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## SECTION A – FINANCIAL INFORMATION

### 1. Introduction

- 1.1 The remuneration of Councillors is set by the determinations of the Independent Remuneration Panel for Wales (IRPW). Whilst Councillors are not employees, the treatment of their remuneration for most purposes is the same as if they were employees.
- 1.2 This guidance provides Councillors with practical information relating to Councillors Allowances and any queries in the first instance should be directed to the Member Support Unit (MSU).

### 2. Councillors Salaries and Allowances

- 2.1 Part 6 of the [Council Constitution](#) contains the Members Allowances Scheme which sets out the current amounts of Salaries and Expenses set by the IRPW and the Allowances set by the Council.
- 2.2 Salary and Allowance payments are made monthly through the Employee Services system. They are paid automatically by bank credit transfer without any action required by Councillors.
- 2.3 The categories of Salaries and Allowance are shown below:
- Basic Salary;
  - Civic Salary;
  - Senior Salary;
  
  - Broadband and Telephone Allowance;
  - Care Allowance;
  - ICT Allowance;
  - Mobile Phone Allowance.

### 3. Salaries

#### 3.1 Basic Salary

- 3.1.1 The Basic Salary is paid for the basic responsibility of community representation and participation in the scrutiny, regulatory or related functions of Local Government at the time equivalent of 3 days per week, and remains payable during periods of family absence as defined under the Local Government (Wales) Measure 2011. Any time commitment beyond 3 days is an unpaid public service contribution. The current amount is set out in **Appendix A**.

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3.1.2 The Basic Salary is payable from the date on which a Councillor signs the "Declaration of Acceptance of Office" following election and ceases either on the fourth day after the election (LG Act 1972 S35 (1)) or on the date that the Councillor resigns from Office.

3.1.3 The Basic Salary payment shall end when a Councillor ceases to remain a Councillor.

### 3.2 Civic Salary

3.2.1 The Civic Salary, which includes the basic salary element, is paid for those Councillors who carry out Civic responsibilities that are distinct from Political or Executive roles. The Civic Head role encompasses a distinct 'First Citizen' leadership responsibility in representing the Council to a wide variety of civil society institutions and carries with it a requirement to exemplify, and promote, good citizenship. The current amount payable is set out in **Appendix A**.

3.2.2 The Civic Salary is payable from the date when Council appoint the Civic Head and / or Deputy Civic Head.

3.2.3 The Civic Salary payment shall end when a Councillor ceases to remain a Civic Head / Deputy Civic Head and/or ceases to remain a Councillor.

### 3.3 Senior Salary

3.3.1 The Senior Salary, which includes the basic salary element is paid to Cabinet Members and Qualifying Officeholders across the responsibility bands as the Council determines. The current amounts are set out in **Appendix A**.

3.3.2 Senior Salaries are payable from the date a Councillor is appointed by Council / Committee to a qualifying position.

3.3.3 The Senior Salary payment shall end when a Councillor ceases to remain in a position designated to receive a Senior Salary and/or ceases to remain a Councillor.

## 4. Allowances

### 4.1 Broadband and Telephone Allowance

4.1.1 The Broadband and Telephone Allowance is paid to those Councillors that use Broadband in order to carry out their role and responsibilities. The current amount is set out in **Appendix A**.

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- 4.1.2 In order to receive the Broadband and Telephone Allowance, a Councillor must provide evidence to the Cabinet Office / Member Support Unit that they actually receive and pay for a Broadband and Telephone Service. Such evidence must be provided on an annual basis.
- 4.1.3 A copy of the bill will suffice as evidence. The bill must be provided either:
- a) During March / April in a non-Local Government election year (The bill must be a bill that will show Broadband and Telephone provision from April of the relevant financial year); or
  - b) Within 3 months of them being elected as a Councillor.
- 4.1.4 Should a Councillor provide evidence outside of those periods referred to in 4.1.3 above then payments will be backdated by no more than 3 months providing the Councillor provides evidence that they were receiving and paying for a Broadband and Telephone Service during that period.
- 4.1.5 Only one Broadband and Telephone Allowance will be given per Councillor household.
- 4.1.6 Should a Councillor cease to remain a Councillor, the Broadband and Telephone Allowance will cease and any Broadband and Telephone contract taken out by the Councillor will remain the sole responsibility of the Councillor as will any repayments.

**Comment [Huw1]:** DS Cttee – 04.09.2013. Suggestion that this restriction be removed and a telephone allowance be allowed for each Cllr within the household.

No reason to amend the Broadband element.

## 4.2 Care Allowance

- 4.2.1 Councillors and Co-opted Members are able to claim a Care Allowance in respect of such expenses of arranging the care of children or dependants as are necessarily incurred in carrying out official business as a Councillor or Co-opted Member of that Authority providing that no payment is made:
- a) In respect of any child over the age of fifteen years or dependant unless the Councillor / Co-opted Member satisfies the Authority that the child or dependant required supervision which has caused the Councillor / Co-opted Member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a Councillor / Co-opted Member;
  - b) To more than one Councillor / Co-opted Member of the Authority in relation to the care of the same child or dependant;

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- c) Of more than one Care Allowance to a Councillor /Co-opted Member of the Authority who is unable to demonstrate to the satisfaction of the Authority that the Councillor / Co-opted Member has to make separate arrangements for the care of different children or dependants.

4.2.2 Further criteria on the payments may be found within the latest Independent Remuneration Panel for Wales' publication. The current amount which can be claimed is outlined in **Appendix A**.

4.2.3 The Care Allowance shall only be reimbursed upon the production of receipts from formal and informal carers for actual expenses incurred.

### **4.3 Information, Communication & Technology (ICT) Allowance**

4.3.1 The ICT Allowance is paid to Councillors in order that they purchase or utilise ICT equipment (such as a Desk Top, Laptop PC, Printer, and Software), peripherals (such as Storage, backup facilities and ink) and third party ICT support. The Authority does not provide such support. The current amount payable is outlined in **Appendix A**.

4.3.2 Cabinet, at its meeting on 15 December 2011, agreed the "Councillors ICT – May 2012 and Beyond" report. The report sets out in detail the ICT Allowance. The report was amended at Cabinet on 25 June 2013.

4.3.3 The ICT Allowance is split so that the bulk of the Allowance is paid following an Election and the remainder is paid over the remaining term of a Councillors term of Office. This allows Councillors to purchase their ICT equipment and relevant support packages.

4.3.4 The payment is only made for receipted ICT purchases.

4.3.5 Should a Councillor cease to remain a Councillor the ICT Allowance will cease and any contract taken out by the Councillor will remain the sole responsibility of the Councillor as will any repayments.

### **4.4 Mobile Phone Allowance**

4.4.1 The Mobile Phone Allowance is paid to qualifying members in order to supplement their mobile phone bills due their increased use for Council business. Qualifying Members are Cabinet Members, Chair of Council & the Leader of the Largest Opposition Group. The current amount payable is outlined in **Appendix A**.

4.4.2 The Mobile Phone Allowance is payable from the date when the Councillor is appointed by Council / Leader of the Council to a qualifying position.

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- 4.4.3 Should a Councillor cease to remain a qualifying member the Mobile Phone Allowance will cease and any contract taken out by the qualifying member will remain the sole responsibility of the qualifying member as will any repayments.
- 4.4.4 All Councillors shall pay for their own home telephone bills and mobile phone bills.

### 5. Foregoing of Salary and / or Allowance

- 5.1 Councillors may elect to forego their Salary and / or Allowance providing they give written notice (preferably by e-mail) to the Head of Democratic Services.
- 5.2 Social Security rules take into account any income that is available to Councillors even if a Councillor chooses not to take advantage of it. Thus, even though Councillors may elect to forego their Salary and / or Allowances, any relevant Benefits Agency etc. can treat Councillors as if they had been paid and reduce their benefits accordingly.

#### NOTE:

- Income Tax Guidance is outlined in Section 20;
- Social Security Benefits Guidance is outlined in Section 22.

### 6. Approved Duties

- 6.1 Councillors are able to claim for travel and subsistence expenses incurred when undertaking an 'Approved Duty' at rates not in excess of those fixed by the Independent Remuneration Panel for Wales (IRPW).
- 6.2 Approved duties are defined by the Independent Remuneration Panel for Wales (2014-2015 Annual Report).
- a) Attendance at a meeting of the Council or of any Committee or Sub Committee of the Council or of any other body to which the Council makes appointments or nominations or of any Committee or Sub Committee of such a body.
  - b) Attendance at any other meeting the holding of which is authorised by the Council or a Committee or Sub Committee of the Council, or a Joint Committee of the Council and one or more Councils, or a Sub Committee of such a Joint Committee provided that at least two members of the Council have been invited and where the Council is divided into political groupings at least two such groups have been invited.
  - c) Attendance at a meeting of any association of Councils of which the Council is a member.



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- d) Attendance at any training or development event approved by the Council.
- e) Any other duty approved by the Council or duty of a class approved by the Council for the discharge of its functions or any of its Committees or Sub Committees.

### 6.3 Examples where meetings would constitute an approved duty:

- 6.3.1 Meetings with Officers called to cover a specific item of Council business (including Electoral Division issues) at which there are at least the Chief Executive / Chief Officer or Head of Service present. These meetings ~~MUST~~ will have been 'summoned' i.e. either formally convened or requesting a Councillors attendance by letter or email. (This means that Councillors cannot simply turn up unannounced to attend an Officers meeting. The meeting must be pre-arranged and also must deal with a topic area covered by the approved duties, i.e. it cannot be political or personal).

**Comment [Huw2]:** DS Cttee – 04.09.2013. Suggestion that this restriction be amended to include more junior Officers within CCS i.e. Highways, Planning, Scrutiny etc.

- 6.4 **Attendance at Meetings** - Councillors must sign the Attendance Book and check the published minutes to ensure that their presence was recorded; otherwise they will be deemed not to have attended meetings. For ease of reference Councillors are required to print their name along with their signature.

- 6.5 **Representation on Outside Bodies** – Councillors are not allowed to claim for meetings of 'Outside Bodies' unless they are the named representative or the named substitute. In the event that a Councillor is requested by the whips to represent the Authority instead of the named representative or substitute then the Councillor concerned must ensure that the Head of Legal, Democratic Services and Procurement has been informed accordingly and authorised any claim. When claiming for attendance at Outside Bodies the onus is on the Councillor to be able to provide adequate evidence of attendance at the meetings claimed for. Members Support Unit / Cabinet Office will check all entries on claims.

### 6.6 Examples where meetings would **NOT** constitute an approved duty:

- Political, Political Group and / or Personal Meetings;
- Any Meetings to discuss private matters;
- Electoral Division Meetings where Officers are not present;
- An Invitation to a function;
- ~~Member only meetings (Scrutiny Panel meetings exempt);~~
- School Governors meetings (Unless you are appointed as the Local Authority (LA) Representative – See 6.7 below).

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- 6.7 In respect of School 'Governors' meetings any expenses incurred must be claimed direct from the school (LA Governor Panel meetings exempt).
- 6.8 In respect of Civic Duties for the Lord Mayor or Deputy Lord Mayor, these must be claimed for direct from the Lord Mayor's Office.

### 7. Travel Expenses

- 7.1 Councillors are able to claim for travel expenses incurred when undertaking an Approved Duty. Travel Expenses are paid in addition to the Basic, Civic and Senior Salaries.
- 7.2 The Member Support Unit (MSU) must make all bookings associated with travel requests on behalf of Councillors. Where possible, costs shall be covered by the use of the Authority's Corporate Purchasing Card.

### 8. Travel by Rail

- 8.1 Councillors will not be permitted to use First Class Rail Travel unless they have outlined a genuine business case in writing (preferably e-mail) to the Head of Financial Services. The Head of Financial Services will then review the request and decide accordingly.
- 8.2 Authorisation from the Budget Holder / Head of Service who will be paying for Rail Travel will be required in writing (preferably via e-mail) prior to any bookings being made by MSU.
- 8.3 Should the event which led to the need for Rail Travel be cancelled or the Councillor can no longer attend then the cost incurred by the Authority will still be attributed to that Councillor and reported to Council via the annual "Councillors Allowances and Expenses" report.
- 8.4 Incidental costs associated with rail travel, such as parking at stations, taxi, tube, etc. will only be reimbursed subject to production of receipts.
- 8.5 **Rail cards** can reduce the cost of travel. Rail Cards may be purchased for all eligible Councillors who intend travelling on the Council's behalf where it will reduce the overall cost to the Council. An eligible Councillor should provide all the necessary documentation for the relevant railcard to MSU who will obtain the railcard on the Councillors behalf. Privately purchased rail cards will be reimbursed providing it is deemed to be of benefit to the Authority.
- 8.6 Should a Councillor lose their Authority purchased Senior Railcard, the Councillor will have to pay the charge for a replacement.

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- 8.7 An Oyster Card has been purchased for Councillors to use for tube travel in London instead of having to purchase daily Travel Cards for this purpose. The Oyster Card can be “topped up” as and when necessary by Members Support.
- 8.8 Should a Councillor lose the Authority purchased Oyster Card they will have to pay the remaining balance currently on the card in order for a new card to be purchased.
- 8.9 Should a Councillor wish to repay any monies owed to the Authority in relation to travel, i.e. cancelled tickets, upgrading to first class travel or paying for a lost Railcard or Oyster Card then the payment MUST be by cheque or cash made payable to the City & County of Swansea (Salary deduction is not permitted).

### 9. Travel by Private Car

- 9.1 Councillors must consider what is the most cost effective and efficient form of travel prior to using their own car. The aim in determining appropriate travel arrangements is to seek the optimum match between the efficient use of time, a fair reimbursement of costs and the economical use of public resources. Distances will be calculated using the RAC Route Planner website (<http://route.rac.co.uk/>).
- 9.2 Councillors shall personally cover the cost of their travel:
- For direct journeys between their home and private place of work;
  - When attending any venue in a private capacity;
  - When undertaking their electoral division duties
- 9.3 For all mileage claims checked using the RAC Route Planner, distances will be rounded up if over 0.5 miles or down if less than 0.5 of a mile.
- 9.4 The Authority will hold a list of the distances relating to the most frequent or routine journeys undertaken by each Councillor (usually home to Civic Centre and return). This list will be reviewed and updated at the First Annual Meeting of Council following an election by the Members Support Unit using the RAC website. The next review will therefore be in May 2017.
- 9.5 Mileage Claims from qualifying address:**
- 9.5.1 **Single journeys:** Distances will be calculated using the Councillors home (or qualifying) postcode and the destination postcode.
- 9.5.2 **Return journeys:** Distances will be calculated by entering the Councillors home (or qualifying) postcode in both the “from” search

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field and the “to” search field. The Civic Centre (or destination) postcode will then be entered in the “add destination” option.

### 9.6 Mileage Claims from a Councillors Private Place of Work (excluding qualifying address) -

- 9.6.1 The maximum allowance for journeys from a Councillor’s workplace to the location of approved duty will be for the amount the Councillor would have claimed if they were travelling from their home.
- 9.6.2 If the distance from the workplace to the approved duty is further than the maximum in 9.6.1 above, Councillors can claim the maximum rate but must make this clear on their claim forms to avoid confusion.
- 9.6.3 If the distance from the workplace to the approved duty is shorter than in 9.6.1 above, the claim should be for the shorter journey (calculated postcode to postcode).

### 9.7 Site Visits - Councillors are expected to use the transport provided to attend Site Visits. Where the distance to the Civic Centre would be in excess of the mileage to the Site Visit itself a car can be used and mileage claimed for that shorter journey. Again this must be made clear on the claim form. Councillors should travel together where this is possible. **NOTE: Mileage cannot be claimed if transport is provided, unless otherwise agreed in writing by the Head of Democratic Services.**

9.8 Authorised **journeys** are reimbursed at the approved mileage rates for Councillors (see **Appendix A**) subject to 9.9 below.

9.9 **For journeys over 150 miles in total** (from a starting point of the Civic Centre, Swansea, SA1 3SN) then the Councillor should **consider the most financially viable and economic form of transport available**. If that Councillor chooses to use their own vehicle they would only receive the cost of the most financially viable and economic form of transport for that journey. If travelling outside of the Swansea & Neath Port Talbot areas, please check travelling arrangements with Members Support in advance of the journey as train travel may be cheaper.

9.10 **Incidental costs** (e.g. fuel, tolls, ferries and parking fees) will be reimbursed subject to production of receipts and the completion of a claim form. Relevant VAT receipts for fuel are required for all mileage claims and dates on receipts must reflect the period of the claim.

9.11 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use. The Authority will be unable to financially support Councillors in the event of an accident without comprehensive cover.

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### 9.12 Cancellations of organised train / air travel in preference of using your own car:

9.12.1 Attempts will be made to secure a refund for the tickets, however there is likely to be an administration charge and other associated costs (booking fee & credit card fee) which is not refundable. These charges will still be attributed to the Councillor on the end of year expenses reporting spreadsheet, unless the Councillor wishes to pay these fees back to the Authority via a cheque or cash (not via individual salary payment).

### 10. Travel by Hired Car

10.1 Councillors and Officers will hire a B Class vehicle (currently Ford Focus style of car). A larger style car may be booked depending on distance travelled and number of passengers in the car. Authorisation to hire a larger car must be obtained in advance in writing from the Head of Democratic Services.

### 11. Travel by Taxi

11.1 Travel by Taxi claims for journeys taken **within** the City and County of Swansea shall only be allowed with the production of a relevant receipt and with prior authorisation in writing from the Head of Financial Services.

11.2 Travel by Taxi claims for journeys taken **outside** of the City and County of Swansea shall only be allowed with the production of a relevant receipt and if it is a reasonable journey to have made i.e. from event to Train Station.

### 12. Travel by Air

12.1 The actual fare is payable in appropriate circumstances and Councillors should, therefore, consult the Monitoring Officer / Head of Legal, Democratic Services and Procurement in advance in each individual case. Flights will be arranged via the MSU. Councillors and Officers will travel Standard Class.

### 13. Travel by Bicycle

13.1 A cycling allowance will be available to Councillors as outlined in **Appendix A**.

### 14. Travel by Bus

14.1 Bus fares will be reimbursed subject to the production of the appropriate tickets.

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### 15. Subsistence

15.1 Councillors are able to claim for subsistence expenses incurred when undertaking an Approved Duty. Subsistence is paid in addition to the Basic, Civic and Senior Salaries **and are subject to the following rules:**

15.1.1 **Subsistence within the Authority's area** will **NOT** be paid.

15.1.2 **Subsistence for approved duties outside the Authority's area** are payable up to a maximum as shown in **Appendix A**. Payment will only be made for food and beverages. ~~Only one alcoholic drink with dinner will be reclaimable.~~ Claims for "incidental items" such as newspapers or alcoholic drinks with meals will NOT be allowed.

15.1.3 Subsistence is payable only where receipts are attached to the claim form. These must be itemised receipts not just a credit card receipt. **Claims without a receipt will not be authorised.**

15.1.4 Where meetings are held on the same day both inside and outside the Authority's area then subsistence is payable for the outside meeting only.

### 15.2 Inclusive Costs

15.2.1 Where seminar or conference fees paid direct by the Authority are inclusive of accommodation but do not include meals then any meals incurred will be paid at the approved rate as shown in **Appendix A**. Where meals are included, no additional Allowance will be paid.

### 15.3. Overnight Costs

15.3.1 Where an approved duty involves an overnight stay the accommodation must be organised via the MSU. If a train ticket, railcard, hire car or flight is required this must also be arranged via the MSU.

15.3.2 The circumstances in which it would be considered reasonable to stay overnight in order effectively to perform an approved duty, are as follows:

- Where the round trip is more than 250 miles and the relevant meeting / duty starts before 12.00 noon (for the night before) and / or where the relevant meeting / duty finishes after 4.00 pm (for the night after);
- Where the round trip is more than 500 miles and the relevant meeting / duty starts before 1.00pm and / or finishes after 3.00pm.

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15.3.3 Councillors should obtain prior written authorisation (e-mail) from the relevant Head of Service in relation to overnight expenditure. However, in extenuating circumstances e.g. snow, Councillors may have to incur overnight expenditure which may only be reclaimed with retrospective authorisation from the relevant Head of Service providing the relevant receipts are supplied.

### 15.4 Accommodation

15.4.1 Where hotel accommodation is to be booked in advance by Member Support, only accommodation which is classed as “refundable” will be booked. Bookings for non-refundable accommodation will not be allowed.

15.4.2 Accommodation will only be booked using a registered VAT Hotel / Guest House, etc, where a valid VAT receipt can be obtained.

## 16. Overseas Travel & Related Allowance

16.1 Councillors MUST gain authority from the Chief Executive prior to travelling abroad. A detailed itinerary of the trip giving the names of all people travelling, modes of transport between venues and specifying items of expenditure which have been paid in advance by the Authority or likely to be paid by the Authority or provided by an outside body must also be provided to the Chief Executive. In any cases of urgency, approval must be obtained under the Chief Executive’s delegated powers, exercised after consultation with the Leader of the Council.

16.2 **Travelling Allowances** - Whilst abroad reasonable travelling expenses will be determined by the Head of Legal, Democratic Services and Procurement in consultation with the Head of Finance. These may be claimed at actual cost. Normal rules will apply to any part of the trip within the UK.

16.3 **Foreign Currency** - To obtain foreign currency a Councillor can obtain a cash advance from Cashiers and arrange to have the money converted into the appropriate currency themselves. The receipt should be retained for submission with the appropriate paperwork. Any surplus money left over from an overseas visit must not be returned to the Authority as the cash advance amount has already been deducted from the Councillors salary.

16.4 **Subsistence Allowances** - Reasonable Subsistence Allowances for accommodation and meals if not included in the cost of the accommodation or otherwise provided, may be claimed at actual cost upon production of valid receipts up to a maximum as outlined in **Appendix A**.

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(**Note:** Receipts must be formal documents showing the name of the business, the date and the nature of the supply. Basic non-detailed till roll receipts are not acceptable).

### 16.5 Other Expenses

**Authority Business telephone calls** and any other valid business costs relating to the trip will only be paid on production of the relevant receipts.

## 17. Claim Forms and Claiming

- 17.1 **A blank claim form** for Travel and Subsistence can be found at **.Appendix B.**
- 17.2 Councillors must complete the claim forms themselves and all sections of the form must be completed. Errors must be initialled by the Councillor. The responsibility lies with the Councillor for the accuracy of the claim. Forms that are either illegible or incomplete will not be processed. All forms must be signed and dated by the Councillor.
- 17.3 When attending more than one meeting a day and claiming more than one journey, the times and place of 'commencement' and 'completion' of duties must be inserted for each and every journey.
- 17.4 Councillors claiming more than one return journey a day (as outlined in 17.3 above) must spend, either at home or work, a minimum period of 1 hour between each meeting. If the period between meetings spent at home or work is less than 1 hour then Councillors will only be entitled to claim one return journey.
- 17.5 Councillors must therefore judge whether it would be constructive whenever possible to remain within the area if meetings are within a reasonable period of one another. This also applies to rota visits. Councillors are requested where possible to visit establishments in the same vicinity at the same time.
- 17.6 All receipts for petrol, taxi fares, meals etc. must be retained and attached to the claim form.
- 17.7 The Claim Form will need to include the location of the meeting or activity being claimed for. For non routine journeys, postcodes to identify the start and end of each individual element of the journey is required.
- 17.8 Claims should be received by MSU / Cabinet Office no later than **5<sup>th</sup> of the month for payment on the 25<sup>th</sup> of the month** (or the previous working day if falling on a Saturday, Sunday or Bank Holiday). Validated expense forms will go to Employee Services by 9<sup>th</sup> of the month for payment.



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- 17.9 Claim forms must be submitted within a three month period (e.g. claims submitted at the beginning of December for payment in the December payroll should only be for September, October and November). Ideally Councillors should submit their claim forms on a monthly basis.
- 17.10 If MSU / Cabinet Office receive confirmation that a member was not present at a meeting that they are claiming for, that entry will be removed from the Councillors claim form and the Councillor will be notified by e-mail in order to provide alternative evidence if appropriate. MSU / Cabinet Office will counter-sign the claim form to show these changes.
- 17.11 If a Councillor attempts to claim more mileage than set by Council, the MSU / Cabinet Office will amend the mileage to the maximum level approved by Council and inform the Councillor by e-mail of this change. MSU / Cabinet Office will counter sign the claim form in relation to these changes.
- 17.12 Councillors need to keep an accurate record of expenses claimed to avoid duplication of claims.

### **17.13 Welsh Local Government Association (WLGA)**

- 17.13.1 Councillors are required to submit all claims on the relevant forms for WLGA duties direct to the Authority for payment. These claims (blue form) must be submitted as soon as possible in order for the Authority to reclaim the amounts from the WLGA on a monthly basis.

### **17.14 Checking of Travelling and Subsistence Allowances Claim Form**

- 17.14.1 The Cabinet Office / Member Support Unit will check:

- Attendance Records at Outside Bodies and Officer meetings
- Checks on other unclear entries

- 17.14.2 The Employee Services Section will check arithmetic and supply of receipts.

### **17.15 Cash Advances**

- 17.15.1 Cash advances of Travelling and Subsistence Allowances can only be obtained if the amount is £56 or over and must be authorised by the Head of Finance. The cash advance can then be made via the Cashiers Office.
- 17.15.2 Any unused monies from a cash advance must **not** be returned to the Authority (Cashiers) but kept by the Councillor as the original advance amount has already been deducted from their salary.

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### 18. Car Parking Permits

- 18.1 As a result of a scheme introduced by Cabinet in January 2011, Councillors will have to apply for a permit to enable them to park in Council car parks, whilst on Council duties. (For further information please see <http://staffnet/index.cfm?articleid=48826>.)
- 18.2 Councillors are entitled to reclaim the cost incurred for their car parking permit by using the reclaim form in **Appendix C**. If Councillors re-claim this charge it will be included on the Councillors Annual Allowances & Expenses spreadsheet which is presented to Council and published on the City & County of Swansea website.
- 18.3 £25 will be charged to replace a lost car parking permit.

### 19. Interests, Gifts and Hospitality of Councillors

- 19.1 Information on Interests, Gifts and Hospitality of Councillors is laid out within the Council Constitution under Council Procedure Rules and within the Councillors Code of Conduct or by following the link <http://www.swansea.gov.uk/index.cfm?articleid=23172?Lang=eng>

### 20. Income Tax

- 20.1 Basic Salaries, Civic Salaries and Senior Salaries are taxable. Councillors shall be automatically taxed at the basic rate under the normal Pay as you Earn (PAYE) system. However, Councillors should contact the Employee Services Section for a P46 form if they feel they are entitled to Allowances against this income.
- 20.2 Additionally, Councillors should contact the Employee Services Section if they are aware they should be taxed at a rate higher than the basic rate.
- 20.3 Currently there is no "profit" element on Mileage due to the fact that the Council pays the rate determined by the IRP as outlined in **Appendix A**. As it is deemed there is no profit, no end of year report is submitted.

### 21. National Insurance Contributions

- 21.1 Since the current levels of Councillors Allowances (**Appendix A**) exceeds the current lower earnings limit for all Councillors under 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth), there is a liability for Class 1 National Insurance contributions at the standard rate.
- 21.2 Married women and certain widows who have exercised their right not to pay the full rate will need to produce their reduced liability certificate.

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21.3 Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor may have another job or be self employed.

21.4 However, there is an annual maximum for contribution liability and in certain instances a Councillor may be entitled to a refund. Information regarding this can be obtained from the local Benefits Agency.

### **22. Social Security Benefits**

22.1 Social Security benefits is an area of growing complexity and detailed specialist advice must be obtained from the local office of the relevant Benefits Agency.

22.2 Councillors must notify the Department of Social Security Office from which they receive the benefits that they are an elected Councillor.

22.3 If a Councillor is minded to renounce his / her Basic Salary, Civic Salary or Senior Salary, because of the potential impact on benefit entitlement, s/he should consult the Benefits Agency before doing so. In most cases it is the amount to which a Councillor is entitled, not the amount actually claimed, which will be taken into account in calculating benefit.

22.4 The treatment of Councillor's Allowances varies from benefit to benefit. For some benefits, the very fact that they are undertaking Council duties (whether or not they get paid for them) can affect their rights to claim. In other cases, it is the level of income from the Allowance that affects entitlement.

### **23. Insurance**

23.1 The Council maintains a personal accident insurance policy which provides cover for Councillors who sustain bodily injury by accidental, external, violent and visible means as a result of which death or disablement occurs within 24 months of sustaining such injury. This also covers bodily injury resulting from violent or criminal assault, including attack with explosives, providing that such assault or attack arises solely from the injured persons being Councillors.

23.2 Councillors have to be engaged on Council business, which can be anywhere in the world, at the time of the injury. This includes, for example:

- Attending meetings of and duties carried out for the Local Authority Associations;
- Service, on behalf of or with the approval of the Council, on Committees of Other Authorities or Bodies (e.g. LEA appointed representatives on School Governing Bodies);

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- Direct travel;
  - Councillors' surgeries;
  - Complementary activities.
- 23.3 The Capital Sum payable in the event of death, loss of limbs or eyes, total loss of hearing or speech or permanent total disablement from usual occupation is £100,000. Lesser injuries of a permanent nature will attract benefits in accordance with a sliding scale based on the capital sum but relatively minor injuries, especially where there is no permanent effect, will not necessarily rank for any payment.
- 23.4 In the event of minor injury, the Policy covers temporary disablement from engaging in or giving attention to usual profession or occupations for a maximum period of 104 weeks, the benefits being £330 per week for total disablement and £165 per week for partial disablement.
- 23.5 Personal effects consisting of articles of clothing, footwear and other property worn or carried by a Councillor whilst engaged on Council business are also covered up to £1,000 should a personal accident occur.
- 23.6 Councillors cars are not covered for damage and Councillors are advised by their respective insurers should they want to extend coverage to include business use.
- 23.7 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use.