

Dear Councillor

The following fact sheet which summarises councillors' Allowances payable for **approved** Council duties has been updated in accordance with DOE Local Government Division regulations dated 30th June 2009. The Rates are effective **from 1st April 2010**.

DOE – LOCAL GOVT. POLICY DIVISION CIRCULAR, DATED 30 JUNE 2009.

Basic Allowance

Payable to each Councillor in recognition of their constituency work and role as elected representative. **£9738 per person per annum**. This equates to a monthly payment of £811.50 paid in arrears.

Special Responsibility Allowance

Paid quarterly to Council Chairperson/Vice-Chairperson and Committee Chairpersons/Vice-Chairpersons. Total amount payable for financial year 2010/2011 by a District Council with a population not exceeding 50,000 is £20,500. Maximum rate payable to individual members – **one fifth of the amount**.

The current Council formula for payment of the Allowance is as follows:

Chair of Council:	10%
Vice-Chair of Council	10%
Chair of Committee:	10%
Vice-Chair of Committee	10%

Payment dates: September/December/March/June (paid with monthly expense claims).

ALL THE ABOVE ALLOWANCES ARE SUBJECT TO INCOME TAX AND NATIONAL INSURANCE CONTRIBUTIONS AT SOURCE.

DOE – LOCAL GOVT. POLICY DIVISION CIRCULAR, DATED 20th MAY 2010

RATES OF TRAVELLING ALLOWANCE

1. A motor car or tri-car exceeding 1199cc cylinder capacity – **65.0p** per mile. (After 8,500 miles 16.4p per mile).
2. A motor car of tri-car exceeding 999cc but not exceeding 1199cc cylinder capacity – **52.2p** per mile. (After 8,500 miles 14.4p per mile).

An additional rate of **5.0p** per mile is payable in respect of the carriage of each passenger, not exceeding four passengers.

Travel allowance paid in excess of 40.0p per mile will be subject to Income Tax and National Insurance at source.

DOE – LOCAL GOVT. POLICY DIVISION CIRCULAR, DATED 26TH JUNE 2006

RATE OF NIGHT SUBSISTENCE

The rate of overnight subsistence in any period of 24 hours for the British Islands (which does not include the Republic of Ireland) shall not exceed :-

- (i) in the case of an absence overnight from the usual place of residence, **£100.70**; and
- (ii) for an absence overnight in London, **£122.45**.

RATES OF DAY SUBSISTENCE – (for a period of more than 4 hours away from normal place of residence)

- (i) Breakfast Allowance (must leave home before 7am) - **£11.50**;
- (ii) Lunch Allowance (includes the period 12 noon to 2pm) - **£13.50**;
- (iii) Tea Allowance (includes the period 3pm to 6pm) - **£4.70**;
- (iv) Evening Meal Allowance (after 7pm) - **£20.95**.

For a Councillor to qualify for 2 meals he/she must be absent from his/her normal place of residence for at least 8 hours, for 3 meals, 12 hours, and so on.

The above rates shall be reduced by an appropriate amount for any meal provided free of charge.

In accordance with Council policy subsistence payments will only be made when the relevant receipts are attached to your claim form.

The regulations prohibit a payment being made in respect of expenditure incurred more than 3 months prior to the date of reimbursement.

CHAIRPERSONS' ALLOWANCE FINANCIAL YEAR 2010/2011

Chair of Council -	£13,200 (pro-rata)
Vice-Chair of Council -	£ 1440 (pro-rata)

The Chairpersons' Allowances are subject to Income Tax and National Insurance Contributions at source and are paid with monthly expense claims.

Louise Aiken