



## MEMBERS' ALLOWANCES SCHEME FOR THE BUSINESS BOARD

[July 2019]

At its meeting on 31 July 2019 the Cambridgeshire and Peterborough Combined Authority, having regard to a report prepared by the East Cambridgeshire District Council's Independent Remuneration Panel, agreed that the following allowances and expenses should apply to private sector members of the Business Board with effect from 24 September 2018.

### Allowances

Chair's Allowance	£24,000pa
Vice-Chair's Allowance	£18,000pa
Other private sector members of the Business Board	£5,000pa

The indexation factor for these allowances is the Consumer Price Index (CPI).

### Expenses

These expenses only apply to private sector members of the Business Board with the exception of the Chair who receives a separate allowance.

#### 1. Travel expenses

- 1.1 It is expected that Members of the Business Board will utilise public transport where possible, in order to reduce his/her carbon footprint and maximise efficiency.
- 1.2 Public transport fares will be reimbursed at cost on production of a valid ticket or receipt. In the case of travel by rail, standard class fare or actual fare paid (if less) will be reimbursed.
- 1.3 Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently these are 45p per mile for the first 10,000 miles and 25p a mile thereafter and an additional 5p per mile where a passenger (such as another member of the Business Board) is carried. Parking fees will be reimbursed at cost on production of a valid ticket or receipt.
- 1.4 Taxi fares will only be reimbursed on production of a valid receipt. Travel by taxi should only be undertaken where use of

an alternative is not available or if the following conditions are applicable:

- There is a significant saving in official time;
- The Member has to transport heavy luggage or equipment; and/or
- Where the Member is travelling with other officials of the Business Board together and it is therefore a cheaper option.

1.5 Travel expenses will be reimbursed for any journey undertaken where the member was undertaking approved duties (see section 5 below). Travel expenses will only be reimbursed if claimed within three months.

## 2. Overseas Travel

2.1 International travel will not normally be paid unless the overseas visit has been approved by the Chief Executive and the Business Board Chair or Vice Chair in advance.

2.2 The Chief Executive is also required to confirm that the member of the Business Board's attendance at the overseas function or event:

- (a) Is in the capacity as a member of the Business Board,
- (b) Represents value for money
- (c) Is required to facilitate the proper promotion or safeguarding of Business Board interests.

2.3 International travel must be booked through the offices of the Combined Authority at the appropriate market rate. Higher rates for international travel will only be booked where it is clearly in the Business Board's interest and where formal approval has been given in advance by the Chief Executive. Any other reasonable and unavoidable costs related to international travel will be reimbursed on production of a receipt.

## 3. Subsistence expenses

3.1 Subsistence should not be claimed except in exceptional circumstances.

3.2 Formal approval must be given in advance by the Chief Executive for the use of overnight hotel accommodation. Overnight hotel accommodation must be booked through the offices of the Combined Authority at the appropriate market rate. Higher rates of accommodation will only be booked where it is clearly in the Business Board's interest and formal approval has

been given in advance by the Chief Executive. Any other reasonable and unavoidable costs related to overnight stays will be reimbursed on production of a receipt.

3.3 Where the Member is required to be away overnight then the offices of the Combined Authority should, where possible, make advance provision for meals. Where this is not possible, then the maximum rates that can be claimed are shown below. Any claim for subsistence must be supported with receipts for actual expenditure incurred.

- Lunch - £10
- Evening meal - £15

#### 4. Dependants' carers' expenses

4.1 If a Member has care responsibilities in respect of dependant children under 16 or dependant adults certified by a doctor or social worker as needing attendance, they will be reimbursed, on production of valid receipts, for actual payments to a registered or professional carer. Where care was not provided by a registered or professional carer but was provided by an individual not formally resident at the Member's home, a maximum hourly rate of £6.50 will be payable.

4.2 Dependants' carer's expenses will only be reimbursed if incurred where the Member was undertaking approved duties (see section 5 below).

#### 5. Approved duties

5.1 Travel and dependants' carer's expenses incurred when undertaking duties matching the following descriptions may be claimed for:

- a) Attendance at meetings or events as a member of the Business within the Combined Authority area, including:
  - (i) attendance at meetings of Business Board, committees, working groups or other bodies of the Board,
  - (ii) formal briefings, training sessions organised by the Combined Authority or attendance at pre-arranged meetings with senior officers to discuss the business of the Business Board;
  - (iii) attendance at the Combined Authority Board or its committees to represent the Business Board,
- b) Attendance at the following subject to the approval of the Chief Executive

- (i) Representing the Business Board at meetings or events outside of the Combined Authority area;
  - (ii) Conferences, seminars and study courses,
  - (iii) Official functions and events
  - (iv) Meetings of a non-political and non-party political nature, including with Ministers, Members of Parliament, representatives of Government Departments and representatives of major companies
- c) In respect of dependants' carer's expenses only, undertaking general duties.

## 6. Claims and Payments

6.1 A claim for travelling and subsistence, or dependents carers' expenses under this scheme shall be made in writing to the Chief Finance Officer within three months of the date of the duty in respect of which the entitlement to the allowance arises.

6.2 No expenses will be paid under this scheme without:

1. a dated receipt (except in relation to car mileage claims), and

2. a statement signed by the claimant that:

- (a) the claimant has incurred the expenditure shown on the claim,
- (b) the claimant has not made and will not make any other claim either under this scheme or to any other body or organisation in respect of the matter to which their claim relates,
- (c) in the case of subsistence expenses that the amount does not exceed the maximum authorised in the scheme,
- (d) in the case of car mileage expenses, that:
  - (i) no suitable alternative public transport was available (claimant to provide explanation) or there were special circumstances (to be specified by claimant), and
  - (ii) it was not reasonable for the claimant to have travelled with another Business Board member or officer (claimant to provide explanation),

- (e) in the case of travel expenses for taxi costs incurred, that it was not reasonable to use public transport (claimant to provide explanation).

Publishing remuneration and expenses paid

This scheme shall be published on the Business Board web-site. A summary of remuneration and expenses paid under this scheme each year shall be reported to annually to the Business Board, and the summary shall subsequently be published on the Business Board's website, within 10 working days of the meeting at which it was considered.