

PART 7

MEMBERS' ALLOWANCE SCHEME

1. MEMBERS' ALLOWANCES SCHEME – 2018-19

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 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 on-costs for Members' Allowances for 2018-19 is £953,890.

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 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 that the basic and special responsibility allowances be upgraded annually with reference to the annual Local Government Pay settlement.

- 1.3 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 Children and Young People's Education Committee.

- 1.4 If there are substantial changes to the Scheme it will be submitted to budget Council for approval.

- 1.5 The scheme as approved provides for the following:

(a) **Basic Allowance**

A Basic Allowance payable equally to each Member for the financial year 2018-19 is £10,312.78. (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 that 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 person, co-optees on the Standards Committee, Audit Committee, Children's Services Scrutiny Committee and the Pension Board Independent Member**

Independent and Co-opted members:

An allowance per meeting is payable to the Independent person appointed under the Localism Act 2012 and to the co-optees on the Standards Committee, the Audit Committee and to the Children's Services Scrutiny Committee and the Pension Board Independent Member. This is calculated on the number of meetings per year and at a standard rate as follows:

Standards Committee

Independent Person £119 per meeting

Audit Committee and Children's Services Scrutiny Committee

Co-opted Members £119 per meeting

Pension Board

Independent Member £119 per meeting of the Pension Board and of the Pension Sub-Committee.

The Independent and Co-opted member allowances above, are paid by cheque at the end of each municipal year and it is the Independent Member's responsibility to declare this additional income. The Independent Person may also claim reasonable out of pocket expenses for tasks undertaken outside formal committee meetings. Any such claim shall be made to, and authorised by, the Director of Law and Governance.

(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 (or within the borough in the case of non-councillor members of the Housing Scrutiny Committee). 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

4.1 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 Corporate Director of Resources; 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. Broadband allowance payments need to be claimed either monthly or quarterly and should be accompanied by the relevant invoice.

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. MATERNITY, PATERNITY AND SICKNESS LEAVE AND PAY

7.1 Leave Periods

- 7.1.1 Members giving birth are entitled to up to 6 months' maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.
- 7.1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 7.1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.
- 7.1.4 Members shall be entitled to take a minimum of 2 weeks' paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 7.1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.
- 7.1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

- 7.1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 7.1.8 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 7.1.9 Any member taking maternity, paternity, shared parental, adoption or sickness leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

7.2 Basic Allowance

- 7.2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, adoption or sickness leave.

7.3 Special Responsibility Allowances

- 7.3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental, adoption or sickness leave.
- 7.3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.
- 7.3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental, adoption or sickness leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for up to a further six month period.
- 7.3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental, adoption or sickness leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowance shall apply.
- 7.3.5 Unless the Member taking leave is removed from their post at an Annual Meeting of the Council whilst on leave, or unless the Group to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

7.4 Attendance, Resigning from Office and Elections

- 7.4.1 During an agreed period of maternity or paternity leave, and during sickness leave, where the latter is confirmed by a doctor's certificate, Members will not be required to attend committee meetings and their absence will therefore not be recorded and the '6 month rule' in Section 85 of the Local Government Act 1972 will not apply.

- 7.4.2 If a Member decides not to return at the end of their maternity, paternity, shared parental, adoption or sickness leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 7.4.2 If an election is held during the Member's maternity, paternity, shared parental, adoption or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the date that they leave office.

8. TAXATION

Basic, Special Responsibility, Dependent Carers' Allowances and telephone expenses are taxable and the Corporate Director of Resources 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.

9. 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 state pension age. You can check your pension credit age at <https://www.gov.uk/state-pension-age>. If you are above state pension age, you will need to give your employer proof that you have reached pension age in order to avoid further national insurance contributions. Satisfactory proof includes: birth certificate, passport, driving licence or certificate of age exemption (available from HMRC). 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 April 2018, that threshold is £162.

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 you are self-employed, you may have to pay self-employed national insurance rates. These rates are available at <https://www.gov.uk/self-employed-national-insurance-rates>.

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. You can apply to revoke your reduced rate of contribution, but the government's proposal for a single tier retirement pension means you should take advice on transitional protection expected for women who have paid at a reduced rate.

10. BENEFITS AND TAX CREDITS

Most benefits have rules that give special treatment both to work carried out as an elected councillor and to the Members allowances received. These rules are intended to ensure that people claiming benefits are not discouraged from carrying out public duties. However, the roll out of the government's Universal Credit programme will have implications for Member's allowances, expenses and benefits.

Advice regarding benefits and Universal Credit is available from:

Claimit@islington.gov.uk

Tel: 020 7527 8600

Universal Credit Helpline: 0800 328 5644

You can apply on line at: www.gov.uk/apply-universal-credit

Members over pension credit 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 may, however, affect means tested benefits such as pension credit, housing benefit and council tax support. If you work for more than 16 hours a week as an elected Member, you may be able to claim working tax credit. Some expenses arising from your council duties, unless reimbursed by the Council, can be used to reduce the income taken into account when calculating your means tested benefits or tax credits. Expenses offset against your Member's allowance must arise wholly and exclusively from your work as an elected Member.

Members with a disability or caring responsibility

Members who have a disability 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. These benefits are personal independence payment (if under 65) and attendance allowance (65 and over). These benefits are not taxable. If you have a need for care or assistance in the course of carrying out your duties as an elected member, this can be taken into account when your claim for either of these benefits is considered by the Department for Work and Pensions.

If you are caring for a severely disabled person for at least 35 hours a week and they receive Attendance Allowance or the middle or highest rate of the care component of DLA or the personal independence payment, then you may be able to claim Carer's Allowance. You will not be entitled to Carer's Allowance if your earnings exceed £120 per week but this is after deducting any NI contributions, half of any pension contributions and work-related expenses not reimbursed by the Council.

Couples

Married couples and couples in 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 as part of 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, a civil penalty (fine) or criminal proceedings.

You can elect not to be paid your Member's 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 Member's allowance(s), you are under a duty to disclose the details of the allowances you are choosing to forgo.

Civil penalties (fines of £50) can be applied if you are overpaid benefit because you make a "negligently" incorrect statement or a fail to disclose a change of circumstances promptly. These fines reinforce the need for prompt and accurate disclosure to the benefits authorities.

Further advice

The income maximisation service offers confidential benefit advice to Members on the way in which Member's allowances may affect their rights and duties under the benefit regulations. Contact their advice line on 020 7527 8600 or Eileen Broderick on eileen.broderick@islington.gov.uk or 020 7527 8892.

Alternatively, you may wish to contact an organisation outside the authority.

11. AUDIT

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

12. 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:

Philippa Green, Democratic Services Manager, 020 7527 3184
Charlotte Brown, Finance 0207 527 3751
Geeta Degnarain, Payroll Manager 020-7527 2160

For advice regarding the changes to benefits following the introduction of Universal Credit, please contact:

Eileen Broderick, Income Maximization Service 0207 527 8892
Or claimit@islington.gov.uk Tel: 020 7527 8600

APPENDIX A

SPECIAL RESPONSIBILITY ALLOWANCES 2018-19

The SRA figures will come into effect on 1 April 2019

<u>Band 4</u>	<u>Amount £</u>
Leader of the Council – Councillor Richard Watts	38,814
<u>Band 3</u>	
Executive Members	
Councillor Janet Burgess	30,306
Councillor Joe Caluori	30,306
Councillor Kaya Comer-Schwartz	30,306
Councillor Andy Hull	30,306
Councillor Asima Shaikh	30,306
Councillor Diarmaid Ward	30,306
Councillor Claudia Webbe	30,306
<u>Band 2</u>	
Chair of Policy and Performance Scrutiny Committee Councillor Una O'Halloran	12,230
Chief Whip: Councillor Satnam Gill	5,317
<u>Band 1(a)</u>	
Chairs of Scrutiny Committees	
Councillor Theresa Debono	5,317
Councillor Rowena Champion	
Councillor Osh Gantly	
Councillor Mick O'Sullivan	
<u>Band 1</u>	
Chair of Audit Committee: Councillor Nick Wayne	3,191
Chair of Licensing Committee: Councillor Flora Williamson	3,191
Chair of Planning Committee: Councillor Martin Klute	3,191
Chair of Planning Sub Committee A: Councillor Angela Picknell	3,191
Chair of Planning Sub Committee B: Councillor Jenny Kay	3,191
Mayor	
Councillor David Poyser	6,514
Deputy Mayor	
Councillor Rakhia Ismail	133
Member of the Adoption and Fostering Panels Councillor Paul Convery	6,380

Councillors are only entitled to claim one Special Responsibility Allowance. Any allowances marked with an asterisk above are therefore unclaimed.

APPENDIX B

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 proceeding 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:

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 purpose¹, £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.

¹ 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 (or within the borough in the case of non-councillor members of the Housing Scrutiny Committee). 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 Executive Manager. You should submit all claims within **two** months of the duty undertaken.

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



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

Name and purpose of meeting	Contact Details for meeting	Date	Time		Travel Time	Allowance claimed	
			From	To		£	p

Declaration by Councillor

I declare that I have actually incurred the above expenditure in respect of care for

..... who is my My child's date of birth
(NAME OF CHILD/DEPENDENT) (RELATIONSHIP TO CHILD/DEPENDENT)

is..... I confirm that the carer was not a member of my household and that the above statements are true and correct

Declaration by Carer

Name :

Address:

I declare that I received the sum of £ from Cllr
for caring duties set out above.

Signed _____ Dated _____

Signed _____

Dated _____

For Office use only

Date Received by Finance ___/___/___

Payroll Check No:.....

Claim checked by Executive Manager Signed _____ Dated _____

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 Executive Manager	
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 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 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 Executive Manager.

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

