

Priory House
Monks Walk
Chicksands
Shefford SG17 5TQ

please ask for Mr John Phillipson
direct line 01462 611034
date 30 June 2008

NOTICE OF MEETING

*Members of the Central Bedfordshire Shadow Council are hereby
summoned to attend a meeting of the: -*

CENTRAL BEDFORDSHIRE SHADOW COUNCIL

Date: TUESDAY, 8 JULY 2008

Time: 6.30 p.m.

**Venue: COUNCIL CHAMBER, PRIORY HOUSE,
MONKS WALK, CHICKSANDS, SHEFFORD**

Jaki Salisbury
Interim Chief Executive
Central Bedfordshire Shadow Council

To: The Chairman and Members of the Central Bedfordshire Shadow
Council

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME
TO ATTEND THIS MEETING**

AGENDA

**PRAYERS TO BE TAKEN BY
REVEREND RICHARD ANDREWS, TEAM RECTOR AND
PRINCIPAL MINISTER AT PRIORY CHURCH OF ST
PETER, DUNSTABLE**

1. APOLOGIES

The Chairman to ask for any apologies received in advance of the meeting. The Chairman to ask the meeting if there are any other apologies to be recorded.

2. MINUTES

The Chairman to invite the Council to approve the signing of the Minutes of the Inaugural Meeting of the Shadow Council held on 10 April 2008 (Minute Nos. SC/08/01 to SC/08/10).

3. MEMBERS' INTERESTS

To receive from Members declarations and the **nature** thereof in relation to: -

- (a) Personal Interests in any Agenda item
- (b) Personal and Prejudicial Interests in any Agenda item

4. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

The Chairman to make any announcements or communications.

5. COMPOSITION OF THE COUNCIL

The Chairman to invite the Council to note:-

- 1. (a) That Les Thompson has been elected to fill the vacancy for a District Councillor in the Flitwick East Ward of the District; and
- (b) That, following the Flitwick East Ward By-election, the composition of the Council remains unchanged and that accordingly no adjustments are required to the current allocation of seats upon various Committees.

2. That, whilst at the last Council meeting reference was made to the possible increase in size of the Independent Group, the size of that Group has in fact not changed and that the composition of the Council therefore remains as follows:-

Conservative	Independent	Labour	Liberal Democrat	No Party
89	4	5	25	1

6. REPORT OF THE INDEPENDENT REMUNERATION PANEL

To consider the recommendations of the Independent Remuneration Panel with regard to the proposed Scheme of Member's Allowances for the Central Bedfordshire Shadow Council for the year commencing 1 April 2008.

(Report of the Independent Remuneration Panel attached - pages 6.1 to 6.10)

This information can be provided in an alternative format or language on request (08452 30 40 40)

- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন (08452 30 40 40) (Bengali)
- ◆ 你可以要求以另一種格式或語言提供這些訊息 (08452 30 40 40) (Chinese)
- ◆ ਇਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿਚ ਮਿਲ ਸਕਦੀ ਹੈ। (08452 30 40 40) (Punjabi)
- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیٹا یا زبان میں مہیا کی جاسکتی ہیں۔ (08452 30 40 40) (Urdu)
- ◆ Questa informazione puo' essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero (08452 30 40 40) (Italian)
- ◆ Informację tą można uzyskać również w innym formacie lub innym języku dzwoniąc pod numer (08452 30 40 40) (Polish)

CENTRAL BEDFORDSHIRE SHADOW COUNCIL
8 JULY 2008

SUBJECT	MEMBERS' ALLOWANCES FOR THE SHADOW COUNCIL 2008/09 (To consider the recommendations of the Independent Remuneration Panel with regard to the proposed Scheme of Members' Allowances for Central Bedfordshire Shadow Council for the period from 1 April 2008 to 31 March 2009.)
REPORT OF	The Independent Remuneration Panel
<i>Contact Officer: Stephen Cooke (01462 611035)</i>	

IMPLICATIONS

SUSTAINABILITY	The provision of a fair scheme of Members' Allowances is an essential part of the democratic process.
FINANCIAL	The recommendations of the Panel are estimated to cost £278,070 for the financial year 2008/09. Details of those costs are provided at paragraph 6. (a) to (f) of this report. The total cost of Members' Allowances for 2008/2009 will be met as a transitional cost
LEGAL	The Bedfordshire (Structural Changes) Order 2008 and The Local Authorities (Members' Allowances) (England) Regulations 2003.
PERSONNEL/EQUAL OPPORTUNITIES	A Scheme of Members' Allowances may include a Dependents' Carers' Allowance to provide Equal Opportunity.
COMMUNITY DEV/ SAFETY	None.
TRADE UNIONS	None.
HUMAN RIGHTS	None.

OTHER DOCUMENTS RELEVANT TO REPORT

The Local Authorities (Functions and Responsibilities) (England) Regulations 2000

RECOMMENDATIONS:

That the Shadow Council consider whether to adopt a Scheme of Members' Allowances in accordance with the recommendations of the Independent Remuneration Panel as set out in paragraph 13 of its report and as shown in the scheme attached as Appendix A to that report.

1. The Bedfordshire (Structural Changes) Order 2008 places a duty on the Shadow Council to adopt a scheme of allowances for its Members. This must be done in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003 (the 2003 Regulations).
2. (a) In addition to a basic allowance for all Members of an authority, the 2003 Regulations enable the inclusion within a scheme of the following allowances:-
 - (i) Special responsibility allowance (SRA) to such members of the authority as have significant special responsibilities;
 - (ii) Dependants' carers' allowance in respect of expenses incurred in arranging for the care of their children or dependents whilst attending meetings and other duties specified in the 2003 Regulations;
 - (iii) Travelling and subsistence allowance; and
 - (iv) Co-optees' allowance.
- (b) The Regulations also place a duty upon the Council to establish an independent remuneration panel. The Council must have regard to the recommendations made to it by the Panel before making or amending a scheme of members' allowances.
3. At the first meeting of the Shadow Council, the Interim Chief Executive was authorised to appoint two Members from each of the Independent Remuneration Panels of Bedfordshire County Council, Mid Bedfordshire District Council and South Bedfordshire District Council for the purpose of making recommendations to the Shadow Council as to a scheme of Members' Allowances for the year commencing 1 April 2008.

4. Members of the Panel were duly appointed and meetings were held on 4 and 20 June. At those meetings the Panel considered information and evidence to assist in making their recommendations. These are set out in paragraph 13 of the report, a copy of which is attached as Appendix 1. There is a further Appendix, Appendix A to the report that provides details of the provisions of the recommended scheme together the rate for each of the allowances.
5. A further meeting of the Panel has been arranged to consider recommendations in respect of the financial year commencing 1 April 2009.
6. The financial implications of adopting the recommendations of the Panel are as set out below.

(a)	Basic Allowance	£nil
(b)	Special Responsibility Allowance	£204,147
(c)	NI Contributions at an average of 5%	£10,203
(d)	Dependants' carers' allowance	£1,000
(e)	Travelling and subsistence allowances	£62,000
(f)	Co-optees' allowance	£720
	Total financial implications	£278,070

Background Papers: None
Location of Papers: Not Applicable

Appendix 1

CREATING CENTRAL BEDFORDSHIRE

REPORT OF THE INDEPENDENT REMUNERATION PANEL

4 JUNE 2008 and 20 JUNE 2008

1. Membership of the Panel

1.1 In accordance with the decision of the Shadow Council at its inaugural meeting on 10 April 2009, (Minute SC/08/9), the under-mentioned persons, each being a member of an independent remuneration panel established to advise one of the three combining authorities, were appointed for the purpose of making recommendations to the Shadow Council in respect of a Scheme of Members' Allowances.

Panel Member	Appointing Authority
Mr C Bell	Mid Bedfordshire District Council
Dr R Bender	South Bedfordshire District Council
Mrs K Johnson	Bedfordshire County Council
Mr G Lambert	Bedfordshire County Council
Mrs P Mathieson	South Bedfordshire District Council
Mr A Painter MBE	Mid Bedfordshire District Council

1.2 Officers in attendance

Stephen Cooke	Mid Bedfordshire District Council
Devina Lester	Bedfordshire County Council
Rob Mills	South Bedfordshire District Council

2. Meeting Held 4 June 2008

2.1 With the exception of Dr R Bender, who submitted apologies, all Members of the Panel were in attendance at the meeting.

3. Appointment of Chairman

3.1 As members of the Panel had not previously met together it was agreed to appoint a Chairman for the meeting. Mr C Bell was then proposed, seconded and elected to take the Chair for the meeting.

4 Background Information

- 4.1 The Panel were presented with a report explaining that the Bedfordshire (Structural Changes) Order, 2008 established a single tier of local government in Bedford and Central Bedfordshire as from 1 April 2009. The Order placed a duty on Central Bedfordshire Shadow Council to prepare and adopt a Scheme of Members' Allowances, for its own Members, in accordance with the Local Authorities (Members' Allowances) Regulations 2003 (The 2003 Regulations).
- 4.2 In addition the Shadow Council were required by the Order to formulate proposals for a Scheme of Members' Allowances to be adopted by Central Bedfordshire Council as from 1 April 2009.
- 4.3 The 2003 Regulations imposed a requirement that before an authority makes or amends a scheme of allowances, it shall have regard to the recommendations made to it by an independent remuneration panel. The report explained that the first duty of the Panel would be to make recommendations in respect of the allowances for the Members of Central Bedfordshire Shadow Council, for the period from the commencement of the Structural Changes Order on 28 March 2008 until 31 March 2009. The Members of the Shadow Council would for that time be all of the Members of Mid and South Bedfordshire District Council together with those Members of Bedfordshire County Council, representing electoral divisions within Mid and South Bedfordshire.
- 4.4 It was explained that until 31 March 2009, all of the 124 Members of the Shadow Council would continue to receive allowances in accordance with the Scheme of Members' Allowances adopted by the Council in respect of which the Member was elected.
- 4.5 The Panel were provided with the following information to assist in both their consideration of a Scheme of Members' Allowances for the Period of the Shadow Council and at future meetings in respect of a Scheme of Members' Allowances for the year commencing 1 April 2009:-
- (a) A summary of the statutory guidance issued by the Secretary of State when the 2003 Regulations came into force.
 - (b) A Draft Scheme of Members' Allowances covering all of the provisions that the 2003 Regulations require to be included within a Scheme, such as provisions for renunciation, part-year entitlements, suspension and repayment of allowances, claims and payments and the various categories of allowance that may be included within a scheme.

- (c) The Schemes of Members' Allowances for the year commencing 1 April 2008 in respect of:-
 - (i) Bedfordshire County Council
 - (ii) Mid Bedfordshire District Council
 - (iii) South Bedfordshire District Council
- (d) A schedule providing a summary of the allowances within the above Schemes.
- (e) Background information as to the factors taken into consideration by each of the three independent panels advising the three combining authorities.
- (f) Details of basic and special responsibility allowances paid by all other authorities within the Audit Commission Family Group into which Central Bedfordshire had, for comparison purposes, been placed.
- (g) A schedule setting out the observations of those Members of Central Bedfordshire Shadow Council who had responded to a request for information and evidence as to the additional time and effort involved as a result of their duties as a Member of the Shadow Council.

5. Member Interviews

- 5.1 The Panel then heard personal presentations from a number of Members of the Shadow Council, including the Leader, Deputy Leader and Chairman of the Shadow Council as to the time commitment involved in the work of creating Central Bedfordshire within the one year period available.
- 5.2 Members of the Panel asked questions of each Member of the Shadow Council attending the meeting to make a presentation. The Panel was grateful to all Members for the assistance they were able to give and in particular to the Leader of the Shadow Council who was able to explain and answer questions concerning the relationship between the Shadow Executive and the Transitional Task Forces that had been established to provide both an overview and advice on policy development for the new authority.

6. Adoption of a scheme

- 6.1 At this stage the Panel considered the draft Scheme as mentioned in Paragraph 4.5(b) above and in particular:-
 - (a) Approved duties as set out in Schedule 2 to the Scheme.

- (b) Travelling and Subsistence Allowances. The Panel felt that it would be appropriate to adopt the rates for both travel and subsistence approved by the National Joint Council for Local Government Staff as from 1 April 2008. These allowances are as set out in Schedule 3 to the Scheme
- (c) Dependants' Carers' Allowances. The Panel noted that the Mid Bedfordshire Scheme had recently been revised to offer a higher rate of allowance to any Member who had the need to arrange specialist care for a dependant relative. The Panel considered it appropriate for the Mid Bedfordshire rates, as set out in Schedule 4 to the Scheme, to be included within the Scheme for Central Bedfordshire Shadow Council.

7. Formula for the Calculation of Allowances

- 7.1 The Panel noted that the Schemes of Members' Allowances for both Mid and South Bedfordshire District Councils were calculated by a formula and that in both Schemes the financial element had been linked to the daily rate fixed by the Local Government Association (LGA).
- 7.2 The daily rate compensated members for attending day-long meetings and reflected the median annual increase in average pay rates, based upon male non-manual average earnings. It was noted that the daily rate for 2008/09 stood at £142.77.
- 7.3 The Panel also noted that in the statutory guidance issued by the Secretary of State, it was mentioned that some element of the work of Members should be considered as voluntary and that some hours should not be remunerated. The Panel debated for some time the figure that should be included within a calculation formula to take account of the voluntary nature of the duties of Members. It was decided that a figure of one third would be an appropriate deduction to reflect the voluntary nature of the duties.

8. Basic Allowance

- 8.1 Having noted the comments of those Members who submitted representations as to the time and effort involved in being a Member of the Shadow Council, together with the information provided by those Members of the Shadow Council who attended the meeting to make a presentation, the Panel felt that there was no evidence to suggest that there was any significant additional time or effort required of all Members that was sufficient to justify the payment of a basic allowance. The Panel concluded that the basic time commitment of all Members was limited to attendance at three or possibly four meetings of the Shadow Council together with meetings of their political group and three or four half day training and development sessions.

8.2 Given the limited time commitment for all Members of the Shadow Council and that all would be paid an allowance by the authority of which they were a Member, the Panel felt it inappropriate to make a basic allowance available to all Members.

9. Special Responsibility Allowances

9.1 The Panel considered the Special Responsibility Allowance (SRA) that should be recommended to the Shadow Council for payment to the Leader of the Council. It was noted that the Leader estimated a time commitment equivalent to approximately four days each week on business connected to the establishment of Central Bedfordshire Council. Allowing for holidays the Panel considered that the allowance should be based on 192 days but reduced by 33.33% to reflect the voluntary nature of the duties of Members. The resulting figure when multiplied by the LGA daily rate would equal £18,275. The Panel considered whether a further reduction should be made in recognition of the fact that the Leader would continue to receive a Leader's SRA from her existing authority until 31 March 2009, but concluded that no such reduction should apply as her Central Bedfordshire responsibilities were additional to her district council responsibilities.

9.2 The Panel considered ranking, as a percentage of the Leader's SRA, the other positions for which payment of a SRA may be appropriate but felt that they had insufficient information to complete this task. The Panel requested Officers to gather further information from Members concerning the time commitment for each of the positions that they felt should be considered for the payment of a SRA.

9.3 The meeting was then adjourned and it was agreed that a further meeting of the Panel would be held on 20 June at 1.00pm at Priory House to consider the additional evidence requested in order that all recommendations could be finalised in time for a report to be made to the meeting of the Shadow Council due to be held on 8 July 2008.

10. Re-convened Meeting Held 20 June 2008

10.1 The following Members of the Panel were in attendance

Mr C Bell	Mrs P Mathieson
Mrs K Johnson	Mr A Painter MBE
Mr G Lambert	

10.2 An apology for absence was received from Dr R Bender.

10.3 Officers in attendance:-

Stephen Cooke	Mid Bedfordshire District Council
Devina Lester	Bedfordshire County Council
Rob Mills	South Bedfordshire District Council

11. Ranking of Positions of Special Responsibility

- 11.1 The Panel received a schedule setting out the observations of Members following a request for additional information relating to the responsibilities of the key post holders during the transition year.
- 11.2 The Panel noted that following a meeting of the Shadow Executive and Transitional Task Force Chairmen on 11 June, it had been agreed that after an intensive period of Task Force meetings between May and the end of July, meetings would be less frequent and focused upon monitoring progress against action plans.
- 11.3 In relation to the position of Chairman of the Shadow Council it was noted that no Civic Allowance had been provided for the current financial year and that given the importance of this post in bringing together the Members of the Shadow Council, the payment of a special responsibility allowance would be appropriate and should be based upon the three scheduled meetings of the Shadow Council.
- 11.4 In relation to the position of Deputy Leader of the Shadow Council and Vice Chairman of the Shadow Executive, the Panel noted the exceptional circumstances that existed during the transition period together with the unusually high number of Members. The Panel considered that whilst the Deputy Leader was not associated with a portfolio, the position would be highly influential in the creation of Central Bedfordshire Council on 1 April 2009 and the special responsibility allowance for the transitional year should reflect this.
- 11.5 The Panel understood the statutory basis of the scrutiny function and the importance of this work but noted the limited number of meetings arranged for the civic year. The recommendation as to the level of the special responsibility allowance for the Chairman of the Scrutiny Committee was therefore based upon the number of meetings scheduled for the transitional year.
- 11.6 The Panel felt unable to make recommendations concerning special responsibility allowances in respect of the following posts where it was considered that there was insufficient evidence to demonstrate significant additional responsibilities:
- (a) Scrutiny Committee Vice-Chairman
 - (b) General Purposes Committee Chairman
 - (c) Standards Committee Chairman
 - (d) Appointments and Appeals Committee Chairmen
 - (e) Minority Group Leaders
 - (f) Vice Chairman of the Council

12. Background to the Recommendations

12.1 In making the recommendations set out below, the Panel wished it to be noted that these were made in recognition of the exceptional circumstances that existed due to the formation of the Shadow Council and its duty to make preparations for Central Bedfordshire Council as from 1 April 2009. The recommendations were made to reflect the structure created by the Shadow Council during the transition period. During that time responsibility for the provision and delivery of services would remain with existing authorities and all Members of the Shadow Council would continue to receive allowances from those authorities.

12.2 For those reasons the recommendations could not be considered as a guide or precedent as to level of Members' Allowances that may be recommended for the year commencing 1 April 2009.

13. Recommendations

That the Central Bedfordshire Shadow Council adopt a Scheme of Allowances for the period commencing 1 April 2008 and ending 31 March 2009, as follows:-

- (a) That the general provisions of the Scheme be as set out in Appendix A to this report.
- (b) That there be no basic allowance paid to Members of the Shadow Council during the financial year 2008/09.
- (c) That the following posts be paid a Special Responsibility Allowance at the rate indicated:

	Position	Percentage of Leader's Allowance	
(i)	Leader of the Council and Chairman of the Shadow Executive		£18,275
(ii)	Deputy Leader and Vice Chairman of the Shadow Executive	75%	£13,706
(iii)	Executive Member (Portfolio Holder) x 6	60%	£10,965
(iv)	Executive Member (without Portfolio) x 4	40%	£7,310
(v)	Scrutiny Committee Chairman	2%	£366
(vi)	Lead Members of Transitional Task Forces x 6	20%	£3,655
(vii)	Other Members of Transitional Task Forces x 30	10%	£1,828
(viii)	Chairman of the Council	2%	£366

- (d) That Members be limited to the receipt of one Special Responsibility Allowance in respect of Central Bedfordshire work. Should a Member hold more than one position for which a Special Responsibility Allowance is payable, the Member may choose which of the Special Responsibility Allowances shall be paid.
- (e) That the Approved Duties for the payment of travelling and subsistence allowances be as set out in Schedule 2 to Appendix A.
- (f) That the rates for Travelling and Subsistence Allowances be as set out in Schedule 3 to Appendix A.
- (g) That the rates for Dependents' Carers' Allowances be as set out in Schedule 4 to Appendix A.
- (h) That the Co-opted Members' Allowance be at the rate of £120 per meeting or training event.

Appendix A

Creating Central Bedfordshire

Members' Allowances Scheme

MEMBERS' ALLOWANCES SCHEME

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CENTRAL BEDFORDSHIRE COUNCIL MEMBERS' ALLOWANCES SCHEME

The Central Bedfordshire Shadow Council, in exercise of the powers conferred by The Bedfordshire (Structural Changes) Order 2008 and The Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. The Scheme

This scheme may be cited as the Central Bedfordshire Shadow Council Members' Allowances Scheme, and shall have effect for the financial year commencing on 1 April 2008.

2. Definitions

In this scheme,

2.1 "Councillor" means a member of the Central Bedfordshire Shadow Council who is a Councillor;

2.2 "The first Shadow Period" means the period commencing on 1 April 2008 and ending on 31 March 2009.

2.3 "Co-opted Member" means a person appointed by Central Bedfordshire Council to serve as a member of a Committee.

3. Basic Allowance

There shall be no basic allowance paid to Members during the period covered by this Allowances Scheme.

4. Special Responsibility Allowances

4.1 For the first shadow period a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the shadow authority that are specified in Schedule 1 to this scheme.

4.2 Subject to paragraph 5, 6, and 7 the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

4.3 No Member of the Shadow Council may receive more than one special responsibility allowance.

5. Renunciation

A Councillor may by notice in writing, given to the Interim Monitoring Officer, elect to forego any part of his or her entitlement to an allowance under this scheme.

6. Part-year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic, and special responsibility allowances where in the course of the first shadow period this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 6.2 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, then in relation to each of the periods
- 6.2.1 beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- 6.2.2 beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,
- the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under the scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the first shadow period.
- 6.3 Where a Councillor has during part of, but not throughout, the first shadow period such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlements shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the numbers of days in that year.
- 6.4 Where this scheme is amended as mentioned in sub-paragraph 6.2 and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2.1 of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

7. Suspension/Repayment of Allowances

7.1 The Interim Monitoring Officer, in consultation with the Chairman of the Shadow Council, is authorised:-

7.1.1 to withhold payment of allowances to any Councillor who is suspended or partly suspended in accordance with the provisions of Part III of the Local Government Act 2000;

7.1.2 to seek repayment of allowances paid to a Councillor in respect of any period during which the Councillor concerned is suspended, partly suspended, has ceased to be a Councillor, or is in any other way not entitled to receive the allowance paid to him or her.

8. Claims and Payments

8.1 A claim for any travelling, subsistence or dependants' carers' allowances under this scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.

8.2 A claim for an allowance under paragraph 8.1 above shall include, or be accompanied by, a statement signed by the claimant that he or she has not made and will not make any other claim in respect of the matter to which his or her claim relates.

9. Payment of Allowances

9.1 Payments shall be made

9.1.1 in respect of special responsibility allowances, subject to subparagraph 9.2, in instalments of one-twelfth of the amount specified in this scheme on the same day of each month as that on which payment is made by the Member's existing authority.

9.1.2 in respect of travelling, subsistence and dependants' carers' allowances, on the same day of each month as that on which payment is made by the Member's existing authority, in respect of claims received on or before the third working day of that month.

9.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

10. **Travelling and Subsistence**

Details of, and entitlement to, travelling and subsistence payments in respect of approved duties are set out in Schedules 2 and 3.

11. **Dependants' Carers' Allowances**

Details of, and entitlement to, dependants' carers' allowances are set out in Schedule 4.

12. **Co-opted Members' Allowance**

Each person appointed to a Committee of Central Bedfordshire Council as a Co-opted Member shall be paid each year an allowance of £120 for each meeting or training and development session that they attend.

13. **Annual Review**

This scheme will be reviewed by an independent remuneration panel in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, prior to 1 April 2009.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, together with the amounts of those allowances:-

	£
Leader of the Council	£18,275
Deputy Leader & Portfolio Holder	£13,706
Executive Member (Portfolio Holder) x 6	£10,965
Executive Member (without Portfolio) x 4	£7,310
Scrutiny Committee Chairman	£366
Lead Members of the 6 Transitional Task Forces	£3,655
Other Members of the 6 Transitional Task Forces (30 Members)	£1,828
Chairman of the Council	£366

SCHEDULE 2

APPROVED DUTIES

- A. Attendance at meetings of the Forums below is an approved duty for the purpose of the payment of travelling and subsistence allowances:

Shadow Council.

Shadow Executive, Committees, Sub-Committees, Joint Committees and Panels.

Site meetings where duly authorised.

Transitional Task Forces and similar bodies.

In-house Seminars or training.

Meetings (when representing the Shadow Council) with other Authorities, Organisations, etc. or specific visits arranged by the Shadow Executive, a Committee or Task Force in respect of its functions.

Meetings with the External Auditor concerning management matters.

- B. The following shall be approved duties for the purpose of paying travelling and subsistence allowances:-

- (a) Meetings of Group Leaders.
- (b) Meetings of Chairmen, Vice-Chairmen, Leader and Deputy Leader and Portfolio Holders.
- (c) Chairman's Briefing meetings for Shadow Council, Shadow Executive, Committees, Task Forces etc. for Chairmen and Vice-Chairmen, Portfolio Holders, other Members of the Executive, Lead or Deputy Lead Members (or their representatives).
- (d) Individual or joint formal meetings between the Members holding the following offices; Chairmen, Vice-Chairmen, Leader, Deputy Leader, Portfolio Holders, Executive Members, Group Leaders, Lead or Deputy Lead Members with the Interim Head of Staff, Interim Monitoring Officer, Interim Chief Finance Officer or their representative or Officer Service Group Lead Officers to discuss official Shadow Council business.
- (e) Attendance at any training course, seminar or conference for which such attendance is specifically related to preparations for the creation of Central Bedfordshire Council.
- (f) Attendance at the Council Offices for newly elected Members for such matters as the signature of Declaration of Acceptance of Office and having photographs taken.
- (g) Undertaking Civic visits as Chairman or Vice-Chairman of the Shadow Council (or substituting for either office-holder).

SCHEDULE 3

TRAVELLING AND SUBSISTENCE

Travel by Member's Own Car

If the use of a member's own vehicle (i) results in substantial saving of his/her time, or (ii) is in the interests of the council, or (iii) is otherwise reasonable, a member may claim:-

	per mile
For a car or motorcycle not exceeding 999 cc	42.9p
For a car or motorcycle exceeding 999 cc but not exceeding 1199 cc	46.9p
For a car or motorcycle exceeding 1199 cc	58.7p

If a member conveys other members, up to a maximum of four (to whom a travelling allowance would be payable, he/she may claim an additional 3p per mile for the first passenger and 2p per mile for the second and each subsequent passenger.

A member may claim the actual amount spent on parking fees, and expenses incurred for the purpose of overnight parking whilst away from home. Receipts must be obtained and included with the claim.

Travel by Public Transport or Rail

The ordinary or any concessionary fare may be claimed. Advantage should be taken of cheap or concessionary rates whenever reasonably practicable.

Travel by Other Means – Taxi, Hire Car, Pedal Cycle etc.

Claims for taxi journeys 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.

Where journeys are by pedal cycle the allowance will be at the rate of 20p per mile.

Subsistence Allowances (from 1 April 2008)

Members may claim the amounts actually spent up to those shown below:-

Breakfast allowance (more than 4 hours away from normal place of residence before 11 am)	£6.28
Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime between noon and 2.30 pm)	£8.65
Tea allowance (more than 4 hours away from normal place of residence including the period 3 pm to 6 pm)	£3.42

Or

Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm)	£10.72
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When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, 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.

The limitations on reimbursement are:

- (a) for breakfast, an absence of more than 4 hours, before 11 am.
- (b) for lunch, an absence of more than 4 hours, including the period between 12 noon and 2 pm.
- (c) for dinner, an absence of more than 4 hours, ending after 7 pm.

SCHEDULE 4

DEPENDANTS' CARERS' ALLOWANCES

A Member may claim a Dependants' Carers' Allowance in accordance with the provisions set out below:-

1. The rate payable for Dependants' Carers' Allowance shall be decided upon the following criteria:-
 - (a) where care is required for children or is of a non-specialist nature for dependant relatives, £5.52 per hour;
 - (b) where specialist care services are required, and the Interim Monitoring Officer is satisfied that such care is necessary, the hourly rate will be up to £16.56 per hour.
2. *Councillors shall be reimbursed up to a maximum of 12 hours per week, in respect of provision of care for any of the following who are at the time part of the claimant's household living with him/her and would normally be looked after by him/her, whilst the claimant is undertaking an approved duty*.*

(*NOTE: "Approved duty" is a duty under Schedule 2 of the Council's Members' Allowances Scheme)

 - Children under the age of 14
 - Elderly persons (aged 60 or over)
 - People with disabilities
 - People with learning disabilities
3. In addition to living as part of the claimant's household, the dependant must be unable to be left unsupervised by the carer.
4. *Only one claim may be allowed per household for any given period of time.*
5. *The rates referred to in 1 above shall be the **total** maximum payable per hour and not payable **per** dependant.*
6. *The claimant must produce a receipt for payments he/she has made and must sign a form to state that the costs were properly and necessarily incurred in the course of, or to permit, him/her undertaking his/her duties as a Councillor.*