

PART 6 – Allowances

This Scheme may be cited as the East Midlands Combined County Authority Members' Allowances Scheme and shall have effect for the municipal year 2024/25. It shall continue in force, as amended from time to time, until revoked or amended.

1. In this scheme:

'the Mayor'	the person elected as mayor by the local government electors for the Combined County Authority Area
'the Combined County Authority'	The Board
'EMCCA'	the East Midlands Combined County Authority
'the Constituent Councils'	Derbyshire County Council, Nottinghamshire County Council, Derby City Council and Nottingham City Council
'the Deputy Mayor'	the member of the EMCCA appointed by the Mayor to be the Mayor's deputy pursuant to section 29(1) of the 2023 Act
'the 2023 act'	the Levelling Up and Regeneration Act 2023
'The EMCCA Regulations'	<ul style="list-style-type: none">a) The East Midlands Combined County Authority Regulations 2024b) Such other secondary legislation made by the Secretary of State in relation to the EMCCA pursuant to the 2023 Act
'Mayoral functions'	any function of the EMCCA which is exercisable only by the Mayor (or the Mayor's delegate) by virtue of the EMCCA Regulations or any other enactment (whenever passed or made)
'Nominating body'	a body designated by the EMCCA under section 11(1) of the 2023 Act

'Non-Constituent Member'	A non-constituent member is an individual nominated as a representative by a nominating body designated as such by the CCA in accordance with section 11 of the Levelling-up and Regeneration Act 2023
'Associate Member'	An associate member is an individual appointed to be a member of the CCA in accordance with section 12 of the Levelling-up and Regeneration Act 2023

2. This scheme applies to the Mayor, all Combined County Authority Members, Non-Constituent Members, Associate Members, Business Advisory Board Members, and individuals appointed to Mayoral governance functions.

3. Schedules to the Scheme:

- Schedule A: Allowances and Remuneration
- Schedule B: Approved Duties
- Schedule C: Expenses

The Scheme

1. Introduction

1.1 This scheme sets out the entitlement of:

- The Mayor
- Combined County Authority Members
- Combined County Authority Committee Members
- Non-Constituent Members
- Associate Members
- Business Advisory Board Members

2. Allowances

The Allowance for the Mayor

- 2.1 The East Midlands Combined County Authority Regulations 2024 set out requirements for the determination of allowable allowances and expenses, the regulations make it clear that no remuneration is to be payable by the Combined County Authority to its members, other than allowances for travel and subsistence paid in accordance with a scheme drawn up by the Combined County Authority.
- 2.2 The Combined County Authority may establish an independent remuneration panel to recommend a scheme to the Combined County Authority regarding the allowances payable to:
- a) the Mayor;
 - b) the deputy mayor provided that the deputy mayor is not a leader or elected mayor of a constituent council;
 - c) independent persons appointed under article 5 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017; and
 - d) members of the overview and scrutiny committee and members of the audit committee.
- 2.3 An independent remuneration panel must consist of at least three members none of whom:
- a) is also a member of the Combined County Authority or is a member of a committee or sub-committee of the Combined County Authority or a member of a constituent council of the Combined County Authority or a member of a district council; or
 - b) is disqualified from being or becoming a member of the Combined County Authority.
- 2.4 The IRP has recommended an allowance for the Mayor as set out in Schedule A which has been approved by the Combined County Authority and is index linked to the National Joint Committee for Local Government Employees (NJC) index (the percentage annual cost of living salary increase as applied each year to staff). The increase to be applied annually reflecting the date of appointment of the Mayor.
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Other Allowances

2.5 The IRP has recommended an allowance for:

- Chair of Overview & Scrutiny Committee
- Member of the Overview & Scrutiny Committee
- Independent Member of the Audit & Governance Committee
- Member of the Audit & Governance Committee
- Independent Member(s) for standards matters

2.6 The details of this allowance are set out in Schedule A. These allowances are index linked to the National Joint Committee for Local Government Employees (NJC) index (the percentage annual cost of living salary increase as applied each year to staff). The increase to be applied annually reflecting the date of appointment of the Mayor.

2.7 With the exception of those listed in 2.5 any Combined County Authority Member is only entitled to expenses for and subsistence and no other allowances under this scheme. For clarity this includes members of the Business Advisory Board.

2.8 An individual can only receive one allowance from the Combined County Authority.

3.Travel Expenses

3.1 Subject to any exceptions or requirements set out in this Scheme, a Member, as defined above in 1.1, engaged in any of the Approved Duties set out in Schedule B, as applicable, may reclaim any travel costs they incur, in accordance with Schedule C

4.Subsistence Expenses

4.1 Subject to any exceptions or requirements set out in this Scheme, a Member, as defined above in 1.1, engaged in any of the Approved Duties set out in Schedule B, as applicable, may reclaim any subsistence costs they incur, in accordance with Schedule C

5. Childcare and Dependent Care Allowance

5.1 Subject to any exceptions or requirements set out in this Scheme, a Member, as defined above in 1.1, engaged in any of the Approved Duties set out in Schedule B, as applicable, may reclaim any costs they incur, in accordance with Schedule C

6. Implementation and Backdating of Recommendations

6.1 The allowances are implemented from the date of the Annual Meeting and paragraph 7 (Part Year Entitlements) applies.

7. Part Year Entitlements

7.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to allowances where, in the course of a year, this Scheme is amended or that Member becomes, or ceases to be, a Member, or accepts or relinquishes the responsibilities of a role for which an allowance is payable.

7.2 If an amendment to this Scheme changes the amount to which a Member is entitled, then in relation to each of the periods:

- a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

7.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, the entitlement of that Member to any allowance shall be to the payment of such part of the allowance as bears to the whole the same proportion as

the number of days during which their term of office subsists bears to the number of days in that year.

- 7.4 Where this Scheme is amended as mentioned in paragraph 7.2, and the term of office of a Member does not subsist throughout the whole, or any period mentioned in sub-paragraph 7.2(a), the entitlement of any such Member to an allowance shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which their term of office as a member subsists bears to the number of days in that period.

8. Renunciation of entitlement to remuneration or expenses

- 8.1 Any Member may by notice in writing given to the Monitoring Officer to forego all or any part of their entitlement to any expenses under this scheme.

9. Claims and Payments

- 9.1 A claim for travelling and subsistence expenses under this Scheme shall be made in writing within three months of the date of the duty in respect of which the entitlement to the allowance arises.

- 9.2 A claim for all expenses under this Scheme or any expense under any other provisions shall include, or be accompanied by, a statement signed by the claimant that:

- the claimant has incurred the expenditure shown on the claim,
- the claimant has not made and will not make any other claim either under this scheme or to any other body or organisation in respect of the matter to which their claim relates.

- 9.3 No expenses will be paid under this Scheme without:
- a) a dated receipt (except in relation to car mileage claims), and
 - b) in the case of travel expenses, the amount being in line with the requirements and restrictions set out in Schedule C, and
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- c) in the case of subsistence expenses, the amount not exceeding the maximum authorised by the Combined County Authority in Schedule C
- d) in the case of car mileage expenses, that:
- e) no suitable alternative public transport was available (claimant to provide explanation) or there were special circumstances (to be specified by claimant), and
- f) it was not reasonable for the claimant to have travelled with another Member or officer (claimant to provide explanation), and,
- g) in the case of travel expenses for taxi costs incurred, that it was not reasonable to use public transport (claimant to provide explanation) and that the Monitoring Officer has agreed this in advance where reasonably practicable.

9.4 Subject to any external timing constraints, payments shall be made:

- a) in respect of allowances and remuneration payable to those listed in 2.5 in instalments of one- twelfth of the amount specified in this Scheme each month.
- b) in respect of travelling, subsistence, childcare/dependent carers' expenses, in each month for all fully completed claims received by the end of the previous week; and
- c) in respect of a large expense claim, suitable arrangements will be made where specially requested by the claimant concerned.

9.5 Where a payment of one-twelfth of the amount specified in this Scheme in respect of an allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 7 (Part Year Entitlements), they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

10. Duplication of allowances and expenses claims

10.1 No Member may receive an allowance or expenses from more than one authority in respect of the same duties.

11. Information Technology Provision

11.1 The Mayor will be provided with IT equipment to enable the discharge of their functions. No other Member will be provided with IT equipment.

12. Publishing remuneration and expenses paid

This Scheme will be published on the Combined County Authority's website.

A summary of remuneration and expenses paid under this Scheme each year will be published on the Combined County Authority's website.

Schedule A: Allowances and Remuneration

Mayoral Remuneration (per annum)

The Mayor	£93,000
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Deputy Mayoral Remuneration (per annum)

Deputy Mayor (role 1 as defined in IRP report 2024)	£18,600
Deputy Mayor (role 1 + 2 as defined in IRP report 2024)	£46,500

Overview & Scrutiny Committee (per annum)

Chair	£9,500
Members	£1,000

Audit & Governance Committee (per annum)

(Independent) Chair	£9,500
Members	£1,000

Independent Person(s) (per annum)

Independent Person	£1,000
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Schedule B: Approved Duties

The following are specified as an approved duty for purpose of the payment of travelling and subsistence expenses and dependents carers allowance:

- (i) A meeting of the Combined County Authority, any committee or sub-committee of the Combined County Authority or of any other body to which the Combined County Authority and/or the Mayor makes appointments or nominations, or of any committee or sub-committee of such body.
- (ii) Any other meeting the holding of which is authorised by the Combined County Authority, provided that it is a meeting to which members of at least two political groups have been invited.
- (iii) (Meetings of a non-commercial, non-political and non-party political nature, (including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies who have an involvement in any matter relevant to functions of the Combined County Authority) attended by:
 - a) a Combined County Authority Member, or
 - b) any Non-Constituent or Associate Member who is the Chair or Deputy Chair of a relevant committee, or

- c) any Non-Constituent or Associate Member who is a nominee of (a) or (b) above

in their capacity as a representative of the Combined County Authority, for the purpose of discussing matters which relate to the functions of the Combined County Authority or of a constituent or non-constituent council of the Combined County Authority, or any other council in which the Combined County Authority has an interest in the particular function involved.

- (iv) Conferences, seminars and study courses, only where the Monitoring Officer is satisfied that they represent value for money and are being held for the purpose of discussing non-political matters which relate to the functions of the Combined County Authority or any functions of the local authorities in which the Combined County Authority has an interest.
- (v) At representative functions, official functions, responding to invitations to meet and/or address voluntary and other organisations, site visits and meetings with officers subject to the prior agreement of the Monitoring Officer.

For the purposes of clarity where this relates to a member of the Business Advisory Board the following are specified as an approved duty for the purposes of payment of travelling and subsistence expenses and other expenses set out in the scheme:

- (i) Meetings of the Combined County Authority (Board, Committees, Business Advisory Board and others contained as part of the Governance Structure of EMCCA)
- (ii) Meetings contained within the Mayoral Governance structure (as defined by the Monitoring Officer)
- (iii) Subject to prior agreement by the Monitoring Officer other activity that:
- attendance is in the capacity as a member of the Business Advisory Board,
 - the meeting represents value for money, and
 - the function or event is being held for the purpose of discussing non-political matters which relate to the functions of the Business Advisory Board:
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- a) meetings of a non-political and non-party political nature, including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies, and
- b) attending any of the following:
 - conferences, seminars and study courses
 - representative function and events,
 - official functions and events,
 - responding to invitations to meet and/or address relevant organisations,
 - site visits, and
 - meetings with the Combined County Authority or other local authority officers.

Schedule C: Expenses

Travelling Expenses

1. Bus and Rail Travel

Members are expected to travel by bus or by standard class rail, or by bicycle. First class travel is considered acceptable only in the following circumstances and by prior agreement of the Monitoring Officer:

- Additional space and privacy are required during the journey in order to work or to enable confidential conferences to be held on the train.
- Where the cost of discounted first-class travel is less than that of the cheapest available standard class ticket.
- To avoid disadvantaging members when travelling with other organisations, or
- Any other special circumstances, which in the view of the Monitoring Officer, would justify first class travel.

Rail travel should be booked in advance through the Combined County Authority to take advantage of discounted tickets and special offers.

Claims for car expenses will therefore only be paid where there is no suitable alternative public transport available or there are special circumstances.

2. Car Mileage Rates - the HMRC mileage rates from time to time in force

Approved mileage rates		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and Vans	45P	25P
Motorcycles	24P	24P
Bicycles	20P	20P

3. Passenger Rates

Where a Member carries a passenger, they can claim the HMRC approved passenger mileage rate of 5p per passenger mile, in addition to the applicable mileage rates for motor cars.

4. Motorcycle Mileage Rates

24p per mile (indexed to HM Revenue and Customs approved rates).

5. Bicycle Mileage Rate

20p per mile (indexed to HM Revenue and Customs approved rates).

6. Taxi Travel

In rare circumstances (for example, cases of urgency or where no alternative mode of public transport is reasonably available), it may be necessary to travel by taxi. In such circumstances, the amount of the fare paid is reimbursable on production of a valid receipt. Where reasonably practicable, agreement should be sought in advance from the Monitoring Officer.

7. General Travel Expenses

To reduce costs to the Combined County Authority, a Member should not travel independently where it would be possible to travel with another Member or officer. A Member may claim specific reimbursement for expenditure incurred on tolls, ferries, or parking fees as these are deemed to be additional to the basic car allowance rates.

Subsistence Expenses

8. Day subsistence rates are based on ‘meals’ taken with eligibility based on the time of the day the meal is taken and time away from home as set out below.

In each instance only the actual cost incurred may be claimed with the following being the maximum rates claimable:

Day Subsistence Rates		
Breakfast Allowance	£8.28	More than 4 hours away from normal place of residence before 11am.
Lunch Allowance	£11.28	More than 4 hours away from normal place of residence including the period between 12 noon and 2pm.
Tea Allowance	£4.54	More than 4 hours away from normal place of residence including the period between 3pm to 6pm.
Evening Meal Allowance	£14.09	More than 4 hours away from the normal place of residence after 7pm.

Note: The current total daily maximum subsistence claimable (£38.19) should not be disaggregated and applied to specific meals but a 24-hour maximum claimable to be spent upon subsistence as required.

9. Overnight stays

All overnight accommodation should be booked and paid for directly through the Combined County Authority taking advantage of any corporate rates and offers to seek out the most reasonably priced accommodation available, thus avoiding any claims for

reimbursement. Where, exceptionally, this is not possible, actual costs will only be reimbursed where they are supported by receipts.

10.Overseas Travel

Members are entitled to claim reasonable expenses in relation to their journey and stay, reimbursable upon production of receipts. It is expected that the necessary travel and accommodation arrangements would be booked in advance through the Combined County Authority in advance to take advantage of special rates and offers.

In the case of Business Advisory Board Members only, the Chief Executive is also required to confirm that the member of the Business Advisory Board's attendance at the overseas function or event:

- is in the capacity as a member of Business Advisory Board,
- represents value for money, and
- is required to facilitate the proper promotion or safeguarding of Combined County Authority interests.

Note: In the case of travel abroad there are sometimes difficulties in obtaining receipts. However, for the reasons given above, reimbursement will only be available where receipts are provided.

11.Meals provided free of charge

Members are required to deduct an appropriate amount from the subsistence expenses specified in the table above in respect of any meals provided free of charge by an authority or body in respect of the meal or the period to which the expense relates. Expenses cannot be claimed where a free meal has been provided.

12.Meals taken on Trains

Where main meals are taken on trains during the period for which there is an entitlement to day subsistence expenses, the reasonable cost of meals (including VAT) shall be reimbursable in full. This will then replace the specific meal allowances set out above.

Childcare and Dependent Care Allowance

13. Where a Member needs to engage a carer to enable them to carry out an Approved Duty, an allowance is payable in respect of the expenses of arranging for the care of:
- Members' children under the age of 14, or
 - any dependents where there is medical or social work evidence that care is required.

The Approved Duties for which the dependent carers' allowance may be claimed are set out in Schedule B.

14. The allowance is subject to the following conditions:
- a) The allowance is payable for the care of any dependent person within the claimant's household.
 - b) The allowance is only payable when the care is provided by someone who is not a household or family member.
 - c) The amount payable will be for the actual cost of care.
 - d) Payment will be made to the member, not the carer.
 - e) The claimant will be required to sign a declaration that they have complied with these conditions.
15. The maximum rates of such allowances are set out below and are subject to the Member observing the protocol on the claims procedure and eligibility criteria.

Childcare Element

16. For children under the age of 14:
- the real UK Living Wage, as determined by the Living Wage Foundation;
 - care must be provided by a registered child-minder. Other Dependents Element
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17. Maximum rate payable = the hourly rate charged by Adult Social Services for domiciliary home care.
18. For both types of care, there is a monthly cap of £100, regardless of type or number of dependents and receipts must be provided.

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