

Part 5

Members' Allowances Scheme

COTSWOLDS CONSERVATION BOARD

SUMMARY OF MEMBERS' ALLOWANCES

APPROVED DECEMBER 2012 FOR THE CALENDAR YEAR 2013

A. Basic Allowance

This is a general allowance paid to all Board Members. All Board Members receive the same amount per annum. This allowance is paid automatically to each Board Member on a monthly basis.

Rate

£240
per annum
per Board
Member

B. Special Responsibility Allowances

These are special allowances paid to Board Members who hold positions with significant responsibilities over and above the general duties of an ordinary Board Member. Any such allowance is paid automatically to the relevant Member on a monthly basis.

The affected positions and sums payable are as follows:-

Chairman of the Board/Executive Committee

£2,165 per annum

Vice-Chairman of the Board/Executive Committee

£1,445 per annum

Executive Committee Member who is also a Sub Committee Chairman (x 4)

£ 720 per annum

Executive Committee Member (x 6)
(excluding Chairman & Vice Chairman and Sub-Committee Chairmen)

£ 480 per annum

Sub-Committee Member (x 21)
(excluding any Executive Committee Member)

£ 240 per annum

N.B. No one Member is entitled to receive more than one special responsibility allowance at any time.

C. Mileage Allowance

This is an allowance paid in respect of mileage incurred by a Board Member in travelling to and from official meetings and other approved duties. The rates payable are as follows:-

	Rate
<p>Motor Cycle</p> <p>Motor Car</p> <p>The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by</p>	<p>24p per mile</p> <p>40p per mile</p> <p>20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers</p> <p>20p per mile</p>
<p>Bicycle</p> <p><u>D. Fares/Parking</u></p> <p>A Board Member is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties. Receipts must be produced.</p>	<p>Actual expenditure incurred</p>
<p><u>E. Subsistence Allowance</u></p> <p>A Board Member is able to seek reimbursement of actual expenditure incurred in respect of meals/subsistence when attending official Meetings or other approved duties (when a meal etc. is not provided). Receipts must be produced.</p> <p>Any reimbursed amount must not exceed maxima rates, which currently are as follows:-</p> <p>Breakfast allowance (absence from home for more than 4 hours, before 11.00 a.m.)</p> <p>Lunch allowance (absence from home for more than 4 hours, including the period between 12.00 p.m. and 2.00 p.m.)</p> <p>Evening meal allowance (absence from home for more than 4 hours, ending after 6.00 p.m.)</p>	<p>£6.00</p> <p>£8.00</p> <p>£15.00</p>
<p>In the case of an absence overnight from a Board members usual place of residence (where accommodation is not provided), actual expenditure incurred shall be reimbursed, upon production of receipts, up to a maximum of</p>	<p>£85.00</p>

For an absence overnight in London, the maximum figure against which actual expenditure incurred can be reimbursed, again upon production of receipts, shall be increased by a supplementary figure of

N.B. Reimbursement of actual expenditure incurred, upon production of receipts, up to the maximum rates set out above.

F. Withholding Allowances

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Board and/or from his/her responsibilities or duties which attract a special responsibility allowance, that part of the basic allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to him/her in respect of the period of suspension or partial suspension be withheld.

G. Foregoing Allowances

There is no obligation on any Member to claim any or all of the allowances due to him/her.

A Member may, by annual notice in writing to the Director, elect to forego any part or all of his/her entitlement to an allowance under the scheme.

Rate
£15.00

Approved Duties

The following are deemed to be qualifying approved duties for the purposes of The Conservation Board's Members' Allowances Scheme -

- (i) Attendance at a meeting of the Board;
- (ii) Attendance at a meeting of any committee/sub-committee of the Board;
- (iii) Attendance at a meeting of any panel, working party or other group authorised in advance by the Board;
- (iv) Attendance at a meeting of an association of which the Board is a member, and to which the Board Member concerned has been appointed by the Board to represent it;
- (v) Attendance at seminars/conferences/official visits arranged by or authorised by the Director or Chairman;
- (vi) Attendance at meetings of outside bodies to which a Board Member has been appointed to serve as the Board's representative (except where such allowances are payable by the outside body);
- (vii) Attendance while tender documents are opened in pursuance of any Constitutional requirement which requires a Member to be present;
- (viii) Deputising for the Chairman/Vice-Chairman of the Board by any Member in the absence of both the Chairman and Vice-Chairman of the Board;
- (ix) Attendance at the Board's Offices for discussion by Chairmen and Vice-Chairmen (Board/Committees/Sub-Committees) with Officers on the agenda for a meeting;
- (x) Attendance by the Chairman or Vice-Chairman of a panel, working party or other ad hoc group at a meeting of the Board or a parent Committee of which he/she is not a Member to present the report/recommendations of that panel, working party or ad hoc group and answer questions thereon.