

PART SIX

SCHEME OF MEMBERS' ALLOWANCES

MEMBERS' ALLOWANCES

1. This scheme, which may be cited as the **Nottinghamshire County Council Members' Allowances Scheme**, was approved by Nottinghamshire County Council on 17 December 2009, 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 1 April 2010;

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;

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

"statutory Co-optee" means a person (other than a councillor) who is statutorily appointed to membership of the Council's Standards Committee or any committee dealing with matters relating to education;
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.

1. ALLOWANCES FOR COUNCILLORS

1.1 Basic Allowance

1.1.1 Subject to paragraphs 1.4, 1.5 and 1.8, for each year a Basic Allowance of £12,906.00 shall be paid to each councillor.

1.1.2 Basic Allowance shall be eligible for pensionable purposes

1.2 Special Responsibility Allowances

1.2.1 Subject to paragraphs 1.4, 1.5 and 1.8, 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.

1.2.2 Subject to paragraphs 1.4, 1.5 and 1.8, the amount of each such allowance shall be the amount specified against that special responsibility in Schedule 1.

1.2.3 Special Responsibility Allowances shall be eligible for pensionable purposes.

1.2.4 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.

1.3 Attendance allowance

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

1.4 Renunciation

1.4.1 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.

1.5 Part-year entitlements

1.5.1 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:

- 1.5.2 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;
- 1.5.3 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.

1.6 Long-term sickness

- 1.6.1 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.
- 1.6.2 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 Standards Committee may vary this in exceptional circumstances.
- 1.6.3 If a councillor is appointed to deputise for a councillor on long-term sickness the Standards Committee may create a deputising allowance payable after the first three months.

1.7 Maternity leave and adoption leave

- 1.7.1 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.

1.8 Suspension of allowances

- 1.8.1 The Council's Standards Committee may withdraw, in whole or in part, any of the allowances payable to councillors (including Basic, Special Responsibility, travel, subsistence and dependants' carers' allowance), where a councillor is suspended wholly or partially from his/her duties.

1.9 Payment

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

1.10 Travel and subsistence allowances

- 1.10.1 Travel and in some circumstances subsistence allowances may be claimed by councillors. The arrangements for these allowances are included in Part 4 of this scheme.

1.11 Dependants' carers' allowances

- 1.11.1 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.
- 1.11.2 Only one payment of Dependants' Carers' Allowance may be claimed in respect of the household of each councillor.
- 1.11.3 Payments, which will not be payable to a member of the claimant's own household, will be made only when supported by a receipt.
- 1.11.4 In circumstances of particular difficulty the Standards Committee is authorised to increase the allowance payable.

2. ALLOWANCES FOR STATUTORY CO-OPTEEES

2.1 Subject to paragraphs 2.3 and 2.4, for each year the following allowances shall be paid to persons (other than councillors) statutorily appointed to membership of the Council's Standards Committee and Overview Committee or Standing Committees (Statutory Co-optees):

2.1.1 Chair of the Standards Committee – an allowance equivalent to band 7 SRA;

2.1.2 independent members of the Standards Committee – an allowance equivalent to band 12 SRA;

2.1.3 statutory Co-optees appointed to Overview Committee or Standing Committees - £582.

2.2 Attendance allowance

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

2.3 Renunciation

2.3.1 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.

2.4 Part-year entitlements

2.4.1 Pro-rata payments of the Statutory Co-optees Allowance shall be paid in any of the following circumstances:

2.4.1.1 if an amendment to this scheme changes the amount to which a Statutory Co-optee is entitled;

2.4.1.2 where the term of office of a Statutory Co-optee begins or ends otherwise than at the beginning or end of a year.

2.5 Payment

2.5.1 Payment of the allowance described in paragraph 2.1 and 2.2 shall be made in equal instalments. The frequency of those instalments shall be monthly in arrears.

2.6 Travel and subsistence allowances

2.6.1 Travel and in some circumstances subsistence allowances may be claimed by Statutory Co-optees. The arrangements for those

allowances are included in Part 4 of this Scheme and a description of the duties for which they may be claimed is shown at SCHEDULE 2 to this scheme.

3. ALLOWANCES FOR EDUCATION APPEAL PANEL MEMBERS

- 3.1 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.
- 3.2 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.
- 3.3 Travel allowances may be claimed by Panel Members. The arrangements for those allowances are included at Part 4 of this scheme. Lunch will be provided by the Council at no charge for Panel meetings.

4. TRAVELLING AND SUBSISTENCE

4.1 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 and other Co-opted members.

4.2 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.

4.3 Travelling Allowance

4.3.1 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.

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

4.3.3 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

4.3.4 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.

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

4.3.5.1 in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity actually paid;

4.3.5.2 in any other case, the amount of the fare for travel by appropriate public transport.

4.4 Subsistence Allowances

- 4.4.1 Subsistence allowances may be claimed only in exceptional circumstances such as overnight stays on occasions on which a person described in paragraph 4.1 above carries out a duty as specified in Schedule 2 to this scheme.
- 4.4.2 When carrying out approved duties within the UK and subsistence is payable due to exceptional circumstances, the amounts shown below may be claimed.
- 4.4.2.1 Breakfast – where leave home before 7.00 am - £4.48
- 4.4.2.2 Lunch – where away from base for whole of lunch period (12.00 and 2.00 pm) - £6.17
- 4.4.2.3 Tea – if work continues after 6.30 pm - £2.43
- 4.4.2.4 Evening meal – if work continues after 8.30 pm - £7.64
- 4.4.2.5 Tea and evening meal allowances are not normally payable on same day.
- 4.4.2.6 Out of pocket expenses – single night - £3.63
– weekly rate - £14.55
- 4.4.3 Councillors, Statutory and other Co-optees may aggregate daily subsistence allowances.
- 4.4.4 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 Member Support 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).
- 4.4.5 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.

4.5 Special Provisions

- 4.5.1 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)	Role
1	100	£31,906	<ul style="list-style-type: none"> • Leader of the Council
2	70	£22,331	<ul style="list-style-type: none"> • Deputy Leader of the Council
3	66	£21,271	<ul style="list-style-type: none"> • Cabinet Members with Portfolio • Business Manager of Majority Group (in respect of the management of County Council business) • Leader of main Minority Group
4	60	£19,144	<ul style="list-style-type: none"> • (none)
5	50	£15,953	<ul style="list-style-type: none"> • Chairman of County Council*
6	40	£12,762	<ul style="list-style-type: none"> • Chair of the Overview Committee and Chairs of Standing Committees • Chair of Joint Health Committee (when chaired by a county councillor) • Chair of Pensions Committee
7	33	£10,635	<ul style="list-style-type: none"> • Chair of the following Committees: <ul style="list-style-type: none"> • Planning and Licensing • Appeals • Audit • Standards • Rights of Way • Deputy Cabinet Members (without Portfolio) • Leader of smaller Minority Groups on the Council (provided the group has more than 10% of the Members of the Council)
8	25	£7,975	<ul style="list-style-type: none"> • Vice-Chairs of the Overview Committee and Standing Committees • Vice-Chair of Joint Health Committee (when this position is occupied by a county councillor)
9	24	£7,657	<ul style="list-style-type: none"> • Vice-Chairman of the County Council* • Business Manager of the main Minority Group
10	22	£7,021	<ul style="list-style-type: none"> • Deputy Leader of the main Minority Group • Vice-Chair of the Planning and Licensing and Rights of Way Committees • Main Minority Group Spokespersons on Cabinet Portfolios
11	11	£3,509	<ul style="list-style-type: none"> • (None)
12	4	£1,276	<ul style="list-style-type: none"> • Business Manager of any Minority Group consisting of more than 10% of the Members of the Council • Independent Member(s) of the Standards

Band	% of Leader's SRA	Amount of Allowance (pa)	Role
			Committee <ul style="list-style-type: none"> • 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, enable 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)

1. For councillors

- 1.1. Approved duties for the payment of travelling and/or subsistence allowances (the latter in exceptional circumstances only such as overnight stays) will include:
 - 1.1.1. any attendance as a Member or “observer” at meetings of the Council or its subordinate bodies (eg a committee, sub-committee, Cabinet Meeting, working party, panel, consultative group);
 - 1.1.2. pre-agenda meetings of Cabinet, 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);
 - 1.1.3. 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;
 - 1.1.4. any attendance at conferences, seminars and similar events, provided that attendance is approved in advance under the TRAVEL AND ACCOMMODATION POLICY;
 - 1.1.5. rota visits to County Council establishments;
 - 1.1.6. annual tour of inspection for any County Council service;
 - 1.1.7. 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:
 - 1.1.7.1. consultations with officers of the County Council;
 - 1.1.7.2. visits to County Council premises to acquaint him/herself with conditions there;
 - 1.1.7.3. visits to exhibitions relating to the functions of the County Council;
 - 1.1.7.4. "surgeries" for constituents;
 - 1.1.7.5. visits to sites and premises associated with actual or proposed projects of the Council;

- 1.1.7.6. visits to County Hall to deal with essential correspondence, paperwork, etc;
 - 1.1.7.7. attendance by invitation at a Parish Council or Parish Meeting to participate in the discussion of a County Council function.
- 1.1.8.
- 1.1.8.1. subject to 1.1.8.2 below any attendance at a meeting of any outside body, external or partnership organisation to which the Member has been appointed by, or on the nomination of the Council, the Cabinet or the Administration Committee;
 - 1.1.8.2. 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.
- 1.1.9. 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;
 - 1.1.10. Group Management meetings called for the sole purpose of discussing County Council business;
 - 1.1.11. 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 Chairs/Cabinet Members/Deputy Cabinet Members/Spokespersons of the main Minority Group/Group officers;
 - 1.1.12. attendance at seminars etc to address non-political bodies at national/regional level on subjects of which they have specialist knowledge by committee Chairs/Cabinet Members/Deputy Cabinet Members/Spokespersons of the main Minority Group;
 - 1.1.13. any single Member duty undertaken on behalf of the County Council:
 - 1.1.13.1. in pursuance of any Standing Order requiring an Elected Member(s) to be present while tender documents are opened;
 - 1.1.13.2. 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
 - 1.1.13.3. 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;

1.1.14. attendance by formal invitation at a county hospitality function (eg Chairman's reception, county dinner);

1.1.15. attendance as a representative of the County Council at a local function to present an award or cheque;

but shall not include:

1.1.15.1. disciplinary matters within a Group;

1.1.15.2. correspondence relating to a Group's policy;

1.1.15.3. matters relating to the internal organisation of a Group;

1.1.15.4. selection of candidates to stand at County Council elections;

1.1.15.5. attendance at a Governing Body meeting of a school or college;

1.1.15.6. 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).

2. For Statutory Co-optees and other Co-opted Members of the Council's committees and sub-committees

2.1. Approved duties for the payment of travelling and/or subsistence allowances (the latter in exceptional circumstances only such as overnight stays) are as follows:

2.1.1. any attendance at a meeting of committee or a sub-committee of which the claimant is a properly appointed Member;

2.1.2. any visit arranged and approved in advance under the TRAVEL AND ACCOMMODATION POLICY in connection with the business of the bodies shown in 2.1.1 above (including conferences, seminars, training events, tours or inspection, rota visits).

3. For Members of Education Appeals Panels

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

5. FOREIGN TRAVEL

- 5.1 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.
- 5.2 All arrangements for travel and hotel accommodation will be made by Member Support in accordance with the TRAVEL AND ACCOMMODATION POLICY.
- 5.3 Expenses will be reimbursed in accordance with the TRAVEL AND ACCOMMODATION POLICY.
- 5.4 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

1. SUBMISSION OF CLAIMS

- 1.1 Claims are processed through Member Support and paid through the payroll system.
- 1.2 The following deductions will be applied to late claims:
- 1.2.1 up to 3 months' delay - full payment
 - 1.2.2 3 – 6 months' delay - 50% reduction
 - 1.2.3 after 6 months' delay - no payment made, except in exceptional circumstance where the matter would be referred to the Standards Committee for determination.

2. INCOME TAX

- 2.1 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.
- 2.2 The County Council deals with:
- HM Inspector of Taxes
(Nottingham 1)
Castle Meadow
Castle Meadow Road
Nottingham
NG2 1AB
- 2.3 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.
- 2.4 Arrangements have been made with the Inspector of Taxes (Nottingham 1) whereby Members on application can obtain, where appropriate, tax relief on their expenses of office. Further guidance is available from the Chief Finance Officer.

3. SOCIAL SECURITY

- 3.1 Contributions
- 3.1.1 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.

3.2 Benefits

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

TRAVEL AND ACCOMMODATION POLICY

1. GENERAL

- 1.1 This policy (the Nottinghamshire County Council Travel Policy) was approved by Nottinghamshire County Council on 7 October 2004. It 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 eg school, trips, service users' outings, where the relevant Departments will have their own procedures.
- 1.2 This policy replaces all previous policies, decisions and/or precedents relating to travel undertaken in connection with the business of the Council.
- 1.3 The power to amend this policy is reserved to the full Council.
- 1.4 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). In the event of any differences, the terms of the policy will apply.
- 1.5 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.

2. GENERAL PRINCIPLES

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

3. APPROVAL PROCESSES

- 3.1 The following travel may be undertaken without prior approval:
 - 3.1.1 day to day travel within Nottinghamshire in connection with Nottinghamshire County Council business;
 - 3.1.2 travel in connection with training and development events within the East Midlands which have been authorised in accordance with relevant policies.

3.2 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.	Administration Committee
	(b) Outside the UK	Administration Committee
Officers	(a) Within the UK	Relevant chief or other officer in accordance with departmental procedures
	(b) Outside the UK	Administration Committee

3.3 The County Council recognises that, in cases of genuine urgency, it may not be possible to obtain formal approval from the Administration Committee prior to the expected date of travel. In these cases, approval can be given by the Chief Executive following consultation with, and majority agreement of, the Chair and Vice-Chair of the Administration Committee and the Deputy Leader of the Council and subject to a report back to the next available meeting of the Committee each time this urgency power is used.

4. BOOKING ARRANGEMENTS

4.1 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 Member Support in the Chief Executive's Department.

4.2 Provisional bookings will not be made unless approval has been given in accordance with 3.2.

5. METHOD OF TRAVEL

5.1 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.

5.2 Travel within the UK (mainland)

5.2.1 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 5.1.

- 5.2.2 The use of private cars to attend events out of the County area must be determined in relation to the following criteria:
- 5.2.2.1 cost in comparison to other options;
 - 5.2.2.2 availability of public transport;
 - 5.2.2.3 business requirements;
 - 5.2.2.4 disability or health considerations.
- 5.2.3 Other options which must be considered prior to approving the use of private cars are:
- 5.2.3.1 car sharing;
 - 5.2.3.2 use of hire cars/pool cars;
 - 5.2.3.3 use of civic cars.
- 5.2.4 Any travel by train within mainland UK will usually be standard class fare unless travel by other classes of ticket is cheaper overall.
- 5.2.5 Any councillor or officer requesting first class rail travel must give reasons which shall be recorded in the register referred to in section 9 below.
- 5.2.6 Air travel within mainland UK will be permitted only where the cost/convenience brings benefits to the Council.

5.3 Travel to Northern Ireland/Republic of Ireland/Outside the UK

- 5.3.1 Where available, and subject as follows, economy class should be used for all air, sea or land (ie rail) travel where this the most cost effective.
- 5.3.2 The County Council recognises that there will be occasions where it is not appropriate to use economy class ie 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 Administration Committee.

6. ACCOMMODATION

- 6.1 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.
- 6.2 For conferences, the added value of all-inclusive packages will be evaluated against making separate hotel arrangements.

7. SUBSISTENCE AND OTHER EXPENSES

7.1 Within the UK (including Northern Ireland)

- 7.1.1 All costs of the approved method of travel will be paid by the County Council.
- 7.1.2 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.
- 7.1.3 Claims should be made on the forms provided as follows:
 - 7.1.3.1 officers – from their Department;
 - 7.1.3.2 councillors and others covered by the Members' Allowances Scheme – from Member Support.
- 7.1.4 Receipts should be obtained for all expenditure incurred.

7.2 Outside the UK

- 7.2.1 Accommodation will be booked and paid for by Member Support on behalf of the County Council.
- 7.2.2 Subsistence allowance may be claimed for actual reasonable expenses incurred on meals, beverages, transport within the foreign country, laundry, 'phone calls etc.
 - 7.2.2.1 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).
 - 7.2.2.2 For travel to other destinations, Members' Support will calculate a maximum amount for subsistence per 24 hours. That amount will be notified to Administration Committee when approval is sought for the travel to be undertaken.
- 7.2.3 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.
- 7.2.4 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.

8. ADMINISTRATION OF THE POLICY

- 8.1 All travel tickets and/or accommodation required under this policy must be booked through Member Support in the Chief Executive's Department.
- 8.2 Before any bookings are made, Member Support 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.
- 8.3 Subject to normal formalities, Member Support can arrange advances of cash, foreign currency and travellers' cheques. Any unspent cash/currency or travellers cheques must be returned to Member Support within one month of return from the visit.
- 8.4 All claim forms, together with receipts and details of expenses incurred must be submitted within one month of return from the visit.
- 8.5 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.
- 8.6 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.
- 8.7 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 Member Support in respect of the partner before the date of outward travel.

9. RECORD KEEPING

- 9.1 Member Support will maintain a public register of the following information in respect of each item or travel undertaken under this policy:
 - 9.1.1 name of traveller/participant;
 - 9.1.2 purpose of travel/visit;
 - 9.1.3 dates of travel;
 - 9.1.4 destination;
 - 9.1.5 method/class/cost of travel and/or accommodation;
 - 9.1.6 cost of insurance;
 - 9.1.7 amount(s) of allowances paid;
 - 9.1.8 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);
 - 9.1.9 the date on which the Council's representative(s) submitted a report on the outcome/value of the visit, where appropriate.

- 9.2 The register shall be available for public inspection and shall be published on the Council's website.
- 9.3 Annual reports shall be made to the Standards Committee which shall give:
 - 9.3.1 details of the totality of travel undertaken under this policy;
 - 9.3.2 information as to occasions upon which other than standard/economy class travel or its equivalent has been used.