

EAST RENFREWSHIRE COUNCIL

25th March 2015

Report by the Deputy Chief Executive

SCHEME OF MEMBERS SALARIES AND EXPENSES 2015/2016

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a scheme of Members salaries and expenses for 2015/16.

RECOMMENDATION

2. The Cabinet approves the attached Scheme of Members Salaries and Expenses 2015/16.

BACKGROUND

3. The Council is required to consider and approve a scheme of members' salaries and expenses annually. The Local Governance (Scotland) Act 2004 Remuneration Regulations 2007 place responsibility for determining councillors' remuneration with Scottish Ministers. SSI 2015/17 was recently considered by Scottish Parliament who approved a 1% uplift in councillors' salaries for 2015-16 and this uplift is reflected in the proposed scheme.

REPORT

4. The attached Scheme of Members Salaries and Expenses for 2015/16 incorporates an updated timetable together with current rates of expense and conditions for their reimbursement. It also takes account of the recent review of Member's salaries included in SSI 2015/17 and includes revised rates of annual salaries which are payable from 1st April 2016.

RECOMMENDATION

5. The Cabinet approves the attached Scheme of Members Salaries and Expenses 2015/16.

C Innes, Deputy Chief Executive, Director of Corporate and Community Services

Further information is available from D Miller Head of Revenue Services, telephone 0141 577 3203.

EAST RENFREWSHIRE COUNCIL
SCHEME FOR MEMBERS' REMUNERATION AND EXPENSES
2015/2016

MEMBERS' REMUNERATION AND EXPENSES

CONTENTS

	PAGE
GUIDANCE NOTES	3
PAYMENT OF MEMBERS' SALARIES	4
APPROVED DUTIES	5
TRAVELLING EXPENSES	6 -7
SUBSISTENCE	8
TELEPHONE EXPENSES	9
CONFERENCES AND TRAVEL ABROAD	10
INCOME TAX, NATIONAL INSURANCE	11
TRAVEL AND SUBSISTENCE CLAIM FORM	
CONFERENCE CLAIM FORM	

GUIDANCE NOTES

1. Members are responsible for completing their own expenses claim forms and for signing the declaration on each form that the expenses have been necessarily incurred for the performance of eligible approved duties. **Members should, as far as possible, also ensure that cost implications are considered in decisions regarding expenses to be incurred and should where possible adopt the most cost effective mode of transport.**
2. All travel, subsistence and telephone call claim forms must be submitted to Members Services who will be responsible for checking that they have been properly completed. Members Services will sign the form in the box provided as evidence that the check has been carried out.
3. Travel and subsistence claims must include the following:
 - Date for which expense is claimed
 - Time of departure /arrival.
 - Detailed description of approved duty.
 - Expense items / Journey details.
 - Receipts for expenditure incurred.
4. Claims for travelling and subsistence in respect of conferences must be claimed on the conferences claim form which should then be submitted to Members Services. Where possible public transport should be used for all journeys. In cases where alternative transport was made available any claims will be reimbursed at the equivalent rate of this transport even if a member chooses to use a car.
5. Advances for conferences etc. can only be made up to seven days before departure and must be signed by the Member and an authorised signatory in Members Services.
6. When an advance has been made in respect of a conference a final claim form should be submitted as soon as possible thereafter. Advances will be recovered from the earlier occurring of next salary payment due or any subsequent payment in anticipation of which the advance was given.
7. Sample claim forms are included in this pack for information. Actual forms are available from Members Services.
8. **Expense Claims Timetable**

<u>To be Submitted to Members Services by</u>	<u>Pay Date Friday</u>
03.04.15	17.04.15
01.05.15	15.05.15
05.06.15	19.06.15
03.07.15	17.07.15
07.08.15	21.08.15
04.09.15	18.09.15
02.10.15	16.10.15
06.11.15	20.11.15
04.12.15	18.12.15
01.01.16	15.01.16
05.02.16	19.02.16
04.03.16	18.03.16
01.04.16	15.04.16

Expenses should be submitted to Members Services to allow transmission to Payroll no later than the Wednesday following the submission date. Claims must be fully completed, signed and dated. It is important that expenses claims are returned timeously so that they are recorded in the correct period.

PAYMENT OF MEMBERS' SALARIES

Basic Salary

Each Member of the Council will receive a basic salary of £16,726 per annum. This salary level has recently been reviewed by Scottish Ministers and will not change before April 2016. Payment of salary will be made on the third Friday of each month by a monthly payment of £1,393.83 subject to normal Income Tax, National Insurance and Pension Contribution deductions.

Senior Councillors

In terms of the 2007 regulations the Council has resolved to pay Senior Councillor Salaries to Members with special responsibilities. These Salaries will be paid under the same arrangements as basic salaries.

	ANNUAL SALARY £	MONTHLY PAYMENT £
Leader of the Council	27,878	2,323.16
Provost	20,909	1,742.41
Deputy Provost	18,817	1,568.08
Cabinet Members (6)	18,817	1,568.08
Chair of Audit and Scrutiny Committee	18,817	1,568.08
Chair of Planning Applications Committee	18,817	1,568.08

Payment of Salaries

Payment of salaries will be made automatically monthly into each Member's bank account on the third Friday of each month.

If a Member leaves office as a Councillor or ceases to be entitled to a Senior Councillor Salary, the payment due will be calculated on a daily basis from date of appointment to the date of demitting office. In such circumstances any overpayment will require to be repaid by the Member.

Prior to election, salaries will be calculated on a daily basis up to the appointed date.

APPROVED DUTIES

Attending or Undertaking:-

1. Meetings of Council, Cabinet and Committees.
2. Conference meetings or seminars etc. as approved representative of Council.
3. Meetings organised to inform members of any development or to assist members with personal development wherever held.
4. Political group meetings of the Council held within the East Renfrewshire area.
5. Meetings with officers of the Council.
6. Members' surgeries.
7. Local Area Forums, Community Councils and Parent Councils.
8. Duties as officer of political group.
9. Duties as Convener, Vice-Convener or Committee Chair.
10. Functions required as Leader or Depute Leader of administration.
11. Attendance at meetings of partner bodies as approved representative of Council.
12. Duties undertaken as a ward representative.

TRAVELLING EXPENSES

Public Transport – Reimbursement of Costs

Members may travel standard class by public transport, the cost of which will be reimbursed on production of a ticket except in the case of travel by air, where not more than the cost of the economy fare or any available cheap fare for travel by regular air service will be reimbursed, on production of a ticket. In cases of urgency where no such air service is available then the actual fare paid by the Member will be reimbursed on production of a ticket.

The production of tickets is required for all modes of public transport in order that appropriate supporting documentation can be produced to the Inspector of Taxes which he/she may demand under current legislation. Members will not be reimbursed on claims for travel by public transport unless they produce the appropriate ticket or receipt.

Zone Cards

Members who do not claim car mileage allowance, may at the Council's cost apply for a zone card, details of which may be obtained from Member Services . The zone card will cover journeys from their house or place of work to the Council's Headquarters by public transport and will as far as possible cover journeys within their wards.

Any Member in receipt of a zone card from the Authority will have details of this benefit submitted to the Inland Revenue at the end of each tax year. Tax may be levied on this benefit by the Inland Revenue.

Mileage Allowances

The only allowance which is available under the relevant Regulations is for mileage and the Regulations prescribe appropriate mileage rates.

car	-	45 pence per mile
passenger (approved duty)	-	5 pence per mile
motorcycle	-	24 pence per mile
bicycle	-	20 pence per mile.

Other Travelling Expenditure

The rates specified for car mileage may be increased by the amount of any expenditure incurred by tolls, ferries or parking fees.

No reimbursement will be made for the above costs unless receipts are produced.

The Council will not be responsible for any parking fines incurred.

Travel by Taxi

The rate for travel by taxi or private hire shall not exceed:-

In the case of urgency or where no public transport is reasonably available the amount of actual receipted fare.

In any other case the amount of receipted fare for travel by appropriate public transport.

Travel by Other Hired Motor Vehicle

The rate for travel by a hired motor vehicle other than a taxi or private hire car shall not exceed the lower of:-

The car mileage rate as stated above being the rate which would have been applicable had the vehicle belonged to the Member who hired it.

The cost of hiring a vehicle of less than 1200cc

In order to reclaim reimbursement the Member must provide an appropriate VAT receipt.

Travel by Council Car

Members should be aware that the Council is required to record and publish as part of the annual members' expenses exercise costs relating to the use of chauffeur driven cars. This will include costs incurred on such journeys by Provost, Deputy Provost and other Councillors being conveyed in the Council car.

SUBSISTENCE

Entitlement

Any Member is entitled to payment of subsistence claims where expenses are *necessarily incurred* and for which appropriate receipts are produced in carrying out approved duties which require continuous time involvements shown below.

Rates

These payments may not exceed maximum rates prescribed by Scottish Ministers.

MAXIMUM ALLOWANCE	AMOUNT	HOURS AWAY FROM HOME	PERIOD THAT MUST BE INCLUDED
	£		
Breakfast	8.00	3	No overnight subsistence.
Lunch	12.00	4	12 Noon to 2p.m.
Dinner	25.00	4	
Overnight stay with friends or family	25.00	24	Continuous absence which includes overnight stay.
Overnight Stay	110.00	24	Continuous absence which includes overnight stay.
Overnight stay London	131.00	24	Continuous absence which includes overnight stay.

Exclusions

- (i) In the case of breakfast, lunch and dinner no reimbursement can be claimed when a meal has been provided free of charge.
- (ii) In the case of an overnight stay the sum reimbursed shall be reduced in respect of any meal or accommodation provided free of charge.
- (iii) Where the Council books a conference which includes accommodation and subsistence no additional sums may be claimed by Members.

TELEPHONE EXPENSES

Telephone and Broadband Connections

Members can be supplied with telephone/internet facilities at home which are installed and paid for by the Council to facilitate access to the internet. **This telephone/internet facility should only be used for Council business, and Members will be asked to sign an undertaking to that effect.** Where this facility is provided no further telephone allowance is payable. Bills for this service are sent directly to the Council where Members Services are responsible for checking them for content before authorising payment. Members Services will provide copy bills for Members to retain and verify that calls billed were for business.

Some Members have chosen to use their own personal broadband connection for Council business and as the Council has made a cost effective solution available, members are not expected to claim for business use of this equipment.

Mobile Telephones

Members can be supplied with mobile telephones/tablets by the Council. **The use of these devices is controlled by the Council's mobile phone policy.** Members Services are responsible for accessing the bills and checking them for content. Members Services will provide advice to support Members to access the Billing Manager system operated by the Council's mobile phone provider. This system provides fully itemised records to allow Members to identify any personal calls and to reimburse the Council for their cost. The letter of undertaking issued by Members Services will also cover the use of mobile telephones/tablets.

CONFERENCES AND TRAVEL ABROAD

Conferences

Attendance at conferences requires to be approved in advance by the Director of Corporate and Community Resources or Head of Democratic and Partnership Services in consultation with the Leader of the Council.

Conferences have to be accounted for separately and accordingly there is a special conferences claim form.

In respect of conferences within the UK Members will be reimbursed according to normal rates for travelling and subsistence which will be subject to provision of appropriate receipts.

When the Council books overnight accommodation this should be at or below the Members' overnight allowance rate.

When the Council books a conference which includes accommodation and subsistence no additional sums may be claimed by Members.

Travel Abroad

In respect of travel outwith the UK, travelling expenses for the most appropriate form of transport and subsistence will be reimbursed provided details and receipts are produced.

INCOME TAX AND NATIONAL INSURANCE

Income Tax and National Insurance

Normal Income Tax and National Insurance rules are applied to salary payments, travel claims and telephone rental allowance.

Tax Relief

Members may wish to claim tax relief in respect of expenses which are not reimbursed by the Council e.g. expenses in connection with constituency work. Details of these expenses should be submitted normally at the end of the Tax Year, direct to HM Revenue and Customs. A form and guidance notes for this purpose will be available from the Payroll Section. If Members do not wish to make a claim in respect of such expenses no action need be taken.