

LGA Members' Allowances Scheme

MEMBER SERVICES
March 2009

Members' Allowances Scheme

Introduction

1. The Constitution of the Local Government Association empowers the LGA Executive to establish a scheme for payments to members attending meetings and other approved duties of the Local Government Association and in the light of independent advice to make payments to office-holders of the Association and such other members as may be specified in recognition of duties carried out on the Association's behalf.
2. In June 1998, the Management Sub-Committee of the LGA appointed an Independent Panel to consider the existing arrangements and to establish a framework on which a suitable scheme for adoption by the Association could be based. The LGA accepted the principles on which the Panel's recommendations were based, and the recommendations themselves, and formally adopted the recommended scheme **with the full support of all political parties** represented on the Association.
3. The scheme has now been independently reviewed, to reflect the changes to the member structure agreed by the General Assembly in July 2004. The proposed changes were agreed by the LGA Executive on 29 July 2004. The revised scheme is set out in the following paragraphs.

KEY FEATURES OF THE SCHEME

- **members of all bodies listed in the Annex to the Scheme are paid an allowance reflecting both the time which might be spent and the level of responsibility involved in carrying out these posts (payments agreed by the LGA are set out below);**
- **the LGA does not pay Travel and Subsistence for attendance at its own meetings (i.e. Boards, Panels, Policy Review Groups, Task Groups), with the exception of the Chairman, 2 Vice-chairs and 4 Deputy Chairs of the Association; and the Chairs of the LGA Boards.**
- **the LGA does not pay Travel and Subsistence for General Assembly, conferences, seminars, etc. where members are representing their local authorities; and**
- **allowances are index-linked to the principal local government pay settlement.**

Responsibility Allowances

4. An annual Responsibility Allowance is payable, on a monthly basis, to the principal office holders of the Association, office holders and members of all Boards, of the Resources and Scrutiny Panels, and of the Fire Service Management Committee; the office holders of the Rural and Urban Commissions. Scales of payment, agreed by the LGA Executive, are as follows:

LGA and LGA Executive Office holders and members	£
Chair	53,946
Vice-Chair (Ldr of 2 nd largest group)	37,503
Vice-Chair (Ldr, largest group)	32,337
Deputy Chair (Ldr, 3 rd largest group)	32,337
Deputy Chair (Ldr, 4 th largest groups) 1	27,228
Other Members of LGA Executive	7,701

Other LGA Office Holders

Deputy Chairs (not group leaders)	15,402
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Boards

Chair	15,402
Vice-Chair	7,701
Deputy Chairs	7,701
Other Members	2,568

Resources and Scrutiny Panels

Chair	10,266
Vice-Chair	5,130
Deputy Chairs	5,130
Other Members	2,568

Fire Services Management Committee

Chair	10,266
Other office-holders	5,130
Members	1,086

Rural and Urban Commissions Office Holders

As Panels above

Member Task Groups (as approved by the LGA Executive)

Task Group allowances are now administered by the LGA's political groups who agree their own allowances for members on task groups, within agreed guidelines, from a budget allocated to them.

5. The Association will deduct any tax and National Insurance contributions which are due and will account for these to the Inland Revenue.
6. With the exception of any allowances paid by the party groups, only one Responsibility Allowance is payable to any member.

Travel and Subsistence Costs

7. Travel and subsistence costs will be paid by the Association **only**:
 - For approved duties **where a member has been appointed by the Association to attend in a representative role on behalf of the Association** (see paragraph 10 below); and
 - For the seven principal officeholders (Chair, Vice Chairs and Deputy Chairs) of the Association, and the Chairs of the Boards.
8. The Association will re-imburse rail fares on the basis of the standard fare. In exceptional circumstances, the Association will re-imburse the first class fare, but this will be subject to certification of the claim form as to why travel by first class was necessary. It will also re-imburse reasonable levels of subsistence. Receipts should always be provided for travel and subsistence claims. Where it is necessary for a member to use his or her own vehicle when on an approved duty on behalf of the Association, mileage will only be re-imbursed to a maximum of the first class rail fare.
9. Travel and subsistence costs for all other meetings should be met by member authorities.

Approved Duties for payment of Travel and Subsistence Costs

10. Approved duties (for payment of Travel & Subsistence) under the LGA scheme are:
 - Attendance at meetings with Ministers, Government Departments or consultations with other bodies **where members have been appointed by the Association;**
 - Attendance at receptions, visits, conferences, seminars or other functions **where members have been appointed by the Association to attend in a representative role on behalf of the Association; and**
 - Attendance **as the Association's appointed representative** on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of its members).

Carers' Allowance

11. A carers' allowance of up to £4.93 per hour, (ie actual expenditure incurred up to a maximum of £4.93 per hour) will be paid for care of dependants whether children, elderly people or people with disabilities to those members who receive responsibility allowances for approved duties set out under paragraph 4, and to those members representing the LGA on outside bodies. The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable to a member of the claimant's own household. The carers' (reasonable) expenses will be paid.

Payment of Travel & Subsistence Costs and Carers' Allowances

12. **Members should initially claim travel and subsistence costs and the carers' allowance, as appropriate, from their authority.** Authorities should then seek reimbursement from the Association on a quarterly basis.
13. Claims from authorities (on the attached form) should be submitted promptly **identifying clearly and fully** the meeting to which the claim refers. (Reference to a meeting as "LGA, London" or "LGIB" for example will not be sufficient and will delay reimbursement of the claim).

Review Arrangements

14. Levels of allowances will also be reviewed annually alongside the Association's budget, and will be index linked to the principal local government pay settlement.

Annual Deadline for Submission of Claims

15. Please note that all claims for a financial year submitted after 30 June of that year will not be paid. However it would be appreciated if all claims for the current financial year could be submitted promptly at the end of the financial year, in order that the LGA can finalise its accounts for audit purposes.

LGA Members' Allowances Scheme

Bodies Qualifying for Payment

- LGA Executive
- Children and Young People Board
- Community wellbeing Board
- Culture, Tourism & Sport Board
- Environment Board
- Improvement Board
- Regeneration & Transport Board
- Safer Communities Board
- Resources Panel
- Scrutiny Panel
- Fire Service Management Committee
- Rural Commission Office Holders
- Urban Commission Office Holders
- Member Task Groups (whose establishment has been approved by the LGA Executive)

LGA Members' Allowances Scheme - CLAIM FORM

Travel and Subsistence Claims

Authority:

Claim for Quarter Ending:

(It is important that **full** details of meetings are given so that this claim can be processed quickly).

Block capitals please

NAME OF MEMBER	MEETINGS ATTENDED (Please give full details)	DATES OF MEETINGS	TRAVEL AND SUBSISTENCE	AUTHORISATION (for LGA use)

CONTACT OFFICER:

TELEPHONE:

Please return to: Cathy Boyle
LGA
Local Government House
Smith Square
London SW1P 3HZ

Tel: 020 7664 3205
Fax: 020 7664 3030