Chilterns Conservation Board

MEMBERS’ SCHEME OF ALLOWANCES

Scheme of Allowances

Introduction

1 This Scheme is governed by the Local Authorities (Members’ Allowances) (England) Amendment Regulations 2003.

2 Members of the Chilterns Conservation Board may claim basic allowances, special responsibility allowances, travelling and subsistence allowances for approved duties specified in this scheme.

3 “Year” means the 12 months ending with 31 March.

4 The Scheme has two Schedules attached which are:

   Schedule 1  Special Responsibility Allowances

   Schedule 2  Rates of Allowances

Creation and Amendment of the Scheme

5 This scheme comes into effect on 21st January 2005.

6 For changes in basic allowances and special responsibility allowances, new rates shall be payable from the date the amendment takes effect, in accordance with the Regulations.

7 The Board shall be responsible for amending the scheme, having regard to the recommendations of the independent remuneration panels of those authorities which make nominations to the Board.

Basic Allowances

8 The Board shall pay equally to each member of the Authority a basic allowance of an amount specified in Schedule 1.

9 Where the term of office of a member begins or ends in the course of a financial year entitlement will be apportioned in accordance with the Regulations.

10 Basic Allowances are paid in monthly instalments and subject to tax and national insurance deductions.
Special Responsibility Allowances

11 The Board shall pay each year to the members of the Board who are office holders and have special responsibilities by reason of the office(s) they hold, special responsibility allowances in accordance with Schedule 1.

12 Where a member takes up or relinquishes any post that carries a special responsibility allowance in the course of a financial year the entitlement will be apportioned in accordance with the Regulations.

13 One or more of the following categories of special responsibilities in relation to the Board must be met before special responsibility allowances may be paid:-

a  Presiding at meetings of Board, or a committee, or sub-committee of the Board;

b  Membership of a committee or a sub-committee of the Board which meets with exceptional frequency or for exceptionally long periods.

c  Exceptionally the Board may decided that representing the Board at meetings of or arranged by any other body; may qualify for a Special Responsibility Allowance at a rate to be determined at the time.

14 Special responsibility allowances are paid in monthly instalments and are subject to tax and national insurance deductions.

Approved Duties

15 Allowances are only payable to members of the Board for the following approved duties:

a  Attendance at a meeting of the Board;

b  Attendance at a meeting of any committee/sub-committee of the Board;

c  Attendance at a meeting of any panel, working party or other meeting authorised by the Board;

d  Attendance at a meeting of an association of which this Board is a member and to which the member has been appointed by the Board to represent it;

e  Attendance at seminars and conferences arranged by the Board;

f  Attendance at specific visits arranged by the Board;

g  Attendance at a meeting of the bodies or authorities upon which the member has been appointed by the Board;

h  Attendance while tender documents are opened in pursuance of any Standing Orders requiring a member to be present.
Travelling and Subsistence Allowances

General Provisions

16 The term “member” for the purpose of travelling and subsistence allowances applies to any person who is a member of the Board or who is a member of any committee, sub-committee or panel of the Board. The payment of these allowances is dependent upon the performance of an “approved duty” which is an attendance as a member at a meeting of the Board or of any other event approved by the body for the purpose of, or in connection with, the discharge of the functions of the body, or of any of its committees or sub-committees in connection with an approved duty.

17 The rates for travel and subsistence allowances are specified in Schedule 2.

Allowances are Maxima

18 The scales for all allowances are maxima and there is no obligation on any member to claim any or all of the allowances.

19 A member shall give notice in writing to the Chief Officer that he/she elects to forego any part of his entitlement to an allowance under the scheme.

Social Functions and Occasions

20 Members on occasions are invited or feel it necessary to attend functions or occasions which have a social element. No allowances are paid to members of the Board on these occasions unless the member is undertaking the performance of a positive duty and one of significant size, e.g. making a speech or distributing prizes, when travel and subsistence allowances may be paid. Merely to attend because the member is interested or represents people in the district is insufficient to justify payment of any allowances.

Conference Expenses

21 If attendance at a conference has been approved by the Board, conference expenses which are obligatory and outside the control of the member, will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of accommodation, meals and the like will only be met or reimbursed if it is part of the inclusive charge for the conference or it is a requirement of the conference or its organisers that the member should stay at a particular hotel.

22 Travel and subsistence allowances are payable where appropriate.

Avoidance of Duplication

23 A claim for an allowance under the scheme shall include, or be accompanied by, a statement signed by the claimant that no other claim has been, or will be made in respect of the matter to which the claim relates.
Records of Payments

24 Records of payments made to members are available for inspection free of charge.

25 A person entitled to inspect a record may make a copy of any part of it.

26 Details of total payments made to each member for basic allowance and special responsibility allowance shall be published as soon as practicable after the end of the year to which they relate.

Claim Forms

27 All information requested on the claim form must be provided, including details of start and finish times, journeys made and meetings attended. (It is always advisable for members to make contemporaneous notes in their diary to assist in the completion of claims.)

28 Members are expected to be economical, e.g. the shortest available route should always be used when making journeys from home to place of meeting.

29 Some journeys are best undertaken by public transport, e.g. London visits, out of area seminars/conferences. For journeys in excess of 100 miles return public transport should be used unless good reason can be shown.

30 Claims for expenses should only be made when actually incurred, i.e. rail/bus, taxis, and hotel accommodation. Receipts should be provided.

31 Claims for the same expenses (mileage, travel and subsistence etc) must not be made from more than one body (where meetings of more than one authority are being attended on the same day).

32 Claim forms should be completed and submitted to the Board’s offices preferably within seven working days after the end of each calendar month.

33 Payments for all allowances will be paid monthly in arrears on the submission of a claim form.
SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

<table>
<thead>
<tr>
<th>Position</th>
<th>Allowance (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC ALLOWANCE:</td>
<td>£653 per annum</td>
</tr>
<tr>
<td>SPECIAL RESPONSIBILITY ALLOWANCES</td>
<td></td>
</tr>
<tr>
<td>Chairman of the Board</td>
<td>£2180</td>
</tr>
<tr>
<td>Vice-Chairman of the Board</td>
<td>£545</td>
</tr>
<tr>
<td>Chairman of Planning Committee</td>
<td>£816</td>
</tr>
<tr>
<td>Planning Committee Member</td>
<td>£545</td>
</tr>
<tr>
<td>Chairman of the Executive Committee</td>
<td>£816</td>
</tr>
<tr>
<td>Executive Committee Member</td>
<td>£545</td>
</tr>
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</table>
## SCHEDULE 2

### TRAVEL AND SUBSISTENCE ALLOWANCES

<table>
<thead>
<tr>
<th>TRAVEL ALLOWANCES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a motor vehicles</td>
<td>40 pence per mile</td>
</tr>
<tr>
<td>b carrying passengers in vehicles</td>
<td>2 pence per mile per passenger</td>
</tr>
<tr>
<td>c motor cycles</td>
<td>24 pence per mile</td>
</tr>
<tr>
<td>d bicycles</td>
<td>20 pence per mile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSISTENCE ALLOWANCES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>£5.73</td>
</tr>
<tr>
<td>Lunch</td>
<td>£7.92</td>
</tr>
<tr>
<td>Tea</td>
<td>£3.13</td>
</tr>
<tr>
<td>Evening Meal</td>
<td>£9.80 Chargeable when working after 8pm only.</td>
</tr>
</tbody>
</table>