

APPENDIX B

12 MONTH ACTION FOLLOW-UP – REVIEW OF MEMBERS’ ALLOWANCES, PAYMENTS AND SUPPORT

<u>RECOMMENDATION</u>	<u>ACTION</u>
<p>Mobile Telephones</p> <p>That the Council formally adopts a policy not to issue mobile telephones to members and it should be specified that the costs of mobile telephone calls made on council business are covered within the basic allowance paid to all members.</p>	<p>Extract from the Guide to Members’ Allowances Scheme and other assistance –</p> <p><i>The Council does not provide Members with landlines, handsets, fax machines, mobile telephones or blackberries. Telephone costs are provided for in the level of Members’ Allowances.</i></p> <p>Note: The two mobile telephones that were outstanding in May 2009 were returned the following month.</p>
<p>ICT Support</p> <p>1. The principles of the Members’ Allowance Scheme relating to ICT be clarified.</p> <p>2. That review of ICT hardware purchased on behalf of members be undertaken and any outstanding amounts of money be recovered.</p>	<p>See relevant section in the Guide</p> <p>All outstanding amounts have been paid.</p>
<p>Car Park Season Tickets</p> <p>It is recommended that all members be reminded of the rules governing Car Park Season Ticket usage</p>	<p>Extract from the Guide to Members’ Allowances Scheme and other assistance –</p>

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	<p><i>Car park season tickets, for use when visiting the Town Centre on official Council business, are issued to Members on request. On receipt of a season ticket Members are asked sign a form acknowledging the limitations on use. Personal use of season tickets is not permitted and may jeopardise the tax free status of this facility.</i></p>
<p>Conferences and Courses</p> <ol style="list-style-type: none"> 1. That approval criteria be developed in conjunction with the Leader to ensure transparency and consistency of authorisations; this should include the expected costs. 2. That a booking for a conference or course is not made until appropriate approval has been obtained. 3. That a full audit trail be kept. 	<p>Extract from the Guide to Members' Allowances Scheme and other assistance –</p> <p><i>Requests for Members to attend any outside conference or course is forwarded to the Leader for approval. Members are required to complete a request form, available on the internet or from Members' Services, provide details of the course or conference (organiser, subject matter, venue, and cost) and their personal objectives in attending the event. If approved, the Member is notified and attendance is to be booked and arranged by the Members' Services Section so that any related expenditure may be accounted for centrally.</i></p> <p>A full audit trail is held by Members' Services.</p>
<p>Travel</p> <p>That a comprehensive policy for members' travel be produced.</p>	<p>Detailed in Guide</p>

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<p>Hotel Accommodation</p> <p>That new guidelines are published to cover the costs of accommodation and subsistence. The cost of alcoholic drinks should not be reimbursed.</p>	<p>Detailed in Guide, including the statement <i>'The costs of any personal items or services purchased e.g. newspapers, snacks from the mini-bar, will not be reimbursed, nor will the purchase of alcoholic drinks.'</i></p>
<p>Meals</p> <p>1. The rules governing meals for reimbursement and those provided in the Council offices be expanded and included in the new allowances scheme. The cost of alcoholic drinks should not be reimbursed.</p> <p>2. Food and refreshments should not be provided at any meeting which is political in nature</p>	<p>Details in the Scheme (also shown in the Guide). See quote above re. reimbursement of alcoholic drinks.</p> <p>The Council does not provide sandwiches etc. for meetings of a political nature.</p>
<p>Mileage Claims</p> <p>That an updated mileage reimbursement procedure be produced to remove ambiguity.</p>	<p>A list of those duties considered to be 'Council Business' and for which mileage can be claimed may be found as an appendix to the guide.</p>
<p>Members' Allowances</p> <p>That the Standards Committee consider whether the inclusion of other payments/reimbursements covered within this review</p>	<p>The Council complies with the statutory regulations on publishing payments under the scheme and from 2010/2011 will be</p>

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<p>should be published in line with best practice</p>	<p>publishing this information quarterly rather than only on an annual basis.</p>
<p>Mayor's Allowances</p> <ol style="list-style-type: none"> 1. That the allowance element for the Mayor be included in the next Independent Remuneration Panel (IRP) review. 2. That the principles underlying the payment of a lump sum at the start of the mayoral year be investigated. 3. That if it is deemed that a lump sum could be paid at the start of a mayoral year, it should be supported by appropriate receipts. 	<p>This will be brought to the attention of the IRP when the Scheme is next reviewed.</p> <p>The Mayor's Allowance is now, paid monthly on a pro-rata basis and is subject to tax and National Insurance, where appropriate. This allowance covers all incidental expenses incurred on Mayoral engagements, such as raffle tickets and collections.</p> <p>It is accepted that a Mayor (and his/her Mayoress/Consort) may, from time to time, need to purchase appropriate clothing to undertake their mayoral duties. The Mayor may claim up to £1,500 over their term of office. Reimbursement for individual expenditure will be paid on production of a relevant receipt(s). No more than £250 will be reimbursed for any one garment or suit.</p>
<p>Deputy Mayor's Allowance</p> <p>That the Deputy Mayor's allowance be included in the next Independent Remuneration Panel review.</p>	<p>This will be brought to the attention of the IRP when the Scheme is next reviewed.</p>

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<p>Vehicle Hire</p> <p>1. The provisions within the lease car agreement for the mayoral car be implemented at each occasion the car is unavailable due to servicing or maintenance.</p> <p>2. That a policy be developed (and an authorisation process created) for the provision of vehicle hire for members, based on the assumption that hire vehicles will only be permitted where the member is representing the Council and no other suitable transport is available or appropriate.</p> <p>3. That a principle should be approved to cover the attendance of the Mayor or one of his surrogates at functions or events.</p>	<p>On investigation it was established that the replacement car is only available in the event of breakdown and with a 24 hour delay. Also the replacement car is not like for like (usually a small 2 door hatchback) and is therefore deemed unsuitable to use for Chauffeur driven Mayoral engagements.</p> <p>This is set out in the 'Travel Claims' and 'Mayoral Car' section of the Guide.</p> <p>This is set out in the 'Mayoral Car' section of the guide</p>
<p>Carers' and Child Care Allowance</p> <p>That specific details of this allowance be included and promoted in the new Members' Allowances Scheme.</p>	<p>Detailed in the Guide</p>

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<p>Hospitality</p> <p>That the Standards Committee remind each Political Group Leader of the importance of keeping the declaration book up to date.</p>	<p>Detailed in the Guide and covered by the Borough Solicitor at his annual all member Briefing on the Code of Conduct and Members' Interests</p>
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