

	<p style="text-align: center;"><b>Standards Committee</b> 30 January 2008</p> <p style="text-align: center;"><b>Report from the Mayor's Office and Member Development Manager</b></p>
<p>For Information <span style="float: right;">Wards Affected: ALL</span></p>	
<p><b>Report Title:</b> <b>Review of members' expenses - May 2006 to April 2007</b></p>	

## 1.0 Summary

- 1.1 The London Borough of Brent Members' Allowance scheme makes provision for the payment of travel expenses to members. Appendix 1 outlines expenses claimed over the period from May 2006 to April 2007.

## 2.0 Recommendations

- 2.1 Members are asked to note this report.

## 3.0 Detail

- 3.1 Part 8 of the Council's Constitution contains the Members' Allowance Scheme which outlines that travel expenses can be claimed if they meet the following criteria:
- a) Any claims must be submitted in writing to the Mayor's Office Manager within two months of the date on which the duty in respect of which the entitlement to the allowance arises;
  - b) A travel allowance may be claimed by a councillor, independent member or voting co-opted member in respect of the cost of travel to or from a meeting or conference or other similar event (together referred to as a meeting for the purposes of the Scheme) provided that:-
    - i) The meeting is of a type specified in the regulations (Schedule 2 of the Scheme, attached at *Appendix 2* – extract from the Local Authorities (Members allowances) (England) Regulations 2003);
    - ii) The allowance will be for reimbursement only of the reasonable costs of standard class travel;
    - iii) Expenses can only be claimed for travel undertaken outside of the borough;

- iv) Approval of an expenses claim must be sought from the Mayor's Office Manager prior to the date of the meeting for which travel costs will be incurred;
  - v) No allowances can be claimed for travel to any meeting of the Council or a meeting of a Committee or Sub-Committee of the Council, other than a Joint Committee;
- c) Claims for car mileage allowance (fuel costs) or travel by bicycle must be made in accordance with the scheme that is in place from time to time for officers.
- 3.2 The Mayor's Office is responsible for administering the Members' Allowance Scheme and oversees the receipt, processing and payment of all appropriate expense claims submitted by members.
- 3.3 All claims submitted since May 2006 are now detailed on the Brent Council website and are also publicly available for inspection at the Mayor's Office.

#### **4.0 Financial Implications**

- 4.1 There is no specific budget for Members expenses. However payments made through the members' allowance scheme would normally be recharged. For example, if travel is incurred as a result of attending a member development event, this would be recharged to the member development budget.

#### **5.0 Legal Implications**

- 5.1 The Local government (Members' Allowances) (England) Regulations 2003, as amended, requires the council to publish expenses paid under the Members' Allowances scheme on a yearly basis in a locally circulating newspaper. The yearly expenses for the period covered by this report were duly published on 16 August 2007 in the Wembley Observer.
- 5.2 It is also a requirement to have the records available for public inspection by appointment. However, during the period from 1 May 2006 to 1 April 2007 nobody came to inspect the records personally.

#### **6.0 Diversity Implications**

- 6.1 There are no diversity implications arising from this report.

#### **Background Papers**

Part 8, Brent Council's Constitution

The Local Authorities (Members Allowances) (England) Regulations 2003

The report of the Independent Panel to London Councils December 2006

#### **Contact Officer**

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## Appendix 1 – summary of members' expenses from May 2006 to April 2007

Councillors Name (Claimant)	Nature of expense	Date expense incurred	Date claim submitted	Value of claim	Claim Approved/rejected
Cllr D Brown	Travel expenses incurred during attendance at IDeA Leadership Academy Programme 63 (Module 4)	10-11/03/07	21/03/2007	£63.10	Approved
Cllr Matthews	Travel expenses incurred during attendance at Next Generation, Leadership Centre for Local Government in Taunton, Somerset	8 - 10/02/07	05/03/2007	£168.64	Approved
Cllr Motley	Travel expenses incurred during attendance at IDeA Chair of Overview & Scrutiny Training event in York	3-4/02/07	01/03/2007	£231.88	Approved
Cllr D Brown	Travel expenses incurred during attendance at IDeA Leadership Academy Programme 63 (Module 3)	5-7/01/07	22/01/07	£58.90	Approved
Cllr Dunwell	Travel expenses to attend Integrated Transport Conference in (£131.22). Refreshments £2.93. Parking in B/Ham (£6.00)	09/11/2006	05/01/2007	£140.15	Part approved. Rejected claim for refreshments.
Cllr D Brown	Travel expenses incurred during attendance at IDeA Leadership Academy Programme 63 (Module 2)	18/11/06 & 19/11/06	22/11/2006	£57.10	Approved
Cllr Butt	Return travel expenses to attend Integrated Transport Conference in Birmingham	09/11/2006	22/11/2006	£78.00	Approved
Cllr Butt	Return travel expenses to attend IDeA BME Councillor Leadership Academy in Warwick	11/11/06 & 12/11/06	22/11/2006	£121.21	Approved
Cllr Dunn	Travel expenses incurred during attendance at IDeA Chair of Overview & Scrutiny Training event in Warwick	24-25/10/06	09/11/2006	£121.60	Approved
Cllr Dunwell	Travel expenses incurred attending a Commemorative dinner at Stationer's Hall.	17/10/2006	26/10/2006	£5.40	Rejected
Cllr D Brown	Travel expenses incurred during attendance at IDeA Leadership Academy Programme 63 (Module 1)	21-22/10/06	24/10/2006	£25.30	Approved
Cllr Matthews	Travel expenses incurred during attendance at Next Generation, Leadership Centre for Local Government	11-14/10/06	20/10/2006	£37.75	Approved
Cllr Leaman	Travel expenses incurred during attendance at Next Generation, Leadership Centre for Local Government	11-14/10/06	19/10/2006	£57.20	Approved
Cllr J Moher	Travel expenses incurred during attendance at LGA Conference	5-7/07/06	02/09/2006	£107.50	Approved
Cllr Dunwell	Travel to GLA New Councillor Event	20/06/2006	11/07/2006	£5.40	Approved
Cllr Dunwell	Travel to ALG Summit	17/06/2006	11/07/2006	£5.40	Approved
Cllr J Moher	Travelling expenses incurred during Twinning visit to South Dublin County Council, Southern Ireland	9-10/05/06	27/05/2006	£162.32	Approved

## **Appendix 2 – Schedule 2 of the members’ allowance scheme, Part 8 of the Brent Constitution**

### **SCHEDULE 2**

#### **Extract from The Local Authorities (Members Allowances) (England) Regulations 2003**

##### **Travelling and subsistence allowance**

**8.** - (1) A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories –

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that –
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty 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;
- (f) the performance of any duty 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;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
- (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.