

## **DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCE SCHEMES**

Members are entitled to claim reimbursement of expenditure incurred on the provision of the care of their children and dependent relations requiring care when undertaking an Approved Duty, subject to the provisions of the scheme set out below. Members are also entitled to claim travel and subsistence expenses incurred in the performance of an Approved Duty.

### **Approved Duties**

An Approved Duty shall be one that is specified in the relevant statutory Regulations, which currently provide for the following activities:

- 1 A meeting of the Executive.
- 2 A meeting of a Committee of the Executive.
- 3 A meeting of the Authority.
- 4 A meeting of a Committee or Sub committee of the Authority.
- 5 A meeting of any other body to which the Member has been appointed or nominated by the Authority.
- 6 A meeting of a Committee or Sub Committee to which the Member has been appointed or nominated by the Authority.
- 7 A meeting which has been authorised by the Authority, a Committee or Sub Committee or a joint Committee of the Authority or one or more other authorities, or a Sub Committee of a joint Committee and to which representatives of more than one political group have been invited.
- 8 A meeting of a local authority association of which the Authority is a member.
- 9 Duties undertaken on behalf of the authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorised the inspection of premises.

The following Rates of Allowances shall be monitored by the General Purposes and Audit Committee, who shall also have power to revise them

**RATES OF  
DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCES  
TO MEMBERS OF THE COUNCIL**

The following allowances will be paid as a reimbursement of **INCURRED** expenditure **FOR AN APPROVED DUTY**, following the submission of receipts or other supporting documents, within 2 months of the expenditure being incurred.

**DEPENDANT CARERS ALLOWANCE**

1. Expenditure not less than the London Living Wage, currently £8.80 per hour, incurred in respect of care provided by a person that is not a member of the Member's household, for:
  - The care of children 15 years of age or under living in the Member's household; or
  - The care of other dependants where there is medical or social work evidence that care is required.

**TRAVEL ALLOWANCES (payable only for Out-of-Borough travel)**

**Rail or other Public Transport**

Ordinary or cheap fare, at first class rates, plus actual expenditure on:

- [a] Pullman car or similar supplements; reservation of seats; deposit or portage of luggage.
- [b] Sleeping accommodation for an overnight journey (subject to thirty-three and one third percent reduction of any subsistence allowance payable for that night).

**Taxi-Cab or Cab**

- [a] In cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid;
- [b] In other cases, the equivalent fare for travel by an appropriate public transport.

**Private motor vehicle**

The rate for travel by a Member's private motor vehicle shall not exceed the following rates:

[i] motorcycle, tricar or motor car of cylinder capacity 500cc **25.9p per mile**

[ii] not exceeding 999cc **34.6p per mile**

[iii] 1000cc - 1199cc **39.5p per mile**

[iv] 1200cc and above **48.5p per mile**

[v] For the carriage of each additional Member of the Council (not exceeding four): 3.0p per mile for the first passenger and 2.0p per mile for second and subsequent passengers.

[vi] Expenditure on tolls, ferries, parking fees.

[vii] Reimbursement of overnight parking charges.

**Private bicycle**

The rate for travel by a Member's private bicycle shall not exceed 24.0p per mile.

**Hired Cars**

The rate which would have been applicable had the vehicle belonged to the Member who hired it. Subject to the approval of the General Purposes and Audit Committee, the rate may be increased to an amount not exceeding the actual cost of hiring.

**SUBSISTENCE ALLOWANCES (payable only for Out-of-Borough subsistence)**

<b>Breakfast Allowance</b>	<b>£4.92</b>
More than 4 hours away from normal place of residence or a lesser period before 11am.	
<b>Lunch Allowance</b>	<b>£6.77</b>
More than 4 hours away from normal place of residence or a lesser period including the lunchtime between noon and 2pm.	
<b>Tea Allowance</b>	<b>£2.67</b>
More than 4 hours away from normal place of residence or a lesser period including the period 3pm to 6pm.	
<b>Evening Allowance</b>	<b>£8.38</b>
More than 4 hours away from normal place of residence or a lesser period ending after 7pm.	
<b>Overnight Absence</b>	<b>£79.82</b>
From usual place of residence	
<b>Overnight Absence in London</b>	<b>£91.04</b>
Or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Association of County Councils, the Association of Metropolitan Authorities and the Association of District Councils or such other association of bodies as the Secretaries of State may for the time being approve for the purpose.	

For the purposes of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

**NOTE:** Any Subsistence Allowances claimed should be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or body in respect of the meal or the period to which the allowance relates. Additionally, where main meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal replaces the entitlement to the day subsistence allowance for the appropriate meal period.