

# PART 7

## MEMBERS' ALLOWANCE SCHEME

## **1. MEMBERS' ALLOWANCES SCHEME – 2009/2010**

- 1.1 The Local Government and Housing Act 1989, Local Authorities (Members' Allowances) Regulations 1991 and the Local Authorities (Members' Allowances) (Amendment) Regulations 1995, and the Local Authorities (Members' Allowances) (England) Regulations 2001 require authorities to make a scheme for the payment of allowances to Councillors.

Before making, amending or reworking its allowances scheme, the Council is required by virtue of Regulation 3 of the 2001 Regulations to have regard to the recommendations of an Independent Remuneration Panel. The Council is not, however, bound to adopt all or any of the Panel's recommendations provided it has given them due consideration and is satisfied that it has justifiable reasons for not doing so.

Government Regulations do not limit the amount that can be paid under allowances schemes. This Council's total budget including oncosts for Members' Allowances for 2008/2009 is £1,115,000.

Any Member may by notice in writing to the Chief Executive, elect to forego any part of entitlement to an allowance under the scheme.

- 1.2 In March 1999 the Council agreed to move to a new Members' Allowances Scheme based on the model recommended by the independent panel report commissioned by the Association of London Government. This resulted in three bands for the payment of Special Responsibility Allowances (SRA) to certain Councillors, together with the payment of a basic allowance to all Councillors.
- 1.3 The Council agreed to adopt the new scheme with the recommended levels of payment for Basic and SRA, but to phase in full payment over four years with the maximum payable in 2002/2003.
- 1.4 The Policy Committee on 30 March 2000 amended the bandings for SRA to include two new bands.
- 1.5 The Corporate Services Committee on 28 May 2003 adopted the recommendations of the Association of London Government's Independent Panel's Second Report into Members' Allowances. The Committee on 31 July 2003 and Council on 16 September 2003 agreed further changes to the scheme following a further Independent Panel report relating to members being able to join the Local Government Pension Scheme and that the allowances be upgraded annually with reference to the annual Local Government Pay settlement.
- 1.6 The Corporate Services Committee on 20 March 2007 considered the recommendations of the December 2006 report of the Independent Remuneration Panel and adopted the recommendations in relation to basic allowance increase, payment of an allowance to the Independent Members on the Standards Committee and the co-optees on the Overview Committee.
- 1.7 The Scheme will be submitted to budget Council each year for approval.

## **Withdrawal of Allowances**

- 1.8 If the Standards Committee or the National Standards Board fully or partially suspend a member because of a breach of the Code of Conduct, the matter will be referred to the Corporate Services Committee which may, if it considers it appropriate, suspend the payment of some or all of that members' allowance during the period of suspension.
- 1.9 The scheme as approved provides for the following:
- (a) **Basic Allowance**  
A Basic Allowance payable equally to each Member for the financial year 2008/2009 is £10,198. (This is paid on a monthly basis rather than as a lump sum).
- (b) **Special Responsibility Allowance**  
Local authorities may make provision within the scheme for the payment of Special Responsibility Allowance and, if so, include a list of posts and the amount of SRA payable. This allowance is paid in addition to the Basic Allowance to those Members considered to bear additional responsibilities. Holders who are entitled to SRA for the period they hold the post must fall into one or more of the following groups.
- Acting as leader or deputy leader of a political group within the authority;
  - Presiding at meetings of a committee or a sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee;
  - Representing the authority at meetings of, or arranged by, any other body;
  - Membership of a committee or a sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods;
  - Acting as the spokesman of a political group on a committee or sub-committee of the authority;
  - Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required by any one of the above activities.

Where an SRA is paid and Members of the authority are divided into at least two political groups, SRA will be paid to at least one Councillor who is not a member of the controlling group provided that Member has a special responsibility as defined above.

No Councillor may receive more than one SRA.

The list of Special Responsibility Allowances is set out in **Appendix A**.

Special Responsibility Allowance and Basic Allowance will be paid pro rata to Councillors whose term of office begins or ends part way through the financial year.

Similarly, if the scheme is amended so as to affect entitlement, the Allowance will be paid pro rata.

(c) **Allowances for the Independent Members on the Standards Committee and the Co-optees on the Overview Committee**

An annual allowance is payable to the Independent Members on the Standards Committee and the co-optees on the Overview Committee. This is calculated on the number of meetings per year and at a standard rate as follows:

**Standards Committee** (based on 4 meetings a year)

Chair £240 x 4	=	£960 per annum
Independent Members £117 x 4	=	£468 per member per annum

**Overview Committee** (based on 9 meetings a year)

Co-opted Members £117 x 9	=	£1,053 per member per annum
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(d) **Dependent Carers' Allowance**

A Dependent Carers' Allowance is payable to Councillors who, in order to undertake their duties as a Councillor, incur costs in arranging care for dependent relatives living with them. Dependent relatives are defined as children under the age of 15, elderly, disabled or invalid (temporarily or permanently) relatives who cannot be left alone. Payments will not normally be made to carers who are family members or persons resident at the Councillor's home.

The Carers' Allowance also includes costs associated with Councillors who themselves need the help of a carer in order for them to fulfil their duties as a Councillor.

The maximum rate for this allowance is £8.44 per hour to meet, or contribute towards the actual costs incurred in arranging care. The maximum period from which any one claim can be made is the duration of the meeting itself, plus £4.22 as a contribution towards travelling time to and from the meeting venue.

## **2. TRAVELLING AND SUBSISTENCE ALLOWANCES**

2.1 Travel expenses can be claimed to cover the cost of travelling to and from approved duties/conferences **outside** the borough. The amount claimed depends on the means of travel i.e.

Public transport	-	actual fare
Own vehicle	-	schedule of rates set by Central Government

Subsistence allowance is a 'meals' allowance for approved duties lasting **4 or more hours**, again payable by a schedule of rates set by Central Government. Copies of these rates are set out in **Appendix B**.

## **3. BROADBAND EXPENSES**

3.1 The Scheme provides for the payment of the one-off connection charge to Broadband plus the monthly broadband rental up to the value of £25 per month.

## 4. PAYMENTS FOR OTHER BODIES

The Local Government Association have their own Members' Allowances Scheme payable to those Members' of Executive and Scrutiny bodies of the Association. The London Fire and Emergency Planning Authority also have their own separate scheme.

## 5. CLAIMING THE ALLOWANCES

- 5.1 Basic and Special Responsibility Allowances are paid automatically, once bank details, National Insurance, date of birth and home address are forwarded to the Director of Finance; all others are claimed by means of the appropriate forms, samples of which are attached at **Appendix C**.
- 5.2 Payments via the payroll system are made on a regular monthly cycle direct to your bank or building society account with a payslip being sent to you at the same time. Travel and Subsistence (if taxable are paid through the payroll). Telephone and Dependent Carers' Allowances are paid through the payroll.
- 5.3 You should submit your claims for Travel, Subsistence and Dependent Carers' Allowance within **two** months of the duty undertaken.

Receipts **must** accompany all expenses claims.

## 6. RATES PAYABLE

- 6.1 The rates for each allowance change from time to time, generally with effect from 1 April each year.

## 7. TAXATION

Basic, Special Responsibility, Dependent Carers' Allowances and telephone expenses are taxable and the Director of Finance will deduct and account for tax as directed by the Inspector of Taxes. Members will receive an annual certificate of tax deducted, at the end of each tax year, or on leaving office.

Business travel is not treated as earnings and is not taxable. Business travel means travel from place of work to place of work. For a councillor, place of work is defined as the Town Hall, any Council building, any place visited in your capacity as a councillor and your home, but **not** your place of normal paid employment.

## 8. NATIONAL INSURANCE CONTRIBUTIONS

Local authority councillors are elected office holders and they are treated as employed earners for benefit purposes. Members' Basic Allowance, Special Responsibilities Allowance and Dependent Carers Allowance are, accordingly, taxable under Schedule E and count as income liable for deduction of Class 1 national insurance contributions. Payment towards expenses actually incurred in carrying out employment, for example travelling expenses, do not count as income and do not give rise to a liability for class 1 NI contributions.

Class 1 national insurance contributions do not have to be paid if you are above pension age (currently 60 for women, 65 for men). You will need to give your

employer a certificate of age exemption (available on application to the HMRC – Her Majesty’s Revenue and Customs). If you have more than one employer, you will need a certificate of age exemption for each.

Class 1 contributions are also not payable if your earnings from employment do not exceed the employee’s earnings threshold. From 6 April 2008, that threshold is £105.

If, in addition to your office as an elected member, you do paid work for another employer, you will have to pay class 1 national insurance contributions in respect of each employment where the earnings exceed the earnings threshold.

If your earnings from the other sources of paid employment are high, you could find that you are paying substantial class 1 national insurance contributions. You can apply to HMRC for a refund of contributions paid in excess of your annual maximum level of contributions. You should write to:

HM Revenue & Customs  
National Insurance Contributions Office  
Refunds Group  
Benton Park View  
Newcastle upon Tyne  
NE98 1ZZ

If self-employed, and your earnings from self-employment are above the small earnings exception limit, you will have to pay class 2 national insurance contributions in addition to any Class 1 contributions deducted from your Members allowance(s). The small earnings exception limit for 2008/09 is £4,825 a year.

Some married women or widows, who were eligible on or before 5 April 1977 to opt for paying a reduced rate of national insurance contribution, also do not have to pay the full rate of class 1 contributions. Many have lost their entitlement to a reduced rate of contributions because of changes in personal circumstances. If you are still paying reduced contributions, take advice. Your entitlement to benefits is affected by your rate of contribution and, if the reduced rate is being applied incorrectly, the Inland Revenue may ask you to make good any missing payments.

## **9. BENEFITS**

Most benefits have rules that give special treatment both to work carried out as an elected councillor and to the Members allowances received. The special rules are intended to ensure that people claiming benefits are not discouraged from carrying out public duties.

Although local authority councillors are treated as employed earners for benefit purposes, any council business undertaken as a councillor does not attract the usual penalties associated with working while claiming. Your hours of work will be ignored for income support, job seeker’s allowance and incapacity benefit. However, if you do work as a member for a minimum of 16 hours a week, and would be better off by claiming in work benefits, you can elect to have your hours of work as a councillor taken into account in claiming in-work benefits such as working tax credit. This flexibility in choosing which benefits to claim can result in elected members facing complex decisions about how they may be better off. This applies to those people who claim benefit as sick, as looking for work and as responsible for a child.

Hours of work, as an elected councillor, can include all official council business, travel to and from home when engaged on council business, time spent at home reading and preparing for council meetings and work undertaken on behalf of constituents. Work does not include purely party political activities.

The special benefit rules applying to councillors provide significant advantages, but they can make it difficult to know if you are claiming the right benefits for your circumstances. The following brief summary is only a general guide to the main factors affecting benefits for elected Members. Advice should be sought in individual cases.

### **Members of working age who are unfit for work**

If you are claiming benefit as a person incapable of work, duties undertaken as a councillor are ignored, except for statutory sick pay and industrial injuries scheme purposes.

Members' allowances still count as earnings, however, and these may affect both means tested benefits (such as income support, jobseeker's allowance, housing and council tax benefit) and also benefits based on your national insurance contributions, such as incapacity benefit. Expenses arising from your council duties, unless reimbursed by the Council, should be deducted from the Members' allowance before your earnings as a councillor are used to reduce your benefits or tax credits. From October 2009, new claims for benefit as a person unfit for work will be treated under new rules for the Employment Support Allowance. These rules have not yet been issued, but are expected to continue to afford special treatment for elected members.

### **Members of working age who are unemployed**

If claiming job-seeker's allowance, whether income-based or contribution-based, activity undertaken as a councillor is not treated as remunerative work and does not exclude you from benefit. You still have to be available for work, actively looking for work and keeping to the terms of your jobseeker's agreement.

Members' allowances count as earnings both for income-based and contribution-based job seeker's allowance and these earnings may also affect means tested benefits, such as council tax benefit or housing benefit. Expenses arising from your council duties, unless reimbursed by the Council, should be deducted from the Members' allowance before any reduction in benefit or tax credit is calculated.

### **Members responsible for a child or children or caring for a person claiming disability living allowance (care) or attendance allowance**

If of working age, living as a single person and claiming as responsible for a child or children or as a carer, you are not required to be available for work or looking for work. For lone parents, this will continue for as long as your youngest child is under the age of 16 years (this will reduce to 12 years in 2008). Hours of work undertaken as an elected member will not exclude you from claiming income support (or child tax credit) however, if you work for at least 16 hours a week, you can elect to have your work as a member taken into account for claims for working tax credit. Your Members' allowance(s) (net of work-related expenses not

reimbursed by the Council) will still count as earnings for income support, child tax credit, working tax credit and housing and council tax benefits.

### **Members over retirement age**

Work as a councillor and the allowances paid to you will not affect your right to your own retirement pension, or the amount paid to you. It can, however, affect means tested benefits such as pension credit, housing benefit and council tax benefit. If you work for more than 16 hours a week as an elected Member, you may be able to claim working tax credit. Expenses arising from your council duties, unless reimbursed by the Council, should be deducted from the Members' allowance before any reduction in these benefits or tax credit is calculated.

### **Members with a disability or caring responsibility**

Members who have a disabling condition that affects their ability to carry out the usual tasks of personal self-care (such as washing, dressing, communicating or avoiding substantial danger) may be entitled to claim additional disability benefits. If under 65, difficulties with mobility or the inability to cook oneself a main meal may also give rise to additional benefit entitlement. These benefits are disability living allowance (if under 65) and attendance allowance (65 and over). These benefits are not taxable and may mean that you will be entitled to more means tested benefits or tax credits. Your need for care in the course of carrying out your duties as an elected member can be taken into account when you claim for either of these benefits is considered.

### **Couples**

Married couples and couples under a Civil Partnership, as well as couples living together as wife and husband or as civil partners, have their joint incomes, including Members' allowances, taken into account in working out entitlement to means tested benefits and tax credits. Additionally, if you live in such a couple, and your partner claims an additional amount of a contribution-based benefit for you as a dependent, then your Member's allowances may affect that additional payment.

### **Your Duty to Disclose**

It is a condition of most benefits that you disclose details of work and earnings, including Members' allowances. Failure to make an effective disclosure may result in an overpayment of benefit or criminal proceedings.

You can elect not to be paid your Members allowances, but the benefits authorities are likely to treat you as possessing "notional income" equivalent to the value of the allowances you are failing to claim. Even if you elect not to claim the Members allowance(s), you are under a duty to disclose the details of the allowances you are choosing to forgo.

### **Earnings, benefits and expenses**

The basic Member's allowance and the special responsibility allowance are treated as earnings for benefits and tax credit purposes.

Travel, subsistence allowances, and expenses for broadband connection are not earnings. If paid for expenses that are wholly, exclusively and necessarily incurred in the performance of Council duties, they are ignored.

The benefits system recognises that Members have to do a lot of work at home and that they may have additional expenses arising from the performance of their duties that are not reimbursed by the local authority. Any expenses arising wholly, exclusively and necessarily from performance of Council duties, which are not met by the Council, should be deducted from the allowances that count as earnings before entitlement to benefits or tax credits are worked out. Only the net figure, after the deduction of these expenses, is then treated as earnings to be taken into account for benefits and tax credits.

Examples of such work related expenses may include

- Postage and stationery
- Secretarial expenses
- Clothing and footwear
- Travelling costs to and from home, or other premises, on Council business
- Subscriptions to trade unions or other political or professional bodies
- Additional costs arising from use of the home as an office, for example, heating and lighting
- Telephone charges
- Internet use

This list of work expenses is not exhaustive. You should keep a detailed record of your expenses and, where possible, retain any receipts or other proofs of expenditure. Work related expenses can be averaged over a reasonable period to give you the level of weekly expenditure to be deducted from your Members allowance(s) before any impact on your benefit or tax credit income is calculated.

If you do not ask the benefits authority to review your benefit in the light of your expenses, you will be underpaid.

Net earnings, after deduction of expenses, will be taken into account for most contribution based and means tested benefits. The rules applying to each benefit are too various to summarise here. Take advice on your individual circumstances.

### **Further advice**

The manager of the welfare rights unit offers confidential benefits advice to Members on the way in which Member's allowances may affect their rights and duties under the benefit regulations. Contact Martin Baillie on extension 8620 or via e-mail : martin.baillie@islington.gov.uk.

Alternatively, you may wish to contact an organisation outside the authority. Look up "Advice" in Yellow Pages.

## **10. AUDIT**

All claims will be subject to review by Internal Audit and by the District Auditor.

## **11. GENERAL**

A statutory register of all allowances paid to Members is open to inspection by any elector resident in the area. The Council are required to publish details of the Members' Allowances Scheme and of total payments made to each Member annually. This is done by means of an advertisement in the local newspaper.

This is a general and by no means exhaustive statement of the law on these matters.

For any advice in relation to the Scheme please contact:

John Lynch, Head of Democratic Services, 020-7527 3002  
Sudhir Shah, Finance 020-7527 2037  
Geeta Degnarain, Payroll Manager 020-7527 2160  
Martin Baillie, Welfare Rights Manager 020-7527 4161

**SPECIAL RESPONSIBILITY ALLOWANCES 2008/09**

The SRA figures will come into effect on 1 April 2009

<u>Band 4</u>	<u>Amount</u> £
Leader of the Council – Councillor Stacy	43,000
<u>Band 3</u>	
Executive Members	
Councillor - Councillor Belford	30,000
Councillor – Councillor Foxsmith	30,000
Councillor – Councillor Gilbert	30,000
Councillor – Councillor Polling	30,000
Councillor – Councillor Barbara Smith	30,000
Councillor – Councillor Watt	30,000
Councillor – Councillor Woolley	30,000
<u>Band 2</u>	
Chair of Overview Committee	
Councillor Cornwell	12,500
Chief Whip	
Councillor George Allan	5,000
<u>Band 1(a)</u>	
Leader of the Opposition	
Councillor West	13,500
Chairs of Review Committees	
Councillor Wally Burgess	6,000
Councillor Kasprzyk	6,000
Councillor Klute	6,000
<u>Band 1</u>	
Chair of Audit Committee	
Councillor Willoughby	3,000
Chair of Corporate Parenting Group	
Councillor Boffa	6,122
Chairs of Area Committees	
(East) Councillor Dawson	2,000
(North) Councillor Dunlop	2,000
(West) Councillor Edwards	2,000
(South) Councillor Vaja	2,000
Opposition Whip	
Councillor Kelly	2,000
Mayor	
Councillor Berent	7,000
Member of the Adoption Panel	
Councillor Ismail	4,000

PTO

Part 7 - Member allowances Scheme

January 2010

Member of the Fostering Panel  
Councillor Hamitouche

4,000

**CONSOLIDATED TEXT OF THE APPENDIX TO CIRCULAR 1/86  
(2000/20001 revision)**

**PART 1**

Rates of Travelling Allowances and provisions relating thereto:

1. (1) The rate of travel by **public transport** shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines either generally or specifically, that the first class fares shall be substituted.  
  
(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
  - (a) on Pullman car or similar supplements, reservation of seats and deposits or portage of luggage; and
  - (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable to him/her for that night.
2. (1) The rate for travel by a member's own solo **motor cycle**, or one provided for his/her use, shall not exceed:
  - (a) for the use of a solo motor cycle of cylinder capacity not exceeding 250cc, 11.6 pence per mile,
  - (b) for use of a solo motor cycle of cylinder capacity exceeding 250cc, 15.47 pence per mile.  
(2) The rate for travel by a member's own private **motor vehicle**, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle, shall not exceed:
  - (a) for the use of a motor vehicle of cylinder capacity
    - (i) not exceeding 999cc, 39.65 pence per mile;
    - (ii) exceeding 999cc but not exceeding 1199cc, 43.03 pence per mile;
    - (iii) exceeding 1199cc, 53.99 pence per mile.
- (3) The rates specified in sub-paragraphs (1) and (2) may be increased:
  - (a) in respect of the carriage of passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment, by not more than 3.0 pence a mile for the first passenger and 2.0 pence per mile for the second and subsequent passengers;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

(4) For the purposes of this paragraph the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

3. The rate of travel by **taxi-cab** or cab shall 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 paid, and

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

4. The rate of travel by a **hired motor vehicle** other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it:

Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate of **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air:

Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding;

(a) the ordinary fare or any available cheap fare for travel by regular air service, or

(b) where no such service is available or in case of urgency, the fare actually paid by the member.

## PART 2

### Rates of Subsistence Allowance, and provisions relating thereto

1. (1) The rate of **subsistence allowance** shall not exceed:
  - (a) In the case of an absence, not involving an absence overnight, from the usual place of residence;
    - (i) of more than 4 hours, or where the authority permits, a lesser period, before 11 a.m. (breakfast allowance), £5.80;
    - (ii) of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2 p.m. (lunch allowance), £7.73;
    - (iii) of more than 4 hours, or where the authority permits, a lesser period, including the period 3 p.m. to 6 p.m. (tea allowance), £3.15;
    - (iv) of more than 4 hours, or where the authority permits, a lesser period, ending after 7 p.m. (evening meal allowance), £9.90.
  - (b) in the case of an **absence overnight** from the usual place of residence £92.97 and for such an absence overnight in London, or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretaries of State may for the time being approve for the purpose<sup>1</sup>, £108.31.
2. Any rate determined under paragraph 1(b) above shall be deemed to cover a continuous period of absence of 24 hours.
3. The rates specified in paragraph 1 above shall be reduced by an appropriate amount in respect of any **meal provided free of charge** by any authorities or body in respect of the meal or the period to which the allowance relates.
4. (1) Where **main meals (i.e. breakfast, lunch or dinner) are taken on trains** during a period for which there is an entitlement to a day subsistence allowance, the reasonable cost of the meals (including VAT), may be reimbursed in full, within the limits specified below. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

<sup>1</sup> The annual conferences of the following Associations are approved for these purposes: The Association of British Market Authorities, the British Resorts Association, the Council of the Local Education Authorities and the National Association of Local Councils.

- (2) The limitations on reimbursement are:
- (a) for breakfast, an absence of more than 4 hours, or where the authority permits, a lesser period, before 11 a.m.;
  - (b) for lunch, an absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2 p.m.;
  - (c) for dinner, absence of more than 4 hours, or where the authority permits, a lesser period, ending after 7 p.m.





# ISLINGTON

## CLAIM FOR TRAVEL AND SUBSISTENCE ALLOWANCES

A Member of the Council is entitled to claim travelling and subsistence allowances as set out below:

### A. Travel Allowances:

Travel expenses can be claimed to cover the cost of travelling to and from approved duties/conferences **outside** the borough. The amount claimed depends on the means of travel i.e:

- Public Transport - actual fare
- Own vehicle - Schedule of rates set by Central Government.

Travel by taxi will only be paid in cases of urgency or where no public transport is reasonably available. The amount shall not exceed the amount of the actual fare and any reasonable gratuity paid.

### B. Subsistence Allowances:

Subsistence allowance is a 'Meals' allowance for approved duties that last **4 or more hours** again payable by a schedule of rates set by Central Government.

This allowance will also allow a per night rate (again set by Central Government) in the case of absence overnight from the usual place of residence.

### Receipts:

You should submit receipts/tickets for all travel and subsistence claims or invoices for payment direct to the Head of Scrutiny & Democratic Services. You should submit all claims within **two** months of the duty undertaken.

**LONDON BOROUGH OF ISLINGTON  
DEPENDENT CARERS' ALLOWANCE FORM**

1	2	3	4		5	6	
Date	Duration of approved duty (incl. reasonable travel time)	Description of approved duty	Travel Expenses paid to carer and mode of transport		Place of departure & return of that person	Allowance claimed (excl. amount in Column 4)	
			£	p		£	p
		<b>Total</b>			<b>Total</b>		

Name & Address of Carer \_\_\_\_\_  
 \_\_\_\_\_

I declare that I received payment of £ \_\_\_\_\_ from Councillor \_\_\_\_\_  
 for caring duties as set out above.

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

I claim Dependent Carers' Allowance in respect of approved duties as a Member of L.B. Islington.  
 I declare that:-

- a** I have actually incurred the expenditure shown in cols 4 & 6 above.
- b** The carer was not a member of my household.
- c** The amounts claimed are strictly in accordance with the rates determined by the London Borough of Islington.

I declare that the above statements are correct. Except as shown above I have not made, and will not make any claims for Dependent Carers' Allowance from any other authority or body in connection with the duties indicated above.

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Name and address (in block letters)** \_\_\_\_\_  
 \_\_\_\_\_

For Office use only	
Date Received by Finance ___/___/___	Payroll Check No:.....
Claim checked by Head of Democratic Services	
Signed _____	Dated _____



# ISLINGTON

## DEPENDENT CARERS' ALLOWANCE

A Dependent Carers' Allowance is payable to Councillors who, in order to undertake their duties as a Councillor, incur costs in arranging care for dependent relatives living with them. Dependent relatives are defined as children under the age of 14, elderly, disabled or invalid (temporarily or permanently) relatives who cannot be left alone.

Payments will not normally be made to carers who are family members or persons resident at the Councillors home.

The Carers' Allowance also involves costs associated with Councillors who themselves need the help of a carer in order for them to fulfil their duties as a Councillor.

The maximum rate for this allowance is £8.44 per hour to meet, or contribute towards the actual costs incurred in arranging care. The maximum period from which any one claim can be made is the duration of the meeting itself, plus £4.22 as a contribution towards travelling to and from the meeting venue.

You should submit your claim within **two** months of the duty undertaken.

**Approved Duty:-** Claims can be met only if they result from an 'approved duty' as defined in Section 177(2) of the Local Government Act 1972. This includes attendance at meetings of the authority and its subsidiary bodies and the carrying out of any activity approved by the Authority.

If Members are unsure as to whether a proposed activity is covered under this criteria, they should refer the matter to the Head of Scrutiny and Democratic Services.

**Members' Responsibility:** The statements on the claim form are entirely the responsibility of the Member signing the certificate.