Duties, and related expenditure, be monitored by the Governance and Ethics Committee.

61. 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

APPENDIX 1

EXISTING COUNCILLORS' **ALLOWANCES SCHEME**

COUNCILLOR'S ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved by Nottinghamshire County Council on 17 May 2012, 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 17 May 2012;
 - be updated annually in line with the pay award for Local Authority staff. Each annual increase will be reported to the County Council for information at the earliest opportunity.
4. Any other amendments to the scheme will be determined solely by the County Council following receipt of recommendations from the Independent Remuneration Panel.
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 and 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.
7. A Nottinghamshire county councillor who is in receipt of a Basic Allowance and/or Special Responsibility Allowance under this Scheme and who is under 70 years of age is eligible to join the Local Government Pension Scheme.

PART A – ALLOWANCES FOR COUNCILLORS

BASIC ALLOWANCE

8. Subject to paragraphs 15, 16 and 21, for each year a Basic Allowance of £13,190.00 shall be paid to each councillor.
9. Basic Allowance shall be eligible for pensionable purposes

SPECIAL RESPONSIBILITY ALLOWANCES

10. Subject to paragraphs 15, 16 and 21, 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.
11. Subject to paragraphs 15, 16 and 21, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.
12. Special Responsibility Allowances shall be eligible for pensionable purposes.
13. 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

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

RENUNCIATION

15. 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

16. 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

17. 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.
18. 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 Policy Committee may vary this in exceptional circumstances.
19. If a councillor is appointed to deputise for a councillor on long-term sickness the Policy Committee may create a deputising allowance payable after the first three months.

MATERNITY LEAVE AND ADOPTION LEAVE

20. In the event of absence for maternity or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to three months.

PAYMENT

21. 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

22. 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

23. Councillors may claim up to £5.84 per hour per child for child care and up to £11.58 per hour per dependant 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.

24. Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.
25. Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.
26. In circumstances of particular difficulty the Policy Committee is authorised to increase the allowance payable.

PART B – ALLOWANCES FOR STATUTORY CO-OPTees

27. That any statutory co-optee receives an allowance of £594.

Attendance Allowance

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

Renunciation

29. 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

30. 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

31. 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

32. 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

33. 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.
34. Subject to providing sufficient documentary evidence identifying actual financial loss, allowances up to a maximum of £226.00 per day may be claimed by Panel Members for attendance at Panel meetings.
35. 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

36. 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.
37. 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

38. 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.
39. All travel arrangements must be in accordance with the County Council's TRAVEL AND ACCOMMODATION POLICY, which is appended to this scheme.
40. 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
Motor Cycles	45.0p	25.0p
Cycles		24.0p
Public Transport Rate		20.0p
		22.6p

41. 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.
42. 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

43. Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described in paragraph 50 above carries out a duty as specified in Schedule 2 to this scheme.
44. 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
45. Councillors, Statutory and other Co-optees may aggregate daily subsistence allowances.
46. 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).

47. 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.

SPECIAL PROVISIONS

48. In respect of full County Council meetings, councillors will have the choice of paying for the meals provided by the Council. The exercise of this option will be on an annual basis rather than for each individual County Council meeting.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

Band	% of Leader's SRA	Amount of Allowance (pa)	Current role
1	100	£32,608	<ul style="list-style-type: none"> • Leader of the Council
2	70	£22,822	<ul style="list-style-type: none"> • Deputy Leader of the Council
3	66	£21,739	<ul style="list-style-type: none"> • Chairmen of Band A Committees • Business Manager of Majority Group • Leader of the main Minority Group
4	50	£16,304	<ul style="list-style-type: none"> • Chairman of County Council*
5	40	£13,043	<ul style="list-style-type: none"> • Chairman of Joint Health Committee (when chaired by a county councillor) • Chairman of Pensions
6	33	£10,869	<ul style="list-style-type: none"> • Chairmen of Band B Committees: • Vice-Chairmen of Band A Committees • Leader of smaller Minority Groups on the Council (provided the group has more than 10% of the Members of the Council)
7	25	£8,151	<ul style="list-style-type: none"> • Vice-Chairman of Joint Health Committee (when this position is occupied by a county councillor)
8	24	£7,825	<ul style="list-style-type: none"> • Vice-Chairman of the County Council* • Business Manager of the main Minority Group
9	22	£7,176	<ul style="list-style-type: none"> • Deputy Leader of the main Minority Group • Vice-Chairmen of Band B Committees • Main Minority Group Spokesmen on Band A Committees
10	4	£1,304	<ul style="list-style-type: none"> • Business Manager of any Minority Group consisting of more than 10% of the Members of the Council • Ordinary Members of the Appeals Committee when undertaking work of exceptional frequency

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.

BAND A COMMITTEES

Adult Social Care and Health
Children and Young People
Community Safety
Culture
Economic Development

Environment and Sustainability
Finance and Property
Personnel
Transport and Highways

The Health and Wellbeing Board is a Band A Committee but it is assumed that it will always be chaired by the holder of an existing SRA

BAND B COMMITTEES

Appeals Sub
Audit

Health Scrutiny
Planning and Licensing

Corporate Parenting Sub-Committee is a Band B committee but it is assumed that the Vice-Chairman of the Children and Young People Committee will chair it

Grant Aid Sub-Committee is a Band B committee but it is assumed that the Deputy Leader of the Council will chair the sub-committee

It is assumed that the Senior Staffing Committee and Local Joint Resolutions Committee will always be chaired either by named members or by councillors already in receipt of a special responsibility allowance.

SCHEDULE 2

APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

FOR COUNCILLORS

1. Approved duties for the payment of travelling and/or subsistence allowances (the latter in exceptional circumstances only such as overnight stays) will include:
 - a. any attendance as a member or “observer” at meetings of the Council or its subordinate bodies (eg a committee, sub-committee, working party, panel, project steering group);
 - b. pre-agenda meetings of committees and sub-committees of the County Council or of any joint committee of local authorities covering the attendance of its Chair and Vice-Chair (and Opposition Spokesperson if appropriate, by invitation);
 - c. any attendance as a member of a joint committee of two or more local authorities or any sub-committee of that joint committee at a meeting of the joint committee or other body connected with the functions of that joint committee to which a Member is appointed by that joint committee;
 - d. any attendance at conferences, seminars and similar events within the UK mainland, provided that either there is no fee payable or attendance is approved in advance by the relevant committee;
 - e. rota visits to County Council establishments;
 - f. annual tour of inspection for any County Council service;
 - g. any attendance upon land or premises within the County area, for the purposes of, or in connection with, the discharge of any of the functions of the County Council, to include:
 - consultations with officers of the County Council;
 - visits to County Council premises to acquaint him/herself with conditions there;
 - visits to exhibitions relating to the functions of the County Council;
 - "surgeries" for constituents;
 - visits to sites and premises associated with actual or proposed projects of the Council;
 - visits to County Hall to deal with essential correspondence, paperwork, etc;

- attendance by invitation at a Parish Council or Parish Meeting to participate in the discussion of a County Council function.
- h. subject to (i.) below any attendance at a meeting of any outside body, external or partnership organisation to which the Councillor has been appointed by, or on the nomination of the Council or the Policy Committee;
 - i. where an outside body has its own scheme for the payment of allowances, the Member should claim his/her travelling and subsistence allowances from the other body and not from the County Council.
 - j. any attendance at a meeting of a Group (under Standing Orders) which is called by the Chief Executive for the sole purpose of discussing County Council business;
 - k. Group Management meetings called for the sole purpose of discussing County Council business;
 - l. visits and duties outside the County area but within Great Britain for a period not exceeding 72 hours in connection with the discharge of any the Council's functions made by committee Chairmen/Vice-Chairmen and Spokespersons of the main Minority Group/Group officers;
 - m. attendance at seminars etc to address non-political bodies at national/regional level on subjects of which they have specialist knowledge by committee Chairmen/Spokespersons of the main Minority Group;
 - n. any single Member duty undertaken on behalf of the County Council:
 - in pursuance of any Standing Order requiring an Elected Member(s) to be present while tender documents are opened;
 - in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of any premises; or
 - in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 188 (Special Schools) of the Education Act 1993;
 - o. attendance by formal invitation at a county hospitality function (eg Chairman's reception, county dinner);
 - p. attendance as a representative of the County Council at a local function to present an award or cheque;

but shall not include:

- disciplinary matters within a Group;
- correspondence relating to a Group's policy;
- matters relating to the internal organisation of a Group;
- selection of candidates to stand at County Council elections;
- attendance at a Governing Body meeting of a school or college;
- taking up a constituent's grievance with anybody other than the County Council (eg following up a complaint against the services of a public body, private company or another council).

FOR STATUTORY CO-OPTees AND OTHER CO-OPTED MEMBERS OF THE COUNCIL'S COMMITTEES AND SUB-COMMITTEES

2. Approved duties for the payment of travelling and/or subsistence allowances (the latter in exceptional circumstances only such as overnight stays) are as follows:
 - a. any attendance at a meeting of committee or a sub-committee of which the claimant is a properly appointed member;
 - b. any visit arranged and approved in advance under the TRAVEL AND ACCOMMODATION POLICY in connection with the business of the bodies shown in a above (including conferences, seminars, training events, tours or inspection, rota visits).

FOR MEMBERS OF EDUCATION APPEALS PANELS

3. Members of Education Appeals Panels may claim travelling in respect of meetings of Panels.

FOR INDEPENDENT PERSONS

4. Independent Persons may claim travelling in respect of their duties.

FOREIGN TRAVEL

5. Councillors and Statutory or other Co-opted Members of committees etc are normally allowed to travel abroad on County Council business only with express approval as required by the TRAVEL AND ACCOMMODATION POLICY.
6. All arrangements for travel and hotel accommodation will be made by Travel and Transport Services in accordance with the TRAVEL AND ACCOMMODATION POLICY.
7. Expenses will be reimbursed in accordance with the TRAVEL AND ACCOMMODATION POLICY.

8. Councillors and others are required to provide receipts of actual expenses and details of meals provided when they submit claims for reimbursement.

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. up to 3 months' delay - full payment
 - b. 3 – 6 months' delay - 50% reduction
 - c. after 6 months' delay - no payment made, except in exceptional circumstance where the matter would be referred to the Policy Committee for determination.

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.

APPENDIX 2

PROPOSED COUNCILLORS' ALLOWANCES SCHEME

COUNCILLORS' ALLOWANCES SCHEME

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved **TBC** 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 £14,043 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-OPTEES

24. That any statutory co-optee receives an allowance of £594.

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.
- 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 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	£32,935	<ul style="list-style-type: none"> • Leader of the Council
2	70	£23,055	<ul style="list-style-type: none"> • Deputy Leader of the Council
3	66	£21,957	<ul style="list-style-type: none"> • Chairmen of Committees • Business Manager of Majority Group • Leader of the main Minority Group
4	50	£16,467	<ul style="list-style-type: none"> • Chairman of County Council*
5	33	£10,978	<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	£7,904	<ul style="list-style-type: none"> • Vice-Chairman of the County Council* • Business Manager of the main Minority Group
7	22	£7,248	<ul style="list-style-type: none"> • Deputy Leader of the main Minority Group • Main Minority Group Spokesmen on Committees
8	12	£3,952	<ul style="list-style-type: none"> • Chairman of the Nottinghamshire Police and Crime Panel (where that person is a County Councillor)
9	4	£1,318	<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. 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.