

CARLISLE CITY COUNCIL

Report to:- **The Mayor and Members of The City Council**

Date of Meeting:- **10 September 2002**

Agenda Item No:-

17

Public	Policy	Delegated: Yes
---------------	---------------	-----------------------

Accompanying Comments and Statements	Required	Included
Environmental Impact Statement:	No	No
Corporate Management Team Comments:	No	No
City Treasurers Comments:	Yes	Yes
City Solicitor & Secretary Comments:	No	No
Head of Personnel Services Comments:	No	No

Title:- **PROPOSED MEMBERS' ALLOWANCES SCHEME FROM
1ST APRIL 2002**

Report of:- **The City Treasurer**

Report reference:- **Financial Memo 2001/02 No 47**

Summary:-

The City Treasurer to present proposals for the new Scheme of Members' Allowances to operate from 1st April 2002, subject to approval of Financial Memo No. 30 on the subject of members telephones arrangements, which is considered elsewhere on the agenda.

Recommendation:-

The Council is recommended to approve the attached Scheme of Members Allowances to be operative from 1st April 2002, subject to:

- (i) Having approved the recommendations contained in Financial Memo 2003/04 No 30, which is considered elsewhere on the Agenda.
- (ii) Noting that should the pay award for staff not be agreed as set out in the report, then the scheme will need to be revised to reflect the actual pay award agreed.

Contact Officer: Angela Brown

Ext: 7280

Note: In compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in Part from the following papers: FM 2002/03 No 30 and various consultations with the IRP.

CITY OF CARLISLE

To: The Mayor and Members of
The City Council
10 September 2002

Financial Memo
2002/03 No 47

PROPOSED MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2002

1. INTRODUCTION

- 1.1 This report presents proposals for a proposed new Members Allowances Scheme to be effective from 1st April 2002. The proposed new scheme is attached as an **Appendix** to this report.

2. BACKGROUND

- 2.1 Members of the Council considered Financial memo No 3 on 18th April 2002, which set out the amendments proposed to the scheme of Members Allowances for 2002/03 as recommended by the Independent Remuneration Panel (IRP).
- 2.2 In effect the recommendations were that there should be no changes to the allowances previously determined, other than the allowances would be index linked to the Council's annual salary increase for staff once agreed. This is dealt with further in Paragraph 3.
- 2.3 The IRP also recommended that the Council should further consider the issue of provision of information to Members and particularly whether a second telephone line should be provided. This is dealt with further in Paragraph 4.

3. ANNUAL INDEX LINK TO STAFF PAY AWARD 2002/03

- 3.1 The IRP recommendation is that the Members Allowances should be index linked to the annual salary increase for staff in any given financial year. Proposals for the pay increase for staff have now been received from ACAS but which are subject to a consultation period for both the employer and the trade unions, ending on 16th September 2002. The headline proposal for the majority of staff is as follows:

From 1 st April 2002	– 3% increase
From 1 st October 2002	– 1% increase
From 1 st April 2003	– 3.5% increase (will apply to 2003/04 allowances).

- 3.2 It is considered that rather than having two sets of allowances for 2002/03 to reflect the staged increases proposed, that an average rate of 3.5% be applied for the full financial year. This would have a minimal impact on the allowances payable. The Members Allowances Scheme attached as an Appendix reflects this average percentage increase.
- 3.3 Obviously, should employers and employees not agree the pay award, then the allowances will need to be amended to reflect the agreed pay award and brought back to Council for approval.

4. TELEPHONE ALLOWANCES

- 4.1 Financial Memo 2003/04 No. 30 is elsewhere on the Agenda for Members consideration. The Corporate Resources Overview and Scrutiny Committee on 1st August, and the Executive on 12th August have previously considered the report and recommend that the option of increasing the basic allowance to £3,800, and deleting the reference to telephone allowances be approved. The Members Allowances Scheme attached as an Appendix reflects the additional £100 to the Basic Allowance.
- 4.2 If Council do not agree the recommendations in Financial Memo 2002/03 No. 30, then the allowances will need to be amended and brought back to Council for approval.

5. RECOMMENDATION

The Council is recommended to approve the attached Scheme of Members Allowances to be operative from 1st April 2002, subject to:

- (i) Having approved the recommendations contained in Financial Memo 2002/03 No 30, which is considered elsewhere on the Agenda.
- (ii) Noting that should the pay award for staff not be agreed as set out in the report, then the scheme will need to be revised to reflect the actual pay award agreed.

D THOMAS
City Treasurer

Contact Officer: Angela Brown

Ext: 7280

City Treasury
Carlisle
29 August 2002

CITY OF CARLISLE

CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME

Carlisle City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, [as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 1995] and [the Local Authorities (Members' Allowances) (Amendment) Regulations 2001] hereby makes the following Scheme.

1. This Scheme may be cited as the Carlisle City Council Members' Allowances Scheme, and shall have effect for the period set out in ***Schedule 1 to this scheme, until amended or revoked.***
2. In this Scheme, 'Councillor' means a member of the Carlisle City Council who is a Councillor.

3. Independent Remuneration Panel (IRP)

The Council is required by the Local Authorities (Members Allowances (England) Regulations 2001 to establish and maintain an Independent Remuneration Panel (IRP), which will broadly have the functions of providing the Council with advice on its scheme and the amounts to be paid. The IRP will make recommendations about the level of basic allowance for all Councillors, a recommendation about the special responsibilities for which a special responsibility allowance should be paid and the levels of those allowances, and a recommendation about childcare and dependent carer's allowance and the level of this allowance.

Any decision of the Council to amend, revoke or replace their scheme of allowances, and to make a new annual scheme must be taken having regard to the recommendations of the IRP. The function of agreeing and adopting a scheme is the function of the full Council.

Members should note that the former Department of Transport, Local Government and the Regions (DTLR) issued a consultation paper with respect to Members Travel, Subsistence and Conference Allowances, and Pension arrangements, to which the City Council responded in October 2001. To date no further information has been received regarding progress with the issues raised.

4. Basic Allowance

Subject to paragraph 12, a Basic Allowance shall be paid to each Councillor ***at the annual rate specified in Schedule 1 to this Scheme.*** The allowance shall be paid in monthly instalments on the 15th day of each month.

5. Special Responsibility Allowances

Subject to paragraph 12, a Special Responsibility Allowance shall be paid ***at the annual rate specified in Schedule 1*** to those Councillors who hold the special responsibilities in relation to the City Council as are specified in that Schedule. The allowance shall be paid in monthly instalments on the 15th day of each month. No Councillor shall be entitled to be paid more than one Special Responsibility Allowance at any one time and in the event that a Councillor undertakes more than one Special Responsibility at a time, then the entitlement shall be to the Special Responsibility Allowance of that Councillor's choice.

6. Telephone Provision / Miscellaneous expenses

No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified ***in Schedule 1***.

7. Conference Allowances

A Conference Attendance Allowance shall be paid to each Councillor ***at the rate for the periods and conference locations specified in Schedule 1*** in respect of each occasion on which a Councillor attends a Conference or Meeting which qualifies for the payment of such an allowance under the terms of Section 175 (amended) of the Local Government Act 1972.

8. Dependant Carer's Allowances

A Dependant Carer's Allowance shall be payable based upon a reimbursement of actual receipted costs of ***up to the rate per hour specified in Schedule 1*** to any Councillor who incurs expenditure in respect of the care of their children or dependent relatives, whilst undertaking the qualifying duties specified in ***Schedule 1***.

9. Subsistence Allowances

Subsistence Allowances shall be payable in accordance with ***the scales detailed in Schedule 1***, in respect of the qualifying duties specified in that Schedule by reference to the period of absence from home or place of work as appropriate. A deduction from Subsistence shall be made in respect of any meal provided by way of hospitality or as part of the attendance without cost to the Member, at the maximum rate published in relation to the equivalent ad hoc meal.

10. Travel Arrangements

Members will travel by Public Transport where reasonably possible. Where Members travel by rail, they shall be entitled to travel at Standard Class rates, and the City Treasurer will issue a rail warrant for the journey.

Where a Member undertakes a journey by car then reimbursement shall not exceed ***the mileage rates specified in Schedule 1***.

Travel by Air will only be authorised and paid on the conditions and rates set out ***in Schedule 1***.

11. Travel Abroad

When travelling beyond the United Kingdom, the Member in consultation with the organising department and the City Treasurer, should ensure as far as practical that the arrangements are made for accommodation to be provided on a fully inclusive basis as a direct charge to the City Council. Where this is not practical, the City Treasurer will determine an appropriate scale of allowance having regard to the nature of the event, the location, and the published scales relating to Senior Civil Servants undertaking duties abroad in the location concerned.

12. Town Twinning

When Members visit Flensburg or Slupsk or participate in other approved activities beyond the United Kingdom in circumstances when no other entitlement to a Conference Attendance or full Subsistence Allowance arises, then an out of pocket expense allowance equivalent to ***30% of the non London 24 hours subsistence rate in respect of each complete 24 hour period*** spent in the host city, shall be claimable.

13. Part Year Entitlements

- (i) The provisions of this paragraph regulate the entitlement of a Councillor to a Basic or Special Responsibility Allowance, where, in the course of a year, this Scheme is amended, or a 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.
- (ii) 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, or if a Councillor accepts or relinquishes a Special Responsibility Allowance, then the entitlement to the allowance shall be in proportion to the number of days entitlement to each allowance relative to the number of days in that year.
- (iii) If an amendment to this Scheme changes the amount payable by way of a Conference, Dependant Carer's or Subsistence Allowance or to the rates of travel entitlement, the entitlement to such an allowance or payment shall be to the amount under the scheme as it has effect when the duty was carried out.
- (iv) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic or Special Responsibility Allowance shall be in proportion to the number of days of his term of office, relative to the number of days in that year.

14. Renunciation

A Councillor may by notice in writing given to the City Treasurer elect to forego any part of his entitlement to an allowance under this Scheme.

15. Annual Review of Allowances

The Basic Allowance, Special Responsibility Allowance, Dependent Carer's Allowance and Conference Allowance shall be index linked to the Council's annual salary increase for staff, and submitted annually for approval by Council.

Travel and Subsistence rates are set at the maximum rates as laid down by the Secretary of State.

16. Claims and Payments

- (a) A claim for any Conference, Dependant Carer's or Subsistence Allowance or to reimbursement of travel expenses under this Scheme shall be made in writing within **two months** of the date of the meeting in respect of which the entitlement arises.
- (b) A claim for Conference, Dependant Carer's or Subsistence Allowance or to reimbursement of any travel expenses, shall be on the form provided by the City Treasurer and shall include a statement by the Councillor making the claim that he or she is not entitled to receive remuneration, reimbursement or any allowance claimable from another body in respect of the matter to which the claim relates, otherwise than under this Scheme.
- (c) Where a payment of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in a Councillor receiving more than the amount to which by virtue of Paragraph 12 he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled. In the event of a Councillor no longer holding a Special Responsibility, or ceasing to be a Councillor, the amount of any allowance that has been overpaid will be recovered.

17. Chief Officers

Chief Officers shall be subject to the same terms and conditions in respect of subsistence as relate to Members. Chief Officers shall be entitled to travel by First Class rail but in the instance of a Chief Officer having the facility of a leased car, the entitlement to reimbursement is restricted to the equivalent leased car mileage rate.

18. Guidance Notes

Guidance Notes which are produced to assist Councillors, and which do not form part of the regulations are set out in **Appendix 1** to this document.

SCHEDULE 1

1. Basic and Special Responsibility Allowances (SRA)

The following are specified as the **Basic and Special Responsibility Allowances** which shall be payable at the **Annual** rates specified below *for the period commencing 1st April 2002 until revoked or amended:-*

	BASIC £	SRA £	TOTAL £
Leader of the Council	3,933	14,490	18,423
Deputy Leader	3,933	9,060	12,993
Executive Portfolio Holder	3,933	5,430	9,363
Chair Development Control Committee	3,933	3,624	7,557
Chair of Licensing Panel	3,933	906	4,839
Chair of Standards Committee	3,933	906	4,839
Chairs of Appeals Panel (3)	3,933	906	4,839
Chair of Chief Officers Panel	3,933	0	3,933
Chair of Overview and Scrutiny Management Committee	3,933	3,624	7,557
Chairs of Overview and Scrutiny Committee (3)	3,933	3,624	7,557
Minority Group Leaders:			
- Less than 4 members	3,933	0	3,933
- 5 to 9 members	3,933	1,812	5,745
- 10 to 14 members	3,933	2,718	6,651
- Over 14 members	3,933	3,624	7,557
All other Council Members	3,933	0	3,933

Notes

- (i) No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor, except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified above
- (ii) No Councillor shall receive more than one Special Responsibility Allowance.

2. Conference Allowance

Each such Conference Allowance shall be paid at the following rates:

(i) For Conferences not necessitating an overnight absence from Carlisle

A payment of £23.13 in respect of all conference attendances.

(ii) For Conferences necessitating an overnight absence from Carlisle

A payment at the rate of £46.26 in respect of up to the first 24 hours of absence, increased by £23.13 in respect of each additional 12 hours or part thereof.

All attendances to include reasonable time travelling to and from home or place of work.

3. Dependant Carer's Allowances

A carer's allowance of up to £4.65 per hour (i.e. actual expenditure incurred up to a maximum of £4.65 per hour) will be paid for care of dependents whether children, elderly person's or people with disabilities, to those Members representing the Council on approved duties (see paragraph 6). The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable where the care is provided by a member of the claimant's own household.

4. Travel

Members will travel by Public Transport where reasonably possible.

Rail Travel – the amount of the ordinary Standard Class fare at the cheapest rate available for the journey wherever possible.

Taxi Cab - in cases of urgency or where no other form of public transport is reasonably available the amount of the actual fare and any reasonable gratuity paid - in any other cases the amount of the fare for travel by appropriate public transport.

Private Motor Vehicle - the maximum of the rates specified by the Secretary of State from time to time for the cubic capacity of the car used for the journey up to 250 miles round distance. Any distances paid over 250 miles will be reimbursed at the petrol element.

The current relevant rates are as set out below:

National Maximum Rate:

Up to 900c.c	= 34.6p
1000 to 1199c.c	= 39.5p
Over 1200c.c	= 48.5p

Petrol Element:

7.6p	per mile
8.29p	per mile
9.12p	per mile

Air - the rate for 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 conference attendance allowance and subsistence allowance consequent on travel by air. Where the saving in time is so substantial as to justify payment of the fare for travel by air, the amount paid shall not exceed:

- 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 the case of urgency, the fare actually paid by the member

Other Costs - The rates detailed above may be increased by not more than the amount of any necessary expenditure incurred on tolls, ferries or parking fees including overnight garaging.

5. **Subsistence**

No subsistence will be payable for carrying out approved duties in the City of Carlisle area.

Where expenditure on subsistence is necessarily incurred in the performance of an 'approved duty' out with the Carlisle area, an allowance not exceeding the following maximum rates laid down by the Secretary of State may be claimed as set out below:

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11 a.m.) £4.92;
- (b) Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2 p.m.) £6.77;
- (c) Tea allowance (more than 4 hours away from normal place of residence including the period 3 p.m. to 6 p.m.) £2.67;
- (d) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 7 p.m.) £8.38.
- (e) In the case of an **absence overnight** from the usual place of residence. £79.82

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. £91.04

* For the purposes of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and the City of Westminster.

Any rate determined under paragraph (e) above shall be deemed to cover a continuous period of absence of 24 hours. These rates replace the allowances set out under paragraphs a) to d).

The rates specified in paragraphs (e) should be reduced by the equivalent amount specified at (a) to (d) above in respect of any **meal provided free of charge** by an authority or body or by way of hospitality in respect of the meal or the period to which the allowance relates.

6. Qualifying Approved Duties

(i) **For payment of Travel and Subsistence and Dependent Carer's Allowance:**

- Attendance at any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group to which the Member has been appointed in an official capacity.
- Attendance as the Council's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of the Member).
- Attendance at a Group meeting preceding any meeting of the full Council.
- Attendance by the Chair, Vice Chair or Executive Member for the purposes of a briefing prior to a meeting of any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group.
- Attendance at Parish Council meetings within the City Councillor's Ward (Travel only).
- Attendance at a properly organised and advertised surgery for the Councillor's own Ward (Travel only).

(ii) **For payment of Conference Allowances:**

- Attendance at Conferences and Meetings that have been convened by bodies external to Local Government (other than bodies convening it for trade, business or party political purposes) for the purpose of discussing matters that relate to the interests of their area or inhabitants. No payment will be made for Conferences held within the City of Carlisle area or in respect of an attendance at a meeting of a body to which the member has been appointed as the Council's representative.

GUIDANCE NOTES –CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME

These notes are produced to assist elected Members in submitting their claims and do not form part of the regulations.

1. ALLOWANCES FROM MORE THAN ONE AUTHORITY OR BODY

Membership of more than one authority or body may involve the Member in attendance at separate meetings of or the performance of other approved duties, for more than one such authority or body during the course of any 24 hour period.

If a Member who is a member of more than one authority or body attends a qualifying meeting then any claim for a Conference Allowance, Carer's Allowance or Travel and Subsistence, shall be made only against the authority nominating their attendance.

2. PAYMENT OF ALLOWANCES

One-twelfth of the basic allowance and/or the special responsibility allowance shall be paid monthly on the pay date on or preceding the 15TH of each month, in respect of that calendar month.

Claims for Conference or Dependent Carers' Allowances should be made **within two months** of the date of the meeting and be submitted to the City Treasurer by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

An advice note detailing the amount of each payment and the cumulative position during the fiscal year to date will be forwarded to the Member's home address.

Payment will be made each month

3. PAYMENT OF DEPENDENT CARER'S ALLOWANCE

Expenditure incurred by a Councillor for the care of their children or dependent relatives whilst undertaking particular duties shall be reimbursed to a maximum amount **detailed in Schedule 1**, for such reasonable period of the absence giving rise to the claim including reasonable travelling time to and from the meeting.

- (i) Each Councillor who wishes to claim a Dependent Carer's Allowance will register their intention to do so (on a form designed for that purpose available from the Payments and Administration Section of the City Treasurer's Department), together with the broad details of the circumstances and dependents giving rise to the claim. This initial registration must be approved by the City Treasurer, and can be undertaken at any time during a Councillor's membership of the Council.

- (ii) Thereafter, each individual claim will be made on a Dependent Carer's Allowance Claim form and submitted to the Payments and Administration Section. A valid invoice must accompany all claims.

4. **TRAVELLING ALLOWANCES**

Claims for reimbursement of travelling costs should be made **within two months** of the date of the meeting and be submitted to the City Treasurer by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

Please note that Receipts must be provided for Public Transport fares and other expenses in order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

Councillors should note that if they use their own vehicle for the purpose of Council business (including attendance at Council meetings), they should ensure that they are fully covered for business purposes on their motor vehicle insurance policy (see also section 11).

5. **SUBSISTENCE ALLOWANCES**

Claims for subsistence should be made **within two months** of the date of the meeting and be submitted to the City Treasurer by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

Receipts must be retained in order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

6. **MISCELLANEOUS PROVISIONS**

The Council also provides the following services for Members;

- i. Visiting Cards.
- ii. Reimbursement of costs personally incurred by Members in hiring accommodation for surgeries
- iii. An individual training budget of £215 per Member as part of the Personal Training and Support Budget.
- iv. The provision of home based computer facilities to assist Members in the performance of their role as Councillors and in representing and assisting their constituents.

7. **INCOME TAX ON BASIC, SPECIAL RESPONSIBILITY AND CONFERENCE ALLOWANCES**

- 7.1 Allowances are taxed under Schedule E. Deductions will be made from attendance allowances in accordance with the Members' tax code: Tax Code B.R. means that tax will be deducted at the basic rate which is currently **22%**, a Member will then be able to claim tax allowances from the Inland Revenue in respect of expenses incurred.
- 7.2 In determining the liability to tax, allowances will be made for expenses agreed between the Member and the Inland Revenue. Basic Allowance is designed to include an element for miscellaneous expenditure on postage, telephones etc.
- 7.3 Members should take up the question of allowable expenses with their Inspector of Taxes.
- 7.4 Council Members liable to pay income tax at the higher rate should advise Payment Services accordingly, in order that a correct notice of coding can be obtained from the Inland Revenue.
- 7.5 All taxation matters relating to allowances are centred at Bootle and any queries should be referred to the following address, quoting tax reference No. NW1 083/100:

Bootle Merseyview
Taxpayer Service Office
The Triad
Stanley Road
Bootle
Merseyside L75 2YY
Tel. No. 0151 300 0000

7.6 **INCOME TAX ON MILEAGE**

All business miles will be reported to the Inland Revenue at the end of the tax year and may incur a tax liability.

8. **NATIONAL INSURANCE MATTERS INCLUDING THE EFFECT OF RECEIVING ATTENDANCE ALLOWANCES ON RETIREMENT AND OTHER BENEFITS**

- 8.1 Unless otherwise instructed, the Council is required to deduct Class 1 National Insurance contributions from allowance payments for **£385.00** and above per month.
- 8.2 A Member may apply to the Department of Works and Pensions (DWP) (formerly Department of Social Security, DSS) for deferment of Class 1 contributions on his/her attendance allowance in order to avoid overpayment of NI at the end of the year. If deferment is accepted an instruction will be sent from the DWP to the City Treasurer not to deduct Class 1 contributions for the current year. (This will be

relevant to Councillors in full-time employment whose earnings are close to or exceed the ceiling for NI contributions).

- 8.3 Persons over minimum pension age (man 65, women 60) need pay no contribution, whether or not they are receiving a pension, but must obtain a certificate of age-exemption to pass to the City Treasurer.
- 8.4 If you do not fall into any of these categories, then the DWP strongly advise that you visit their local office to establish your position. They say that because of the large variety of individual circumstances it is difficult to set out everybody's position. They also stress that the National Insurance regulations put the onus on each individual to find out his/her position.
- 8.5 The DWP have requested that Members be reminded that the receipt of attendance and dependent carers' allowances may affect any benefit that they are receiving, and amounts received must be declared to the local office. If Members elect to forego any part of their entitlement to an allowance, this will be disregarded when calculating entitlement to many benefits and the Member is treated as still in receipt of the Allowance. Again, it means a visit to your local Benefits Agency office if you are affected. The local Department of works and Pensions office is at Rufus House, Castle Street, Carlisle. Telephone No. Carlisle 829700.
- 8.6 The level of reimbursement currently payable for business mileage may incur a NI liability.
- 8.7 Council Members who currently pay National Insurance up to the Upper Earnings Threshold in an employed position should apply to the DWP for a form RD950 in order that they are not subjected to NI payments on their Council earnings. These forms are renewable each taxable year.

9. **METHOD OF CLAIMING**

- 9.1 National Insurance contributions will be calculated on a monthly basis and it would be helpful if Members could complete claims for Conference Allowances, travel and subsistence so that each calendar month is entered on a separate claim.
- 9.2 National Insurance is calculated by reference to the date and payment period in which payment is made. Members should therefore try to ensure that they submit a claim for payment each month. Failure to submit claims on a monthly basis may result in the Member paying more National Insurance than they would otherwise, ie receiving a large payment covering a period of several months may result in a higher liability arising.

10. **STATUTORY SICK PAY**

- 10.1 Members who are required to make National Insurance contributions in respect of Allowance payments are entitled to receive Statutory Sick Pay (SSP). This entitlement extends to women who pay the reduced National Insurance

contribution. Members who are exempt from paying National Insurance contributions are not eligible for SSP.

- 10.2 SSP is payable only if average 'monthly' earnings (i.e. Allowances, telephone rental and NI'able mileage) are above the lower earnings limit at which National Insurance contributions become payable (**currently £325.00**). If a Member does qualify then the entitlement on average earnings of **£325.00** and above would be **£62.20** per week of sickness.
- 10.3 Any SSP entitlement paid by the City Council is quite independent of any entitlement a Member may have from any other employment. SSP is payable for the first 28 weeks of sickness and is subject to income tax and National Insurance contributions.
- 10.4 Since allowance payments are irregular, the entitlement (if any) of an individual Member will depend on a number of factors/calculations. SSP is payable only on the production of medical evidence.
- 10.5 Members under the age of 65 (men) and 60 (women) who are subject to national insurance deduction from their allowances and who are ill for a period of four consecutive days (including Saturday, Sunday and Bank Holidays) are therefore advised to contact Mrs Karen Thomson on 817272 no later than the fourth day. They will be advised as to whether or not they will be entitled to SSP and if so the procedures that they are required to follow. Any delay in notification may affect the entitlement.

11. **INSURANCE COVER FOR COUNCILLORS IN UNDERTAKING THEIR DUTIES**

- 11.1 The basic level and details of the insurance cover provided by the Council for Members in undertaking their duties is as detailed below. Members are covered by the Council's insurances whilst undertaking their official Council duties (whether those duties qualify as Approved Duties or not). However, as with any other insurance policy, various conditions and exclusions apply to each policy. If Members require any further details or guidance, they should contact the Council's Insurance and Risk Management Officer, **Brian Little on 817275**.

(i) Employers Liability

Limit of Indemnity £30,000,000

(ii) Public Liability

Limit of Indemnity £25,000,000

Libel and Slander included within this cover but with a reduced limit of indemnity of £1,000,000

(iii) Professional and Officials Indemnity (including Outside Bodies Cover)

Limit of Indemnity £2,000,000

NB. Exclusions on this policy include:

- Liability in respect of surcharge by the District Auditor or other competent body.
- Other Criminal Acts

(iv) Personal Accident

- Employees - Capital Sum Benefit Only (3 times Annual Earnings)
- Members - Capital Sum Benefit - £100,000
Temporary Total Disablement - £200 per week
Temporary Partial Disablement - £100 per week

(v) Outside Bodies Cover

Contingency insurance cover is provided for Councillors appointed by the Council to serve as the Council's representative on Outside Bodies. This cover will come into effect in the event that claims are made against the Council in the absence of the Outside Body having insurance cover.

A list of the Outside bodies currently covered is attached.

12. SOURCES OF HELP

Telephone

- 12.1 Town Clerk and Chief Executive's Department
Peter Stybelski - Town Clerk & Chief Executive 817001
John Egan - City Solicitor & Secretary 817004
Ian Dixon - Chief Administrative Officer 817033
- 12.2 City Treasurer's Department
Douglas Thomas - City Treasurer 817299
Angela Brown – Head of Financial Services 817280
Nicola Mitchell – Payments & Admin Manager 817271
Karen Thomson - Asst. Payments & Admin Manager 817272
- 12.3 Department of Works and Pensions
Rufus House, Castle Street, Carlisle
Telephone, Carlisle 829700
- 12.4 Income Tax Office
All queries should be referred to the following address, quoting **reference 083/100**:
Bootle Merseyview
Taxpayer Service Office
The Triad
Stanley Road
Bootle
Merseyside L75 2YY
Telephone No. 0151 300 0000

List of Outside Bodies (as at April 2002)

Outside Body

Age Concern - Carlisle and District General Committee
Age Concern - Cumbria District Forum
Anchorage Centre Management Committee
Belah Community Centre Management Committee
Belah Primary School Governors
Belle Vue Infant School Governors
Belle Vue Junior School Governors
Bishop Goodwin Nursery and Infant School Governors and Bishop
Botcherby Community Centre Management Committee
Brackenhill Trust - Board of Trustees
Brampton Community Association General Committee
Brook Street School Governors
Caldew Lea School Governors
Care and Repair Carlisle - Hanover Housing Association
Carlisle and Eden Community Safety Strategic Group
Carlisle and Eden Valley Local Strategic Partnership
Carlisle Anti-Poverty Action Group
Carlisle Business Forum (Services) Limited
Carlisle Cares Awards Selection Panel
Carlisle Citizen's Advice Bureau Management Committee
Carlisle College Corporation
Carlisle Council for Voluntary Service
Carlisle Cycling Forum
Carlisle District Crime and Disorder Strategic Partnership Group
Carlisle District Health Group
Carlisle Education Business Partnership
Carlisle Educational Charity
Carlisle Health Alliance
Carlisle Law Centre Management Committee
Carlisle Police Sub-Division Community Liaison Committee
Carlisle Rural Action Group
Carlisle South Sure Start - Interim Steering Group

Outside Body

Carlisle Sports Council
Carlisle Tourism Executive Board
City Centre Management Working Group
Community Safety Forum
Conservation Area Advisory Committee
Croftlands Trust Management Committee
Cumbria Branch of the Local Government Association (NWLGA)
Cumbria Community Legal Services Partnership
Cumbria Inward Investment Agency Ltd
Cumbria Playing Fields Association
Cumbria Playing Fields Association - Executive Committee
Cumbria Rural Development Strategy Committee
Cumbria Strategic Partnership
Cumbria Sub-Regional Assembly Policy Committee (NWLGA)
Cumbria Superannuation Fund Forum
Cumbria Tourist Board - AGM
Cumbria Tourist Board General Council
Cumbria Valuation Tribunal
Cumbria Waste Management Environment Trust - Carlisle and Eden
Currock Community Centre Management Committee
Denton Holme Community Centre Management Committee
Drugs Reference Group
East Cumbria Community Health Council
East Cumbria Countryside Project
Elizabeth Fell Memorial Hall
European Union Committee of the Regions
Fluoridation of Water Supplies Working Group
Forward in Europe
Friends of Tullie House Museum and Art Gallery
Greystone Community Association
Hadrian's Wall Tourism Partnership
Hadrian's Wall World Heritage Site Management Plan Committee
Harraby Community Centre Management Committee
Health Forum

Outside Body

Impact Housing Association
Inglewood Infant School Governors
Inglewood Junior School Governors
Kingmoor Infant School Governors
Kingmoor Joint Venture Company - Kingmoor Park Properties
Kingmoor Junior School Governors
Local Authority World Heritage Forum
Local Economy Forum
Local Government Association - General Council
Local Government Association - Rural Commission
Local Government Association - Urban Commission
Local Government Information Unit
Longtown Community Centre Management Committee
Mary Hannah Almshouses Charity
Morton Community Centre Management Committee
Morton Park Primary School
Museums Association (Institutional Members)
National Association of British Markets Authorities
National Association of Councillors - Northern Branch
National Parking Adjudication Service Joint Committee
Newlaithes Infant School Governors
Newlaithes Junior School Governors
Newman R.C. School Governors
Newtown School Governors
Norman Street Primary School Governors
North Cumbria Health Action Zone Partnership Board
North Cumbria Technology College - Facility Management Committee
North Cumbria Technology College Management Group
North Pennines Partnership of Local Authorities
North West and North Wales Anti-Poverty Forum
North West Housing Forum
North West Local Government Association - Cumbria Sub-Regional
North West Local Government Association - Regional Assembly
North West Museums and Art Galleries Service

Outside Body

North Western Local Authorities Employers Organisation
Northern Arts
Northern Arts Local Authority Forum
Objective 2 and 3 Cumbria County Working Group
Partnership for Health Board
Pennine Way Primary School Governors
Petteril Bank Community Centre Management Committee
Petteril Bank School Governors
Quality Street Competition
Raffles Community Centre Management Committee
Raffles Single Regeneration Budget Board
Reserve Forces and Cadets Association for the North West of England
Robert Ferguson School Governors
ROOM, the National Council for Housing and Town Planning Northern
Settle - Carlisle Railway Development Company
Solway Coast AONB Joint Advisory Committee
St Martins College Governing Body
St. Bedes R.C. School Governors
St. Cuthberts R.C. School and Nursery Governors
St. Margaret Marys R.C. School Governors
Stanwix Community Association
Stanwix School Governors
Upperby Primary School Governors
Voluntary Action Cumbria
West Coast Rail 250
Yewdale Community Centre Management Committee
Yewdale School Governors