

ANNUAL MEETING OF THE COUNCIL

21 MAY 2025

SCHEME OF MEMBERS' ALLOWANCES 2025/2026

SUMMARY

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required at the beginning of each financial year to make a scheme for the payment of allowances to Councillors and Co-opted Members as appropriate.

For 2025/2026 it is proposed that Members' Allowances and Mayoral Allowances will continue to be paid in accordance with the 2024/25 rates agreed by the Council on 5th March 2025 until the outcome of the NJC Pay Award settlement for staff is agreed for 2025/2026.

RECOMMENDATION – That:

1. the Scheme of Members' Allowances for 2025/2026, attached at Appendix 1 to this report be agreed;
2. the Childcare and Dependent Carer's Allowances be increased to £12.21 per hour, for all age groups, in line with the National Living Wage from April 2025.
3. the Mayoral Allowances, paid to the Mayor and to the Deputy Mayor remain at £16,289 and £5,471;
4. the Scheme of Members Allowances for 2025/2026 and the Mayoral Allowances be reviewed when the outcome of any NJC Pay Award settlement for staff is finalised for 2025/2026.

1. BACKGROUND

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to make a scheme for the payment of allowances to Councillors and Co-opted Members, as appropriate. A Basic Rate must be paid to every Member of the Council. The Council may also pay allowances to Members who are considered to hold positions of special responsibility (SRA).

The London Borough of Bexley adopts the Bexley Members' Allowances Scheme for the financial year from 1 April to 31 March in accordance with these regulations. The Scheme is considered and agreed at the Annual Meeting of the Council in May.

Whenever the Bexley Scheme of Allowances is reviewed, the Council is required to take into account the recommendations of the London Councils' Panel on the Remuneration of Councillors in London. Due regard has thus been given to those recommendations when considering the Members' Allowance Scheme for 2025/2026.

2. LONDON COUNCILS' PANEL RECOMMENDATIONS ON THE REMUNERATION OF COUNCILLORS

The latest report of the London Councils' Panel on the Remuneration of Councillors in London was published in January 2024 in a report entitled 'The Remuneration of Councillors in London 2023'. A copy of the report is available on the London Councils website, or via this link: <https://www.londoncouncils.gov.uk/who-we-are/governance-and-spending/financial-reporting/remuneration-councillors>

The report maintained the recommendation that the basic allowance for Councillors should be updated annually in line with the percentage pay award agreed by the NJC for local government staff. The specific recommendations made by the Panel regarding Basic and Special Responsibility Allowances are summarised in Appendix 2.

Whilst the Council is required to take the Independent Panel's recommendations into account whenever the Bexley Scheme of Allowances is reviewed, it is not bound by them. The Council has previously agreed that it would be appropriate in future years for Members' Allowances to be increased in line with the pay award agreed for staff on the NJC Pay Scheme, subject to consideration of the implications of doing so in the context of the Council's financial strategy each year.

Being mindful of the current financial challenges being faced by the Council and residents, Bexley has not previously adopted the full allowances recommended by the Independent Panel. For example, in 2023/4, the Independent Panel calculated the lump sum NJC pay award as equating to a 3.88% uplift to Members' Allowances. However, Bexley agreed a 2% uplift 2023/4 and subsequently in 2024/5 and 2025/6. The allowances payable to Members of the Council therefore remain well below those recommended by the Panel and benchmarking shows that Bexley's allowances are at the lower end compared to other Boroughs in London.

3. MEMBERS' ALLOWANCES FOR 2025/2026

For 2024/25, the staff pay award was based on the National Joint Committee offer to the trade unions of £1,290 for each pay point, with an increase of 2.5% on all locally determined pay points above the maximum of the pay spine and allowances increasing by 2.5%.

On 5th March 2025, the Council subsequently agreed a 2% uplift to Members' Allowances in 2024/25 following review of the staff pay award and having regard to the Independent Panel's recommendations.

It is proposed that Members' Allowances will continue to be paid in accordance with the rates agreed by Council on 5th March 2025, until the outcome of any NJC Pay Award settlement for staff is finalised for 2025/2026.

Once the 2025/26 NJC Pay Award is agreed, it is proposed that a further report will need to be considered by Council in order to consider and approve any proposed increases to Members' allowances in 2025/26.

4. CHILDCARE AND DEPENDENT CARER'S ALLOWANCES

The Independent Panel suggested that the Dependent Carer's Allowance should at least be set at the London Living Wage (currently £13.85) and at a higher rate when specialist nursing skills are required or to reflect higher costs during non-standard working hours. The Panel reported that it had received representations that the carers' allowance should be payable to family members and, whilst noting that this would require careful consideration, recommended that Councils should review their schemes to make this possible.

The Council agreed at its Annual Meeting on 24 May 2023 to significantly increase the Childcare and Dependent Carer's Allowances payable at that time to £10.42 per hour (for all age groups) and that this should be adjusted annually in line with the National Living Wage.

From 1 April 2025 the National Living Wage increased from £11.44 to £12.21. In accordance with the Council's decision in May 2023, it is therefore recommended that the Childcare and Dependent Carer's Allowances should be similarly increased.

5. MAYORAL ALLOWANCES

It is proposed that Mayoral Allowances for 2025/26, paid to the Mayor and to the Deputy Mayor, will remain at: Mayor, £16,289 and to the Deputy Mayor, £5,471. The Mayoral Allowances will increase in line with any increase to Members' Allowances agreed following the outcome of any pay award settlement for staff that may be finalised.

6. PROPOSED RECOMMENDATION

Taking sections 2 to 5 of this report into account it is therefore proposed that the Scheme of Members' Allowances, detailed in Appendix 1, should be adopted for 2025/2026.

7. SUMMARY OF LEGAL IMPLICATIONS

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required at the beginning of each financial year to make a scheme for the payment of allowances to Councillors and Co-opted Members as appropriate. A basic rate must be paid to every Member of the Council and the Council may also pay allowances to Members who are considered to hold positions of special responsibility (SRA).

8. SUMMARY OF FINANCIAL IMPLICATIONS

Payment of Members' Allowances is made from the revenue budget for this purpose and the proposed increases will be met from that budget.

9. SUMMARY OF OTHER IMPLICATIONS

There are no other implications arising from this report.

Local Government Act 1972 – Section 100d

List of background documents

Report of the London Councils Panel on the Remuneration of Councillors in London 2023 – Published January 2024

Local Authorities (Members' Allowances) (England) Regulations 2003
London Borough of Bexley Scheme of Members' Allowances 2023/24

Contact Officer: Louise Peek, Members' Services Manager and Scrutiny Lead
020 3045 3596

Reporting to: Patricia Narebor, Deputy Director Legal and Democratic
Services, 020 3045 3922

LONDON BOROUGH OF BEXLEY

SCHEME OF MEMBERS' ALLOWANCES

1 April 2025 – 31 March 2026

LONDON BOROUGH OF BEXLEY
SCHEME OF MEMBERS' ALLOWANCES

INTRODUCTION

The London Borough of Bexley has adopted a new Members' Allowances Scheme in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 for the period 1 April 2025 to 31 March 2026, which is set out below.

The scheme is available for inspection between 9am and 5pm at the Civic Offices, 2 Watling Street, Bexleyheath DA6 7AT, together with a record of payments made to each Councillor and Co-optees. The scheme and the record of payments is also published on the Council's website at www.bexley.gov.uk.

The scheme provides for a Basic Allowance to every Member of the Council. In addition, Special Responsibility Allowances are payable as set out below.

1. BASIC ALLOWANCES

The basic allowance of £10,398 is paid to every Member of the Council automatically and is made monthly in arrears. It is intended to recognise the core duties conducted by Members and also to cover incidental costs arising from these such as cost of postage, telephone calls and travel and subsistence within the Borough.

A Member whose term of office begins or ends other than at the beginning or end of the period covered by this Scheme shall be entitled to the payment of Basic Allowance for the number of days that they hold office.

2. SPECIAL RESPONSIBILITY ALLOWANCES

Special responsibility allowances are payable at the rates indicated to the Members of the Council who hold the following positions of special responsibility.

	Annual Amount (£)
Leader of the Council	29,137
Deputy Leader	19,428
Leader of Main Opposition	14,571
Cabinet Members (x 6)	14,571
Overview and Scrutiny Committee Chairman (x 4)	9,720
Overview and Scrutiny Committee Vice Chairman (x 4)	3,312
Overview and Scrutiny Main Opposition Spokesman (x 4)	2,938
Planning Committee Chairman	9,720
Planning Committee Vice-Chairman	2,938
Planning Opposition Spokesman	1,179
Licensing Committee Chairman	3,237
General Purposes and Audit Committee Chairman	3,237
Pensions Committee Chairman	3,237
Cabinet/Scrutiny Liaison Member	4,702

Payments are made automatically monthly in arrears on 27th of each month.

A Member who holds any of the above positions for a period beginning or ending other than at the beginning or ending of the period covered by this Scheme shall be entitled to payment of a Special Responsibility Allowance (SRA) for the number of days that he/she held the post. Also, if the special responsibility does not continue throughout the year the Allowance shall be paid pro-rata for the period during which the responsibilities were undertaken.

If any Members fall into more than one of the above categories or would otherwise qualify for more than one of the associated allowances, that Member shall be entitled to one such SRA only and that allowance shall be equal to the greater or greatest of the SRAs arising under the position of responsibility in which the Member falls.

In addition, a total Special Responsibility Allowance of £500 is given to the Chairman of an Overview and Scrutiny Project Sub-Group, which is payable following submission of the Sub-Group's final report. No Member should chair more than one such sub-group, appointed by the same Overview and Scrutiny Committee, during the Municipal Year. Each Overview and Scrutiny Committee shall establish no more than three such sub-groups in any one Municipal Year. The maximum annual expenditure for each Overview and Scrutiny Committee under this provision is therefore £1,500.

3. ANNUAL ALLOWANCE FOR CO-OPTEEES

Independent Persons serving on the Members' Code of Conduct Committee (and providing input regarding complaints against councillors as required under the Localism Act 2011) continue to receive the sum of £700.00 per annum as awarded at Annual Council on 25 May 2021.

Co-opted members serving on Bexley's Overview and Scrutiny Committees are entitled to an annualised allowance based on a sum of £50.00 for each meeting of the relevant Committee attended. Payment of this allowance is also conditional on receipt of a declaration from each qualifying Independent Person or co-optee that they are not receiving any other payment from an employer, or other organisation, in respect of attendance at meetings of bodies to which the Council has co-opted them.

4. APPROVED DUTIES QUALIFYING FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

Elected Members may claim travel and subsistence allowances only in respect of any approved duties undertaken outside of the Borough, as specified below.

Independent Persons and Co-opted Members can claim travel costs for journeys associated with approved duties, within or outside the Borough, but cannot claim for subsistence.

Travel and subsistence allowances claims should be made in My View via the Members' Portal or on the form is attached as Appendix A.

The following are approved duties qualifying for travelling and subsistence allowances:

- Attendance at meetings of the Council, the Cabinet, Committees of the Cabinet, Overview & Scrutiny Committees, Regulatory and other Committees, Sub-Committees, Panels, Working Groups and other Council bodies set out in the Council's Constitution by Members appointed to serve on them or when attending as the duly appointed substitute Member
- Attendance at other ad-hoc meetings to which all Members of the Council, Cabinet, Committee(s) or Sub-Committee(s) are appointed or invited to do so
- Attendance by Councillors who have been appointed or nominated by the Authority, at meetings of Joint Boards, Joint Committees, or other public bodies, charities, voluntary bodies or other organisations, formed for a public purpose (and not for the personal benefit of its members)
- Attendance by Councillors at meetings of Local Authority Associations where the Council is a member
- Attendance for the opening of tender documents pursuant to Standing Orders
- Visits to children's homes, other social services residential establishments and special schools 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 authorise the inspection of such premises, or in connection with the arrangements made for the attendance of pupils at special schools.

5. ATTENDING CONFERENCES/SEMINARS

Members attending conferences/seminars either on the Council's approved list or where prior approval has been obtained from a Group Leader to attend the event under the procedure for attendance at non-approved conferences, may claim travelling and subsistence allowance if the event takes place outside of the Borough. The current list of approved conferences and associated guidelines is attached as Appendix B to this Scheme.

6. ATTENDING MEETINGS OF OUTSIDE BODIES

Members are entitled to claim travelling and subsistence allowances for meetings of those outside bodies where they have been appointed to represent the Council and where the meetings take place away from the Borough. In some cases, an allowance is not payable because of statutory restrictions (e.g., meetings of School Governors where travelling and subsistence allowances are not payable) or because the functions of the outside body are not directly the concern of local government (e.g.: Gas, Electricity, or Police).

A list of organisations to which the council makes appointments is kept by the Members' Services Manager and Scrutiny Lead and this indicates whether or not travel and subsistence allowances are payable by the London Borough of Bexley.

Some outside bodies to which Members are appointed have their own scheme of allowances, including travel and subsistence. Where this is the case

Members should claim from the particular body. If no scheme exists and meetings take place away from the Borough, the claim should be made to the Council.

7. CARRYING OUT MORE THAN ONE APPROVED DUTY

If a Member conducts two or more approved duties outside the Borough in any 24-hour period separate travelling and subsistence allowances can be claimed for each approved duty.

8. TRAVEL AND SUBSISTENCE ALLOWANCES – RATES OF PAYMENT

The rates of payment for travelling and subsistence allowances are as follows:

Travel

(ii) Public Transport

Actual expenditure incurred will be reimbursed on production of receipts.

(ii) Members own private vehicle

45p per mile

This is the rate recommended by Her Majesty's Revenue and Customs (HMRC).

This rate may be increased by 3p per mile for the first passenger and 2p per mile for the second and subsequent passengers (maximum 4) to whom a travelling allowance would otherwise have been payable;

A travel allowance may be claimed by any Councillor who uses a bicycle for any of the approved duties specified in paragraph 5 above whether within or outside the Borough.

Taxi fare (plus reasonable gratuity paid) is payable only in cases of urgency or where no public transport is reasonably available. Where a taxi is used in any other case, only the amount of the fare for travel by appropriate public transport is payable.

For travel outside the Borough the following allowances may be claimed:

(iii) By rail

(a) Second Class rail fare – claiming First Class rail fare will only be permitted where the cost is less than the standard published fare or limited to such amount.

(b) Actual expenditure incurred on:

reservation of seats, sleeping accommodation for an overnight journey (when this allowance is paid the subsistence allowance for that night is reduced by one-third)

(iv) Tolls, ferries and parking fees

Actual expenditure incurred will be reimbursed

(v) **By air**

Where the time saved by air travel justifies this mode of transport, or the cost would be less expensive than standard class rail fares and any overnight subsistence payments.

Travelling allowances are payable for each 'approved duty' conducted if separate journeys are involved.

Subsistence

Subsistence Allowances are payable where any elected Member of the Council incurs additional expense on refreshments to enable them to perform an approved duty (including travelling time) outside of the Borough. If the duty makes it necessary for the Member to stay away from home overnight, the subsistence allowance also covers the costs of accommodation.

Reasonable expenses will be reimbursed on claim supported by valid receipts.

9. CHILDCARE AND DEPENDENT'S CARERS ALLOWANCES

(i) **Eligibility**

Any Bexley Councillor or Co-opted Member who has incurred expenses for childcare or care of dependent relatives for the purposes of conducting any of the duties set out below may claim an allowance under this Scheme in accordance with the provisions below.

(ii) **Approved Duties**

The following duties are 'approved duties' for the purposes of this Scheme for which Councillors appointed to serve on the bodies concerned are eligible to claim the appropriate allowances:

- a meeting of the Cabinet
- a meeting of a Committee of the Cabinet
- a meeting of the Full Council
- a meeting of any Committee or Sub-Committee of the Council
- a meeting of any other body to which the Council makes appointments or nominations, or
- a meeting of a Committee or Sub-Committee of any other body to which the Council makes appointments or nominations
- a meeting which has both been authorised by the Council, a Committee or Sub-Committee of the Council or a joint Committee of the Council and 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 (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups)

- a meeting of a local authority association of which the Council is a member
- duties undertaken on behalf of the Council in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the Council 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 authorise the inspection of premises
- duties undertaken on behalf of the Council in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996

(iii) **Conditions and Amounts Claimable**

Allowances are only claimable in respect of children aged 15 or under, or in respect of other dependents (where there is medical or social work evidence that such care is required).

Payments will only be made as reimbursement of expenditure incurred, for which receipts must be provided to support any claim.

The maximum rate of payment shall not exceed **£12.21** per hour (for all age groups) or as revised in line with the current National Living Wage. Any claim may include the time taken to travel from home to the Civic Offices or any other venue for the purposes of conducting Council business.

Allowances are not payable in respect of payments made to Members of the claimant's own household and the carer must be aged 16 years or more.

Any dispute as to entitlement and any allegation of abuse will be referred to the Council's Standards Committee for adjudication.

(iv) **Claims and Payments**

Claims for payment of Dependent Carer's Allowances must be submitted to the Members' Services Manager and Scrutiny Lead, monthly by the end of the following month to that in which the expenditure was incurred.

Claims must be made on the approved form attached at Appendix A and must be accompanied by any receipts.

Payments will be made monthly in arrears on the 27th of each month following receipt of the claim.

Councillors wishing to claim allowances for care of a dependent relative must provide medical or social work evidence to support any claims. (Note: this is not required in respect of childcare.)

Both the relevant forms are attached as Appendix C.

10. PENSIONS

The London Borough of Bexley has taken a decision that Councillors should not be entitled to apply for inclusion in a pension scheme.

11. WAIVING OF ALLOWANCES

Any Councillor may elect to forgo receiving payment of any allowances to which they are entitled under this Scheme by giving notice in writing to the Members' Services Manager and Scrutiny Lead. Any withdrawal or amendment to such an election must also be notified to the Members' Services Manager and Scrutiny Lead in writing and will take effect from the date of receipt.

12. CLAIMS AND PAYMENTS

Claims

Claim forms may be completed on My View or on the relevant form which must be completed for the following:

Elected Members

Travel and Subsistence for approved duties undertaken outside the Borough.
Childcare and Dependent Carers Allowances.

Non-elected Members (Co-Optees)

Travel for approved duties undertaken within and outside of the Borough and childcare and Dependent Carers Allowances.

Copies of the forms are available from the Members' area, or Members' Services Manager and Scrutiny Lead.

Claims on MyView or claim forms should be completed for each calendar month and submitted to the Members' Services Manager and Scrutiny Lead, at the Civic Offices in the first week of the following month. All claims for the calendar month should be submitted at the same time.

Receipts must accompany claims in respect of public transport, taxis, subsistence, childcare and dependent carers.

Claims made after two months of the approved duty being conducted will be paid entirely at the discretion of the Members' Services Manager and Scrutiny Lead.

To enable the Council to close its accounts, all claims to 31 March in any year must be submitted by 30 April at the latest to be eligible for payment. Claims submitted after this date will not be paid.

Claim forms are not required for Basic and Special Responsibility Allowances.

Payments

Payments will be made by direct credit to the Members' bank or building society account on the 27th of each month, other than December and January when payment will be one week earlier. Payslips will be available each month detailing the payments.

Members must provide bank account details for payment to be made.

Basic and Special Responsibility Allowance will be paid in twelve monthly instalments for which claims are not required.

Travel, Subsistence, Childcare and Dependent Carers Allowances claims will be paid in the month received provided the stated timescales are adhered to.

13. FURTHER ADVICE AND ASSISTANCE

If any Member has any problem or requires any advice or assistance in relation to a claim for allowances he/she should contact the Members' Services Manager and Scrutiny Lead (ext. 3596), the Director of Finance and Corporate Services (ext. 5802), or their Inland Revenue/DSS office for tax, or benefit queries.

Councillor's certification

I certify that I am claiming reimbursement of costs that I have personally incurred to enable me to perform official Council business.

Each of these items relate to an 'approved duty' as described in the current Scheme of Members' Allowances.

I claim at the specified rates. Receipts are attached for all relevant expenses. I declare that I have not made, and will not make, any other claim in respect of the matter to which this claim relates, and that the costs of travelling, subsistence or overnight allowances have not already been met by the Council or any other body.

Total amount claimed _____

MANUSCRIPT
Signature of Councillor _____

Date _____

Authorisation of Payment by Head of Electoral and Members' Services
(Claims by the Leader, Deputy Leader, Cabinet Members and other Group Leaders and Deputy Leaders must be countersigned by either the Chief Executive, Director of Finance or Monitoring Officer)

Grand Total authorised _____

I authorise payment of the amounts shown in the summary above.

Authorised By (BLOCK CAPITALS) _____

Date _____

MANUSCRIPT
Signature of Authorising officer _____

Date _____

Authorisation by Chief Executive, Director of Finance or Monitoring Officer
(For the Leader, Deputy Leader, Cabinet Members and other Group Leaders and Deputy Leaders)

Authorised By (BLOCK CAPITALS) _____

MANUSCRIPT
Signature of Authorising officer _____

Date _____

List of Approved Conferences 2024/2025

Unless otherwise stated, the Council will usually be represented at Approved Conferences by the relevant Cabinet Member(s). The Leader of the Council may appoint substitute(s) and additional Members, including non-executive Members, as and when necessary.

<u>Conference</u>	<u>Bexley delegate(s)</u>
LGA Annual Conference and Exhibition	Leader plus two Cabinet Members and Leader of the Opposition.
Annual Conference of London Councils	Invitation will be extended to all London Borough Councillors.
CIPFA	Leader of the Council plus appropriate Cabinet Member.
LGA Annual Education Conference	Appropriate Cabinet Member plus Chairman of appropriate Overview and Scrutiny Committee.
LGA Annual Cultural Services Conference	Appropriate Cabinet Member plus Chairman of appropriate Overview and Scrutiny Committee.
Annual Conference of Institute of Solid Waste Management	Appropriate Cabinet Member.
National Road Safety Congress	Appropriate Cabinet Member.
LGA Annual Social Services Conference/Association of Directors of Social Services – Annual Conference	Appropriate Cabinet Member plus Chairman of appropriate Overview and Scrutiny Committee.
LGA Annual Housing Conference	Appropriate Cabinet Member plus Chairman of appropriate Overview and Scrutiny Committee.
Institute of Housing	Appropriate Cabinet Member plus Chairman of appropriate Overview and Scrutiny Committee.
National Housing and Town Planning Council	Appropriate Cabinet Member plus Chairman of Planning Committee.
LGC Investment Summit	Chairman of the Pensions Committee.

GUIDELINES FOR ATTENDANCE BY MEMBERS AT CONFERENCES

1. Attendance at Approved Conferences will be by the relevant Cabinet Member and/or other Members designated by the Council. The Leader of the Council will be able to nominate alternative Members if necessary.
2. Applications from Members for attendance at non-approved Conferences should be made on a standard proforma and should be approved by the Group Leader. All applications will be processed by the Democratic Services and Information Governance Team, who will check with Members' Services that sufficient budget provision is available.
3. All Conference bookings and arrangements for overnight accommodation and travel will be made by the Democratic Services and Information Governance Team. Expenditure on travel and overnight accommodation where this is booked directly by the Council on behalf of a Councillor shall not normally exceed current limits set out in the Council's Scheme of Members' Allowances unless in the view of the Members' Services Manager and Scrutiny Lead there are exceptional circumstances. Members wishing to reclaim the cost of travel and overnight subsistence themselves via the Members' Allowances scheme may not submit a claim exceeding the limits specified in the Scheme.
4. Members will be invited to provide feedback evaluating the effectiveness and value of any conference they attend.
5. Members should observe the requirement within the Council's Code of Conduct to register in writing any gift or hospitality received exceeding £100 in value within 28 days.
6. Group Leaders will be regularly advised of the position with regard to expenditure of their Group's budget allocation on non-approved conferences.

LONDON BOROUGH OF BEXLEY
CLAIM FOR CHILDCARE OR DEPENDENT CARER'S ALLOWANCE – OFFICIAL RECEIPT

Description of Approved Duty:

At

On (date) Time

FromTo

THIS PART SHOULD BE FILLED IN BY YOUR CARER

I am

and reside at

I was paid £ to look after the children/dependents of:

aged who lives at

fromto Date

I am not a relative or member of the household.

Signed Date

TO BE COMPLETED BY THE COUNCILLOR CLAIMING REIMBURSEMENT

Number of hours claimed Total amount claimed

Certification: I undertook an 'approved duty' as defined in the Scheme of Members' Allowances and described above, on the date and at the times that are also shown above for purposes of conducting Council business. This comes within the scope of the Council's Childcare and Dependent Carer's Allowance Scheme. The babysitter/carer is not a relative/family member or member of my household and I would not have been able to perform the duty without his/her service.

I also declare that I have not made, and will not make, any other claim under the Council's Childcare and Dependent Carer's Allowance Scheme in respect of the matter to which this claim relates, and the above claim has not already been met by the Council or any other body.

Signed Date

AUTHORISATION OF PAYMENT BY MEMBERS' SERVICES MANAGER AND SCRUTINY LEAD
(Claims by the Leader, Deputy Leader, Cabinet Members and other Group Leaders and Deputy Leaders must be countersigned by either the Chief Executive, Director of Finance or Monitoring Officer)

I authorise payment of the amounts shown in the summary above.

Signed Date