

	<p style="text-align: center;">Standards Committee 5 November 2008</p> <p style="text-align: center;">Report from the Director of Communication and Diversity</p>
For Information	Wards Affected: ALL
<p style="text-align: center;">Review of Members' Expenses - April 2007 to April 2008</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 April 2007 to April 2008.

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 from time to time in accordance with the scheme that is in place 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 7 August 2008 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 2008 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

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Appendix 1 – summary of members' expenses from April 2007 to April 2008

Councillors Name (Claimant)	Nature of expense	Date expense incurred	Date claim submitted	Value of claim	Claim Approved/ rejected
Cllr Bessong	Travel expenses incurred for travel to 'The next generation' member development event	07/03/2008	03/04/2008	£66.60	Approved
Cllr Bessong	Travel expenses incurred for travel to 'The next generation' member development event	14/02/2008	03/04/2008	£69.00	Approved
Cllr Lorber	Travel to meeting on West London Partnership meeting	07/02/2008	20/02/2008	£18.00	Approved
Cllr Matthews	Travel to Leadership Academy module 3	05/01/2008	07/01/2008	£24.25	Approved
Cllr Matthews	Travel to Leadership Academy modules 1 and 2	24/10/07 and 22/11/07	07/12/2007	£231.20	Approved
Cllr Van Colle	Travel expenses incurred for travel to TEC meeting of London Councils, West London Waste Authority and Lottery seminar meetings	2/10/07 10/10/07 8/10/07 15/11/07	27/11/2007	£25.06	Approved
Cllr Van Colle	Travel expenses incurred for travel to West London Waste Authority meeting	13 and 14/09/07	30/09/2007	£15.16	Approved
Cllr Bessong	Travel expenses incurred for travel to 'The next generation' member development event	23/06/2007	26/09/2007	£39.00	Approved
Cllr Crane	Travel expenses incurred for travel to local government pensions seminar	5-7/09/07	17/09/2007	£150.18	Approved
Cllr Van Colle	Travel expenses incurred travelling to a meeting of the West London Waste Authority	27/06/2007	30/06/2007	£10.88	Approved
Cllr Van Colle	Travel expenses incurred travelling to a meeting of the West London Waste Authority	14/06/2007	25/06/2007	£4.50	Approved
Cllr D Brown	Travel expenses incurred attending the Leadership Centre seminar	22/06/2007	20/06/2007	£88	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.