



Schools Forum

AGENDA ITEM: 5

Title: Rates of Allowances for Members of the Schools Forum
Date: 8 July 2003
Contact Officer: Sue Butt (Democratic Services Officer) 01296 383692

Background

This paper has been produced following the Schools Forum Information and Issues away day held on 13 May 2003 at Green Park where recommendations were sought on rates of allowances and procedures for claiming expenses for members of the Forum.

The following proposals are for discussion and agreement by the Forum.

Introduction

The Buckinghamshire Schools Forum is a statutory body subject to government regulations. Under these regulations, there must be a mechanism to reimburse members on that body for their travel expenses and any other reasonable expenses in connection with attendance at meetings of the Forum.

Constitution

12. Expenses

The term "member" for the purpose of travelling and other allowances applies to any person who is a member of the Forum. The payment of these allowances is dependent upon the attendance as a member at a meeting of the Forum, or any of its sub-groups.

12.2.1 Travelling Allowances

The rates for travel allowances are specified in the schedule below:

- 2nd class rail or bus fares – as applicable (receipts required)
- Taxi fares – as applicable (receipts required)

For the use of a motor vehicle or motor cycle the following rates apply:

MEMBERS WHO ARE AN EMPLOYEE AT ANY SCHOOL MAINTAINED BY BUCKINGHAMSHIRE COUNTY COUNCIL (REGULAR AND OCCASIONAL USERS)
MEMBERS NOT AN EMPLOYEE AT ANY SCHOOL MAINTAINED BY BUCKINGHAMSHIRE COUNTY COUNCIL

	Up to 999cc	1,000 – 1,400cc	1,401cc and above
Rate per mile: up to 3,000 miles p.a.	30.79p	39.62p	50.24p
Rate per mile: over 3,000 miles p.a.	26.6p	33.86p	42.53p

MEMBERS WHO ARE AN EMPLOYEE AT ANY SCHOOL MAINTAINED BY BUCKINGHAMSHIRE COUNTY COUNCIL – LEASED CARS

	Up to 999cc	1,000 – 1,400cc	1,401cc and above
Rate per mile: for all business miles travelled	8.09p	9.25p	10.79p

MOTOR CYCLE MILEAGE RATES

	Below 125cc	125cc	250cc	500cc & above
Per mile	14.8p	21.3p	28.61p	34.59p

12.2.2 Dependant Carer's Allowance

The carer's allowance is open to all members of the Forum who are the main carers of dependant relatives. The allowance will be paid where a member requires care provision for a dependent relative or partner to enable that member to attend meetings of the Forum, or sub-groups.

Dependants are defined as:

- Children aged 14 or less
- Relatives and partners requiring a carer to be in attendance

A carer is defined as:

- Anyone over the age of 16 who is not part of the member's house hold

The allowance is payable for the length of the qualifying duty plus up to one hour each side to cater for travelling time

The allowance is reimbursement of actual costs incurred up to a maximum of £5.00 per hour.

All claims for dependant carer's allowance must be submitted on the approved expenses claim form within two calendar months of the date on which the meeting of the Forum has taken place. Receipts or contract details should be provided wherever possible.

12.2.3 Financial Loss Allowance

A financial loss allowance may be claimed by those members of the Forum not paid by Buckinghamshire County Council in the duty of attending meetings of the Forum.

The allowance is not payable for any losses or expenses incurred for travelling and subsistence

The claim must not exceed the amount of the loss of earnings or additional expenses and in any case shall not exceed the amounts specified in the schedule below:

- For a period not exceeding 4 hours: £23.10
- For a period exceeding 4 hours but not exceeding 24 hours: £46.21

The claim must be made on the form supplied and contain such additional information as may be required to support the claim.

12.3 Supply Cover Allowance

The supply cover allowance is open to all teaching members of the Forum who through attending meetings of the Forum incur supply cover costs. All supply cover costs up to the actual cost incurred by the school will be reimbursed.

All claims for supply cover should be made on a separate claim form available from Schools Finance Team, Buckinghamshire County Council, County Hall, Aylesbury, Bucks,.HP20 1UZ.

All claims for supply cover costs must be submitted on the approved Local Education Authority claim form within two calendar months of the date on which the meeting of the Forum has taken place. All forms should be returned to Democratic Services , c/o Sue Butt, Buckinghamshire County Council, Rm 124 Old County Offices, Aylesbury, HP20 1UA for processing.

An example supply cover claim form is attached to this report as Appendix 1.

Claim Forms

All information requested on the claim form must be provided, including details of start and finish times, journeys made and costs incurred.

All claim forms once completed should be sent to Democratic Services, c/o Sue Butt, Buckinghamshire County Council, Rm 124 Old County Offices, Aylesbury, HP20 1UA.

For Inland Revenue purposes, members must indicate if they are a Buckinghamshire County Council employee to allow reimbursement for all allowances through payroll. Those members not an employee of Buckinghamshire County Council will be paid monthly in arrears by cheque on the submission of a claim form.

Claims for expenses should only be made when actually incurred, ie rail/ bus, taxis. Receipts should be provided where possible.

An example claim form for allowances is attached to this report as Appendix 2.

Uplift for Inflation

Allowances will be adjusted for inflation each year and will be presented to the Forum for approval.