

Extract from the Councillors Handbook

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**.

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.

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).

Comment [Huw1]: DS Cttee – 04.09.2013 & 02-04-2014. Telephone Allowance Restriction be removed and the telephone element of the allowance be allowed for each Cllr within the household.

No reason to amend the Broadband element.

APPENDIX 1

- 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.
- 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 between Councillors and Officers 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 be convened 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, private or personal.

Comment [Huw2]: DS Cttee – 04.09.2013 & 02-04-2014. 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

APPENDIX 1

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 Private Matters / Personal Meetings;
- Electoral Division Meetings where Officers are not present;
- An Invitation to a function;
- School Governors meetings (Unless you are appointed as the Local Authority (LA) Representative – See 6.7 below)).

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.

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 non-alcoholic 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.