

COUNCIL			
Report Title	Members Allowances		
Key Decision			Item No.
Ward	n/a		
Contributors	Head of Law		
Class	Part 1	Date: 3 October 2018	

Members Allowances

1. Summary and Purpose

The purpose of this report is to make proposals in relation to members' allowances based on the recommendations of London Councils' remuneration panel and the specific recommendations of Sir Rodney Brooke as to its fit with the local circumstances in Lewisham.

2. Background

- 2.1 Under Section 18 Local Government and Housing Act 1989, the Secretary of State may make regulations authorising or requiring Councils to make a scheme providing for the payment of allowances to members. The relevant regulations are the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended. The Council must publish its Scheme of Members' Allowances, dealing with basic allowances and special responsibility allowances and payments to members of the Council may only be made in accordance with this scheme.
- 2.2 In 2010 and 2014, the Council agreed to have regard to the recommendations of the independent remuneration panel established by London Councils in deciding on the level of members' remuneration in Lewisham for the new administration elected in those years. On both occasions, it was also agreed that the Council engage the services of Sir Rodney Brooke, the Chair of the London Councils remuneration panel to advise about the extent to which the recommendations in the London wide report would be appropriate in the local Lewisham circumstances.
- 2.3 Though in 2014 the recommendations of Sir Rodney Brooke were to increase the basic and special responsibility allowances then paid to members, the Council resolved not to do so because of the financial climate at the time. There has also been no increase in those members' allowances since 2014, and no inflation increase since 2010. Though the Council's Scheme of

Members' Allowances has not been upgraded for inflation since 2010, by contrast in the last 8 years NJC officers' salaries have increased by 1%, 2.2%, 1%,1% and 2%. A copy of the current Scheme of Members' allowances appears at Appendix 1.

- 2.4 Prior to the election in May 2014, regulations provided the potential for all members to be eligible to join the Local Government Pension Scheme and many members of the Council opted to do so. However, further regulations abolished the right to join the LGPS with effect from the May 2014 elections.
- 2.5 Given the election of a new Mayor and a new administration at the May 2018 elections, the question of members' allowances is now being reviewed in the light of changed circumstances.
- 2.6 In considering the question of members' allowances, the Council is under a statutory duty to have regard to the advice of the Independent Remuneration Panel. A copy of the Report of the Independent Remuneration Panel of London Councils now appears at Appendix 2.
- 2.7 The report of Sir Rodney Brooke now appears at Appendix 3. His recommendations may be summarised as follows:-
 - (a) The allowances for the Mayor, Deputy Mayor, members and co-optees (other than the allowances mentioned in recommendations (c) and (f) below) should be increased by the headline National Joint Council (NJC) 2018 local government pay settlement of 2% with effect from the beginning of the 2018-19 municipal year.
 - (b) The freeze on members' allowances should be ended and allowances increased during the next four municipal years by the headline figure in the NJC local government pay settlements.
 - (c) Cabinet Members should receive a special responsibility allowance of £20,000 (including the 2018 pay award referred to in recommendation (a) above).
 - (d) Where Cabinet portfolios are shared between members, both should receive half the remuneration of a Cabinet member.
 - (e) The Chair of the Strategic Planning Committee should receive the same special responsibility allowance as the Chair of the Overview & Scrutiny Committee.
 - (f) The Chair and Whip of the Majority Group (and Leaders of political groups with 15 or more members) should receive special responsibility allowances of £9,000.
 - (g) Councillors serving on the Board of Lewisham Homes should receive a Special Responsibility Allowance of £3,500.

- (h) The Scheme should continue to make provision for payment of a dependants' carer's allowance and that in special circumstances (eg for care of a severely disabled person) the Council should reimburse a higher cost where this can be justified.
- (i) The Mayor and councillors should be entitled to claim for travel outside the borough and subsistence allowances outside Greater London at the same rates as those prescribed for staff of the authority.
- (j) The date of implementation of these recommendations should be the commencement of the 2018-2019 municipal year.
- (k) Other than my recommendations above, the members' allowances scheme should continue unchanged.

3. Recommendations

3.1 Having regard to the advice of the London Councils remuneration panel and the advice of Sir Rodney Brooke, and to the guidance issued under the Local Government Act 2000, to consider the recommendations contained in the reports at Appendix 2 and 3, and to decide whether to approve a scheme of members' allowances in accordance with Sir Rodney Brooke's recommendations as summarised above at paragraph 2.7 to include the following remuneration levels.

- (a) Basic allowance be set at £10,008 for all councillors
- (b) Special responsibility allowances to be paid as follows:-

Mayor (no basic allowance payable)	£79,276
Deputy Mayor	£41,412
Other Cabinet members	£20,000*
Chair of Council	£ 6,252
Chair , Overview and Scrutiny	£12,505
Chair Overview and Scrutiny	
Select Committees	£ 6,252
Chair Strategic Planning Committee	£12,505
Chair other Planning Committees	£ 6,252
Chair Licensing Committee	£ 6,252
Leaders of political groups with 15 or more members	£ 9,000
Chair of the majority group and Leaders of political groups with more than three but fewer than fifteen members	£ 3,228
Majority party whip	£ 9,000
Chair Standards Committee	£ 1,010

Co-optees who sit on the Council's Standards Committee, Audit Panel and parent governors and diocesan representatives who sit on the Overview and Scrutiny Education Business Panel and the Children and Young People Select Committee	£ 612
Councillor Directors on Lewisham Homes Ltd	£ 3500

*Where Cabinet portfolios are shared between two members, both should receive half the remuneration of a Cabinet member.

- (c) The basic and special responsibility allowances should cover travel in the borough and subsistence within the Greater London area.
 - (d) Subject to the provisions in paragraph 4 below, members should be entitled to claim the same allowances for travel outside London as officers.
 - (e) In special circumstances (e.g. for the care of a severely disabled person) the Council should reimburse a higher rate of dependants' carers' allowance where this can be justified.
 - (f) With the exception of the allowances for Cabinet members and the Chair and Whip of the Majority Group and Leaders of political groups with more than 15 members) updating of the Scheme should continue for four years in accordance with the headline rate for NJC awards
 - (g) Except as recommended for amendment by Sir Rodney Brooke, the current Members' Allowances scheme remain in place.
 - (h) That any changes to the Members Allowances Scheme be backdated to the beginning of the 2018/19 municipal year.
- 3.2 To ask officers to publish details of the new scheme as required by law in a newspaper circulating in the area.
- 3.3 To note that travel and subsistence allowances are tied to those agreed for officers from time to time.
- 3.4 That Carers' Allowance will also increase automatically in line with the London Living Wage and that National Insurance will automatically be amended in line with any changes in the contribution rate.

4. Provisions in the existing scheme relating to travel

- 4.1 Members should not be entitled to claim more than the standard fare for any rail journey outside the borough
- 4.2 For other travel allowances (including a bicycle allowance) members should be entitled to the same allowances as those authorised for officers. They should be entitled to claim for taxi fares only when returning from late night meetings where public transport is not available, and where appropriate by members with a relevant disability. In the case of dispute, the Standards Committee should be asked to arbitrate.
- 4.3 When undertaking civic duties, the Chair of Council and the Deputy Chair of Council should be entitled to use taxis when the Council car is not available.
- 4.4 Mobile telephones or similar devices be allotted to all councillors with a requirement that they identify all non Council usage and reimburse the cost of such usage. In cases of dispute, the Standards Committee should be asked to arbitrate.

5. Legal Implications

- 5.1 The Council is under a duty to adopt a scheme of members' allowances by virtue of section 18 Local Government and Housing Act 1989 and relevant regulations. It may only pay allowances in accordance with such a scheme. – The Council must comply with publication requirements.
- 5.2 Members are reminded of the need to have regard to the guidance issued under the Local Government Act 2000 in relation to Members' Allowances which is referred to in the report of the London Councils Remuneration Panel attached as Appendix 2.
- 5.3 There is a general rule that members may not usually vote on matters in which they have a personal pecuniary interest. However decisions relating to the Scheme of Members' Allowances are an exception to this general principle, and members may vote on this issue, having regard to the recommendations of the Panel, and the recommendations of Sir Rodney Brooke which in accordance with the law are being published in a newspaper circulating in the area. The Scheme once agreed will also be published.
- 5.4 The Equality Act 2010
 - (a) This Act introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
 - (b) In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- (c) The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Council, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- (d) The Equality and Human Rights Commission issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
- <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-public-sector-equality-duty-england>
- <https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty-guidance>
- (e) The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:
- The essential guide to the public sector equality duty
 - Meeting the equality duty in policy and decision-making
 - Engagement and the equality duty
 - Equality objectives and the equality duty
 - Equality information and the equality duty
- (f) The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more

detailed guidance on key areas and advice on good practice. Further information and resources are available at:

<https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty-guidance>

6. Financial Implications

The overall budget for members' allowances for 2017/18 was £867,000, with actual cost at £876,000. This excludes associated costs for members, e.g. mobile phones, IT equipment and member training. The additional costs of increasing all the allowances in line with the recommendations of Sir Rodney Brooke is likely to add approximately £63,000 to the cost of members' allowances overall in 2018/19. This ongoing cost will be funded from existing budgets currently held corporately.

7. Crime and Disorder and Environmental Implications

There are no specific implications

8. Equalities Implications

Basic allowance is payable to councillors and special responsibility in relation to specified responsibilities. Payment of dependent carers' allowance as proposed should go some way to encouraging those with children or caring responsibilities to be able to participate in the democratic process as far as possible.

MEMBERS' ALLOWANCES

*Scheme for Basic and Special
Responsibility Allowances
(2014)*

Chief Executive
September 2014



INVESTOR IN PEOPLE

Produced by
GOVERNANCE SUPPORT

LONDON BOROUGH OF LEWISHAM

SCHEME FOR BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

1. General

Allowances may only be paid for duties specified in the Local Authorities (Members' Allowances)(England) Regulations 2003, which have been made in part under Section 18 of the Local Government and Housing Act 1989.

Provision is made for the following allowances:-

- (a) allowances which are both to meet expenses and to provide remuneration
 - (i) **basic allowance**
 - (ii) **special responsibility allowance**
- (b) allowances solely to meet expenses incurred
 - **travelling and subsistence allowances**
 - **telephone provision**

MEMBERS ARE ADVISED THAT FROM MAY 2010 THE COUNCIL'S STANDARDS COMMITTEE HAS REQUIRED FULL DISCLOSURE OF ALL PAYMENTS MADE AND EXPENSES CLAIMED ON THE COUNCIL'S WEBSITE.

LONDON BOROUGH OF LEWISHAM

MEMBERS' ALLOWANCES SCHEME

1. This scheme may be cited as the London Borough of Lewisham Members' Allowances Scheme, and shall have effect from 18 September 2014 and subsequent financial years.

2. In this scheme

“councillor” means a member of the London Borough of Lewisham who is a councillor;

“total estimated allowances” means the aggregate of the amounts estimated by the Executive Director for Resources, at the time when a payment of basic allowance or special responsibility allowance is made, to be payable under this scheme in relation to the relevant year, and for this purpose any election under paragraph 6 shall be disregarded;

“year” means the 12 months ending with 31 March.

3. **Basic Allowance**

Subject to paragraph 7, for each year a basic allowance shall be paid to each councillor. For the period commencing 18 September 2014 to 31 March 2015 this allowance is £9,812 per annum.

4. **Special Responsibility Allowances**

- (1) A special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this Scheme.
- (2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) Only one special responsibility allowance is payable to a member.

5. **Financial Limits**

Any payment(s) under this scheme is subject to the amounts in respect of basic allowances and special responsibility allowances not exceeding that amount included in the revenue estimates for the relevant year.

6. **Renunciation**

A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this Scheme.

7. **Part-year Entitlements**

- (1) The provisions of this paragraph regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this Scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (2) For councillors who join or leave the authority part way through a financial year, or who take-up or relinquish special responsibilities in the course of the year, their entitlements are to be the appropriate proportion of the full-year entitlement. Likewise, if the Scheme is amended in the course of the financial year, the entitlements for basic and special responsibility allowances are to be the appropriate proportions of the full-year entitlements for the periods before and after the amendment comes into effect.

8. **Subsistence Allowances**

These allowances may be paid only in respect of an 'approved duty' if it involves an absence from home exceeding four hours and expenses on subsistence is necessarily incurred in connection with that duty. **It follows that a member must have incurred expense before a claim can be made and a receipt should accompany the claim.** All claim forms will be published on the website.

8.1 **Day Subsistence**

Where members are required to travel on Council business outside the Greater London area, and meals are not provided, then subsistence allowances may be claimed as follows:

Lunch maximum £7
Evening Meal maximum £10

Reimbursement of the cost of an evening meal will be made only where the business meeting extends beyond 8.30 p.m.

Where members are required to stay overnight and meals are not provided with the accommodation, up to £30 may be claimed to cover the cost of all meals.

Where employees are required to visit abroad on Council business and meals are not provided with the accommodation, up to £50 may be claimed per day to cover the cost of all meals and taxi fares etc.

When claiming subsistence allowances receipts for expenditure must be presented.

8.2 **Overnight Subsistence**

The costs of Meetings or Conferences requiring members to be absent overnight from home will either be met directly by the authority or reimbursed upon submission of a valid claim and actual receipts. The costs to the authority of all Conferences or overnight stays will be published on the website and attributed to the Members concerned.

9. **Travel Allowance**

The Council has agreed that a flat rate mileage equivalent to the casual user rate paid to officers, will be paid when members use their private car for those 'approved duties' set out in Schedule 2 if the duty takes place outside the Borough of Lewisham.

It is expected that members will always use public transport if possible. The conditions and rates of travelling allowance for the use of private vehicles, hire cars and taxis are set out in detail in Appendix A. **Receipts should be provided to support claims. All claim forms received may be reproduced on the Council's website.**

Members are advised to ensure that their personal car insurance covers them for Council business use if they use their vehicle to travel to approved duties.

The Council cannot provide official transport for members unless they are on civic business authorised by the Head of Business and Committee or the Business and Civic Manager, or where it is considered reasonable and economic to do so for a group of members travelling together.

10. **Carer's Allowance**

A carer's allowance is payable to elected members and voting and non-voting co-opted members for the duties specified in the list of approved duties as follows:-

- (i) care arranged by members on an 'ad-hoc' basis at the prevailing hourly rate of the London Living Wage £9.15 per hour, plus travelling expenses.

Claims should be made on the appropriate forms which are available from the Head of Committee Business at the appropriate meeting, or the Members' Room.

11. **Telephone and I.T Charges**

The Executive Director for Resources and Regeneration has the delegated authority to approve the supply of telephony and I.T. to members to use for Council business.

Where mobile telephones or similar devices are allotted to Members, any non Council usage must be identified and the Council reimbursed.

12. **National Insurance Contributions/Statutory Record and Statutory Sick Pay (SSP)**

The lower earnings limit in 2014/15 is £111 per week. National insurance contributions will be payable if the allowances due to a member in respect of any one month reaches this figure.

13. **Tax and Benefits**

A guide to the latest rules on Social Security Benefits and Tax Credits as they relate to Councillors, which has been produced by the Local Government Information Unit, is held by the Head of Business & Committee in the Civic Suite, extension 49327. It explains which allowances are taxable and how being a councillor can affect the benefits which you or your partner claim.

14. **Claims for Allowances**

A claim for travel and subsistence allowances under this scheme shall be made in writing within six months of the date of the meeting in respect of which the entitlement to the allowance arises. Therefore any claims which relate to an attendance at a meeting which is not held within the preceding six months will not be paid. Any claim shall be made monthly in arrears and on the official forms. A simple form for claims for travel and subsistence is used and a supply is available in the Members' Room.

Responsibility for inserting details of any 'approved duty' during the period in question rests with individual members. Every claim shall include a statement that the member is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the Scheme.

Any claims received shall be subject to a check to ensure they fall within the list of Approved Duties. Any regarded as not admissible will be deleted and members will be informed.

Completed forms should be submitted to the Head of Committee Business, Governance Support, who will deal with any queries a member may wish to raise.

15. **Payments in respect of Basic and Special Responsibility Allowances**

Payments in respect of basic and special responsibility allowances shall be made in instalments of one-twelfth of the amount specified in this Scheme on the 18th day of each month.

Members should retain this document and the accompanying lists so that reference may be made to them when preparing claims.

16. **Register of Allowances**

Particulars of all allowances paid to, or on behalf of, a member have by law to be entered in a Register which is open to inspection by any elector for the Borough. This register is maintained by the Head of Business and Committee, Governance Support. Furthermore, the Council is required to publish details of the allowances scheme and to publish after the year end the total sum paid under the scheme to each member in respect of each of the allowances paid i.e. basic and special responsibility allowances.

Additionally all expenses claim forms submitted by Members as well as details of costs incurred directly by the authority on behalf of Members, will be published on the Council's website.

Lewisham Town Hall
Catford
SE6 4RU
September 2014

Barry Quirk
Chief Executive

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

	£
Mayor	77,722
Deputy Mayor	40,600
All other Executive members	15,298
Chair of Council	6,130
Chair of Overview & Scrutiny Committee	12,260
Chairs of Overview & Scrutiny Select Committees	6,130
Chairs of Planning Committees (3)	6,130
Chair of Strategic Planning Committee	9,195
Chair of Licensing Committees	6,130
Leaders of Political Groups or Chair of the Labour Group if 15 or more members	5,275
Leaders of Political Groups with more than 3 but fewer than 15 members	3,165
Majority Party Whip	5,275
Chair of the Standards Committee	1,000
Co-optees on the Council's Standards Committee, Audit Panel and parent governors and diocesan representatives who sit on the Overview & Scrutiny Education Business Panel and the Children and Young People Select Committee	600

SCHEDULE 2

APPROVED DUTIES

The activities set out are 'approved duty' for the purposes of payment of travel and subsistence allowances when meetings take place outside the Borough of Lewisham.

Ackroyd Community Centre Management Committee

Adoption and Permanency Panel

Age Concern Lewisham

Age Exchange Reminiscence Theatre

Albany 2001 Council of Management

Appointments Committee

Audit Panel

Beckenham Place Park Working Party

Blackheath Concert Halls - Board of Management

Blackheath Joint Working Party

Catford Regeneration Partnership Board

Children & Young People Select Committee

Children and Young People Stakeholders Forum

Community Operations Service for Mental Health

Constitution Working Party

Corporate Parenting Group

Council Meeting

Council Urgency Committee

Deptford Challenge Trust

Dressington Day Centre

Elections Committee

EqualiTeam Lewisham

Forest Hill and Sydenham Voluntary Service Association

Greater London Enterprise

Greater London Provincial Council

Green Chain Joint Committee

Groundwork London

Groundwork Local Authority Strategic Input Board

Healthier Communities Select Committee

Health and Safety Committee

Housing Joint Partnership Board

Housing Select Committee (time limited)

Investment Sub-Committee

Lewisham Citizen's Advice Bureau Management Committee

Lewisham Disability Coalition

Lewisham Education Partnership Board

Lewisham Environment Trust

Lewisham Health Partnership

Lewisham Homes Board

Lewisham Local History Council/Society

Lewisham Pensioner's Forum Management Committee

Lewisham Community/Police Consultative Group

Lewisham Schools for the Future Holdings Ltd. (HOLDCO)

Lewisham Schools for the Future SPV Ltd.

Licensing Committee

Licensing (Supplementary) Committee

Local Assemblies

Local Authorities Action for South Africa - National Steering Committee

Local Government Association - General Assembly

Local Government Association - High Ethnicity Authorities Special Interest Group

Local Strategic Partnership

London Accident Prevention Council

London Councils

- (i) Leader's Committee
- (ii) Culture & Tourism and 2012 Forum
- (iii) Children Young People and Families
- (iv) Transport & Environment Committee
- (v) Economic Development Forum
- (vi) Housing Panel
- (vii) Health & Social Care Forum
- (viii) Community Safety & Policing Forum
- (ix) Grants Committee

London Youth Games

Marsha Phoenix Memorial Trust

Mayor and Cabinet

Mayor and Cabinet (Contracts)

New Deal for Communities Board

Overview & Scrutiny Committee

Overview & Scrutiny Business Panel

Overview & Scrutiny (Education) Business Panel

Overview & Scrutiny Sub-Committee(s)

Pensions Investment Committee

Phoenix Community Housing Association

Planning Committee (A)

Planning Committee (B)

Planning Committee (C)

Public Accounts Select Committee

Reserve Forces and Cadets Association

SACRE

Safer & Stronger Communities Select Committee

Shadow Health and Well Being Board

Silwood SRB Management Board

Social Services (Access to Personal Files) Panel

Social Services Complaints and Representations Panel

South East Enterprise Ltd.

South East London Combined Heat and Power (SELCHP) Board

South East London Transport Strategy Group

South East London Waste Disposal Group

Standing Advisory Council on Religious Education

St Mary's Centre Management Committee

Strategic Planning Committee

Standards Committee

Sustainable Development Select Committee

Thames Gateway London Partnership

Urban Renaissance in Lewisham SEB Board

Voluntary Action Lewisham

Wide Horizons Education Trust

Works Council

TRAVEL ALLOWANCE - CONDITIONS AND RATES

1. Mileage

- 1.1 The mileage to be paid for is from home (i.e. the normal place of residence) to the place where the approved duty takes place; and the return journey home.
- 1.2 If a member travels to the approved duty from another place (e.g. their place of work), this mileage can be paid for, provided it is less than it would be from home.
- 1.3 Exceptionally, if the member travels to the place of the duty from a place other than home and necessarily returns to the same place after the duty, the actual mileage for both journeys can be paid.
- 1.4 Again exceptionally, if the cost of the fare by public transport between the other place of the duty is greater than the cost to the member would have been in travelling to and from home, the cost can be paid.

2. Taxis

- 2.1 Members may claim for taxi fares only when returning from late night meetings where public transport is not available, and where appropriate by members with a relevant disability. In the case of dispute, the Standards Committee should be asked to arbitrate.
- 2.2 If a taxi is used the fare will have to be paid at the time and a claim submitted to the Head of Business & Committee giving details of the journey and the approved duty involved. Members are reminded that waiting time is charged for and should consider whether it will be cheaper to pay on arrival and re-hire for the return journey.

3. Self-Drive Hire Cars

The rate payable is the same as that payable for the use of a member's private car.

4. Rates

The rates per mile payable for travel by private car, motor cycle and bicycle are:-

4.1 Motor Cycles

31p per mile

(Note: the cc is shown in the Vehicle Licensing Document)

4.2 Motor Cars

Up to 999cc	46.9p per mile
1000cc and above	52.2p per mile

4.3 Bicycles

14p per mile

4.4 Passengers

An additional 1.0p per mile may be paid for each passenger to whom travel allowance would otherwise be payable, up to 4 passengers.

4.5 Tolls, Ferries or Parking Fees

The actual cost may be paid.