



YORKSHIRE DALES
National Park Authority

SCHEME OF MEMBERS' ALLOWANCES

Approved March 2009 for the financial year 2009/10

1. INTRODUCTION

1.1 As required by the Environment Act 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the National Park Authority, makes a scheme for the payment of allowances to Members. The scheme provides for payment of the following allowances:-

- ◆ **Basic Allowance** - payable to each Member
- ◆ **Special Responsibility Allowance** - for certain members in recompense for additional duties undertaken as a result of their holding of various positions within the Authority
- ◆ **Travel and Subsistence** - payable for attendance at an 'Approved Duty' [see **Appendix A**], as agreed by the National Park Authority (NPA).
- ◆ **Co-optees Allowance** - payable to co-opted members on the Authority's Committees and Sub-Committees

1.2 Details of the current rates for the various allowances referred to above are set out in **Appendix B**.

2. GENERAL POINTS

2.1 **A Member may choose to forego *all or any part of their entitlement to an allowance by giving written notice to the Chief Executive (National Park Officer)*.**

2.2 All enquiries relating to Members' allowances should be made to the Secretariat Officer, on:

- telephone no. 01969 652325, or
- email: Secretariat@yorkshiredales.org.uk .

3. BASIC ALLOWANCE (BA)

3.1 **BA is:-**

- ◆ payable to all Members, unless they elect to not receive the payment.
- ◆ payable in monthly instalments, in arrears and apportioned for part year entitlements, where the term of office of a member begins or ends otherwise than at the beginning or end of a year. [As it is paid automatically, direct into your bank account, Members do not need to claim it.]
- ◆ subject to the deduction of Income Tax and National Insurance if necessary [see Para 9.3].

3.2 **Definition of BA**

BA is payable in recognition of the time and resource devoted by Members to their work, including: dealing with correspondence; attendance at meetings; training, conferences and workshops, and incidental costs such as IT consumables, postage and private telephone use.

3.3 Where a member is suspended or partially suspended from his / her responsibilities or duties, the part of BA payable to him / her in respect of the period for which he / she is suspended or partially suspended may be withheld by the Authority.

4. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

4.1 SRA is:-

- ◆ paid to Members who have specified special responsibilities, unless they elect not to receive payment.
- ◆ allocated on the basis of degree of responsibility and on the expected call on Members' time.
- ◆ paid monthly in arrears and apportioned for part year entitlements, where a member does not have throughout the whole of a year any such special responsibilities as entitle him / her to an SRA.
- ◆ if necessary, is subject to the deduction of Income Tax and National Insurance.

4.2 A full list of the posts that receive **SRA** and the current rates payable is set out in **Appendix B**.

4.3 **SRA** is in recognition of the duties over and above those of a "normal" member that relate to certain positions within the Authority, including: meetings with officers; dealing with correspondence; visits; meeting official Visitors to the National Park; official openings and familiarisation/fact finding visits.

4.4 **SRA** does **not** include an element for travel or subsistence. Claims for travel and subsistence **can**, therefore, be claimed for any duty that is covered by the payment of an **SRA**.

4.5 Where a member is suspended or partially suspended from his / her responsibilities or duties, the part of SRA payable to him / her in respect of the responsibility or duties from which he / she is suspended or partially suspended may be withheld by the Authority.

5. TRAVEL ALLOWANCE (TA)

5.1 TA is:-

- ◆ claimable for any **approved duty**, and for any duty covered by a **special responsibility payment**
- ◆ claimed monthly on the Members' claim form.
- ◆ payable at the rates set out in **Appendix B**.

5.2 Notes

- ◆ **Train Fares** are reimbursed at **standard rate**
[NB - Members who regularly use the train for Authority business, and who are of State Retirement Age, may reclaim the cost of an appropriate Railcard.]

- ◆ If practicable, Members should use public transport and claim the fare(s) rather than the mileage allowance.
- ◆ Members should, wherever possible, share transport - an additional payment is payable for each passenger carried.
- ◆ Reimbursement of **Taxi Fares** may be made in exceptional circumstances.
- ◆ Reimbursement may be claimed for expenditure on **tolls, ferries, parking fees** etc.
- ◆ Any member who submits mileage claims for reimbursement must ask for and retain sufficient Value Added Tax (VAT) receipts for the purchase of fuel to support their claim. These receipts **must be retained by the member** for six years. These procedures are necessary to enable the Authority to recover VAT from HM Revenue and Customs (HMRC) on reimbursement of mileage claims.

6. SUBSISTENCE ALLOWANCE (SA)

6.1 SA is:-

- ◆ claimable for any approved duty or **SRA** duty exceeding 4 hours which spans the agreed meal time periods.
- ◆ claimable for the actual cost of the meal(*) or the overnight expense up to the maximum allowed.
- ◆ claimable monthly via the Members' claim form; receipts should be submitted whenever possible, to support expenditure(*).
- ◆ **NOT** claimable when the Authority provides food for Members at meetings.
- ◆ reimbursed at the rates set out in **Appendix B**(*).

6.2 Note:

- * - subsistence claims **not** supported by receipts will be paid at a maximum rate of £3.50 per meal.
- ◆ Time spent taking subsistence should not be included in the calculation of hours spent on the approved duty, although travelling time to and from the event may be included.

7. CO-OPTED ALLOWANCE (CA)

7.1 CA is:-

- ◆ payable to all co-opted Members, unless they elect not to receive the payment.
- ◆ payable in monthly instalments, in arrears and apportioned for part year entitlements, where the term of office of a co-opted member begins or ends otherwise than at the beginning or end of a year. As it is paid automatically, direct into your bank account, Members do not need to claim it.
- ◆ subject to the deduction of Income Tax and National Insurance if necessary [see Para 9.3].

7.2 Definition of CA

CA is payable in recognition of the time and resource devoted by co-opted Members to their work, including: dealing with correspondence; attendance at meetings;

training, conferences and workshops, and incidental costs such as IT consumables, postage and private telephone use.

- 7.3 Co-opted members will also be able to claim travel and subsistence allowances in accordance with this scheme.

8. NON CLAIMABLE DUTIES

- 8.1 For the avoidance of doubt, the following duties are **not** approved for the purpose of claiming Travel Allowances and Subsistence Allowances:-
- ◆ single Member duties (unless sanctioned by Yorkshire Dales National Park Authority)
 - ◆ Parish Council meetings
 - ◆ attendance at a meeting of a committee, sub-committee, panel or working group on which you are **not** a Member, unless you have been specifically invited in advance by the Chairman
 - ◆ outside bodies who pay expenses to Members
 - ◆ duties relating to outside bodies that are not committee, sub-committee or working group meetings, e.g. book launches or openings.

9. CLAIMS

9.1 How to Claim

- ◆ BA, SRA and CA are paid automatically, monthly in arrears, direct into your bank account, after completion of initial details, and assuming a Member chooses to receive them.
- ◆ TA and SA must be claimed on the Members' Claim Form for allowances.
- ◆ In order to assist with the monitoring of the budget, members are requested to submit claims monthly, no matter how small. In order to try to ensure payment at the end of the following month, claims should be received by the Secretariat (at the Bainbridge Office) at the latest by the 4th of the month following that claimed for. This allows all claims to be paid together on the last working day of that month.
- ◆ Claims should be submitted as soon as possible after the month end. If that is not possible, then they should be submitted within three months of a duty having been performed.
- ◆ A supply of claim forms can be obtained from the Secretariat, or claims may be submitted electronically (in which case receipts obtained by members for subsistence or other expenses should be retained by the member for three years).
- ◆ Allowances must **not** be claimed where the Member is entitled to receive payment from another body.

9.2 Partial Year Entitlement

- ◆ A Member, who begins or ends a term of office or a SRA post during the course of the financial year, is entitled to an appropriate proportion of the BA, CA or SRA for that year.

9.3 **Tax and National Insurance**

- ◆ BA, CA and SRA are all taxable and are subject to national insurance.
- ◆ Members can request a PAYE code from HMRC for the taxing of payments. If no other tax code is supplied, Members will be taxed at basic rate.
- ◆ Some Members may be able to obtain an exemption card for national insurance from the Department of Social Security if they are over 65 (men) or 60 (women).
- ◆ Some female members may be able to obtain a reduced rate certificate (married women or widows).

9.4 ***Other provisions***

- ◆ Rates of BA, SRA and CA will be updated annually, in line with the percentage change applicable to SCP 34 of the National Local Government pay spine.
- ◆ Where payment of any allowance has already been made in respect of any period during which the member is suspended, partially suspended, not a member of the Authority, or for any other reason not entitled to receive the allowance in respect of that period, the Authority may require repayment of such part of the allowance.

YORKSHIRE DALES NATIONAL PARK AUTHORITY

APPROVED DUTIES

1. Attendance at any of the following is specified as an **approved duty**:
 - (a) Any meeting of the Authority, or any of the Authority's Committees, Sub-Committees, Working Parties, Panels or other bodies of which they are a member specified in a list approved from time to time by the Authority.
 - (b) Any other meeting the holding of which is authorised by the Authority, or a Committee or Sub-Committee, Working Party or Panel of the Authority, provided that attendance at the meeting is specified as an approved duty by a resolution of the body authorising it.
 - (c) Any meeting or event (non-social) attended by a Member Champion (MC) in the performance of his/her duties as a MC and which is authorised by the Lead officer for that area of the Authority's work.
 - (d) Any formal training event, conference or outside body at which the Member has been formally authorised to attend as a representative of the Authority.
 - (e) Any formal meetings of the Local Government Association or the Association of National Park Authorities by the Chairman and/or Deputy Chairman of the Authority.
 - (f) Any meetings or events (non-social), not covered elsewhere in the Scheme, on the official invitation of the Chief Executive
2. Allowances must **not** be claimed where the Member is entitled to receive payment from another body.
3. Attendance by the Chairmen and/or Deputy Chairmen at *Authority/Committee/Sub-Committee* briefings shall be deemed 'approved duty' for the purposes of the payment of Travelling and Subsistence Allowances.

SUMMARY OF RATES OF ALLOWANCES FOR MEMBERS*[Allowances and subsistence rates 2009/10 – last amended July 2009]*

CATEGORY OF ALLOWANCE	RATE PAYABLE
Basic Allowance [BA] (available to all Members)	£2,875 pa
Co-optee's Allowance [CA]	£198 pa
Special Responsibility Allowance [SRA] <ul style="list-style-type: none"> ◆ Chairman of the Authority (BA x 2) ◆ Deputy Chairman of the Authority (BA x 0.5) ◆ Chairman of the Planning Committee (BA x 0.75) ◆ Deputy Chairman of the Planning Committee (BA x 0.4) 	£5,750 pa £1,438 pa £2,156 pa £1,150 pa
Travelling Allowance [TA] <ul style="list-style-type: none"> ◆ Inland Revenue rate ◆ Passenger supplement – (maximum 4 passengers) 	Per mile 40p 5p per passenger
Subsistence Allowances [SA] <ul style="list-style-type: none"> ◆ Breakfast allowance – more than 4 hours absence before 11am ◆ Lunch allowance – more than 4 hours and between 12 noon and 2pm ◆ Tea allowance – more than 4 hours including between 3pm and 6pm ◆ Evening meal – more than 4 hours ending after 7pm <p>NB Claims in excess of £3.50 (£3.40*) will only be paid if supported by receipts</p>	£6.45 £8.91 £3.50 £11.02
Meals on trains <ul style="list-style-type: none"> ◆ If breakfast, lunch or dinner need to be taken on the train, the reasonable cost of the meals may be reimbursed in full, subject to the provision of appropriate receipts. 	
* Subsistence and Unreceipted Meal Allowances – increased in line with revised rates for Staff April 2008.	

If you have any queries about the Scheme of Allowances, please contact the Secretariat Officer on 01969 652325 or by email: Secretariat@yorkshiredales.org.uk