

**LLANNON COMMUNITY COUNCIL
COUNCILLOR ALLOWANCES & EXPENSES
2023-2024**

Reimbursement for extra costs of WFH	Reimbursement for Consumables	Senior Role	Chair	Vice-Chair	Attendance Allowance	Financial Loss	Travel & Subsistence	Cost of Care Or Personal Assistance
Mandatory	Mandatory	Optional	Optional	Optional	Optional	Optional	Optional	Mandatory
£156	£52 or Actual amount (with receipts, to be provided to the RFO by 1 st May 2024)	£500	Up to a maximum of £1500	Up to a maximum of £500	Only applicable on Official Council Business or Approved Duty Up to a maximum of £30 per attendance.	Up to £57.20 for each period not exceeding 4 hours. Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.	Travel <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motorcycles. • 20p per mile for bicycles. Subsistence <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight. 	See Annexe A attached
ALL MEMBERS	ALL MEMBERS	MAX OF 3	CHAIR	VICE-CHAIR	ALL MEMBERS	ALL MEMBERS	ALL MEMBERS	ALL MEMBERS
Decision	Decision	Decision	Decision	Decision	Decision	Decision	Decision	Decision
All members to be paid £156 for the extra costs of WFH, unless an OPT OUT Form is returned to the RFO by 31 st March 2024.	All members to be paid £52 or the actual amount (subject to receipts submitted to the RFO by 1 st May 2024), unless an OPT OUT Form is	Chairs of the following Committees to receive £500 , unless an OPT OUT Form is returned to the	Chair of the Council to receive £1500 , unless an OPT OUT Form is returned to the RFO by 31 st March 2024.	Vice-Chair of the Council to receive £500 , unless an OPT OUT Form is returned to the RFO by 31 st March 2024.	No Attendance Allowance Payable	Financial Loss Payable if supporting evidence of loss is received by RFO.	No Travel & Subsistence Payable	All members to be paid if a claim is made for the cost of care or personal assistance.

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	returned to the RFO by 31 st March 2024.	RFO by 31 st March 2024: Finance Personnel Assets						
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Based on Electorate of 1000 – 4999 – Group 4. Moved up to Group 3 due to regular income and expenditure exceeding £200,000.

- **During the month of March 2024, ALL members MUST either confirm that they wish to OPT OUT by completing the Council’s OPT OUT FORM or they MUST complete a PAYROLL FORM to claim expenses.**
- **Payments of agreed allowances and expenses will be made in full to members in May 2024, other than Care or Personal Assistance and Financial loss which can be paid one month in arrears.**

Approved during the Annual Council Meeting held on 30th May 2023, in accordance with Section 153 of Local Government (Wales) Measure 2011.

Review date: May 2024

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Annexe A

Table 8: The Panel's principles relating to Care and Personal Assistance (CPA)

Principle	The Minimum Authorities should do	How this could be done
Be clear who it is for	<p>Members with primary caring responsibilities for a child or adult and/or personal support needs where these are not covered by statutory or other provision.</p> <p>Claims for personal support might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	<p>A confidential review of the needs of individual members annually and when circumstances change</p>
Raise Awareness	<p>Ensure potential candidates, candidates and current members are aware that financial support is available to them should their current or future circumstances require.</p>	<p>Ensure clear and easily accessible information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Remind serving members via email and or training.</p>

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Principle	The Minimum Authorities should do	How this could be done
		Signpost to Panel’s Payments to Councillors leaflets.
Promote a Positive Culture	Ensure all members understand the reason for CPA and support and encourage others to claim where needed.	Encouragement within and across all parties of relevant authorities to support members to claim. Agree not to advertise or make public individual decisions not to claim.
Set out the approved duties for which CPA can be claimed	Meetings – formal (those called by the authority) and those necessary to members’ work (to deal with constituency but not party issues) and personal development (training, and appraisals.) Travel – in connection with meetings.	Approved duties are usually a matter of fact. Interpretation of the Panel’s Regulations are set out in the Annual Report. “Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.”

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Principle	The Minimum Authorities should do	How this could be done
	<p>Preparation – reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>Senior salary holders with additional duties may have higher costs.</p>	
<p>Be as enabling as possible about the types of care that can be claimed</p>	<p>Members should not be out of pocket subject to the limit set in the Annual Report.</p> <p>Models of care and needs vary.</p> <p>Members may use a combination of several care options.</p> <p>Patterns of care may alter over the civic and academic year.</p>	

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	<p>Not all care is based on hourly (or part hourly) rates.</p> <p>Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.</p> <p>Members may need to:</p> <ul style="list-style-type: none">• book and pay for sessions in advance• commit to a block contract: week, month or term• pay for sessions cancelled at short notice <p>Where care need straddles two sessions both should be reimbursed.</p>	

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Principle	The Minimum Authorities should do	How this could be done
Have a simple and effective claim process	<p>Members should know how to claim.</p> <p>The claim process should be clear, proportionate and auditable,</p>	<p>Check members understand how to claim and that it is easy to do so.</p> <p>Flexibility to accept paperless invoices</p> <p>Online form</p> <p>Same or similar form to travel costs claim</p>
Comply with Panel’s Publication rules	<p>The Panel’s Framework states:</p> <p>“In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.”</p>	

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