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Attendance At Meetings By Non-Appointed Members

Members of Adoption
and Fostering Panels

posts proportionally)

- (p) Attendance at official events at the specific invitation of the Chairman or Vice Chairman of the Council;
- (q) Attendance at formally arranged meetings with officers or representatives of external organisations to discuss a significant issue relating to a council service or affecting the
- (r) response to a request about council services.

Travel Expenses

- 12 Members and co-opted members may claim travel expenses for journeys undertaken in relation to any of the appropriate approved duties listed in paragraph 11 above. Mileage allowances ~~is~~ ~~te~~ ~~is~~ ~~te~~

domestic and pleasure with commuting) may not cover you for any form of business activities or travelling during the day. Instead, you will need at least class one business use (this may be referred to in your policy

you are advised to speak with your insurer to determine if occasional business use can be included, rather than taking out class one cover. Class one business use will cover your vehicle in connection with your approved duties, such as driving to different sites. In all

circumstances apply. Where possible, bookings should be made in advance in order to take advantage of the lowest cost fares.

Taxi and minicab fares

- 22 A taxi or minicab should only be used in cases of urgency or where no public transport is available. The actual fare and a reasonable gratuity may be claimed and a receipt
- a more
standard taxi or minicab service is available.

In circumstances where there is no practicable alternative to the use of a taxi or minicab, and this is known in advance, approval should be sought from Elliot Sinclair, Support Services Manager.

residence, whichever is lower.

- 30 If a member changes their place of residence to a location outside the county boundary, either on a permanent or temporary basis, advice should be sought from the Support Services Manager (Elliot Sinclair) before any claims are made.

Travel abroad

31

- (f) Overnight subsistence may only be claimed by members to reimburse them for the cost of hotel accommodation and meals.
 - (g) If overnight subsistence is claimed, members may not claim an allowance for meals which are provided as part of the booking.
 - (h) In most cases where a member attends a conference, the booking arrangements will be made by Democratic Services and the invoices will be paid directly by them on the subsistence.
- 34 When submitting subsistence claims on MySurrey, input them using the out of pocket expense category and then make it clear in the additional information area that it is for subsistence, and include the actual times of absences. Members are entitled to claim any allowances appropriate for the period of their absence but may only claim the actual expenditure incurred up to the maximum specified value. Receipts must be provided.

Hybrid Working Payment

35. From May 2025, the Council provides Councillors with a £300 one-off payment upon election for bespoke IT solutions. The payment covers the whole term of office and is not repeated should a member be re-elected. Current Councillors may claim the payment in advance of the 2025 elections.

Out Of Pocket Expenses

- 36 Most of the stationery and IT consumables members require are supplied by the council, and incidental costs are covered within the basic allowance, but there may be occasions when members personally incur expenses for the provision of equipment or services they need to support them in their role. This expenditure can be claimed back, but prior agreement should be obtained from Democratic Services.
- (a) Members are authorised to purchase one item, up to the value of £20, in one financial year without prior authorisation from the Democratic Services Support Services Manager. An example item could be a protective case for their IT equipment.
 - (b) Members are not permitted to claim for printer paper. Paper can be provided at all SCC main buildings (located in printer areas or available through receptions).
 - (c) Members are able to claim for black printer ink cartridges, not colour. Colour printing is available in all SCC main buildings and libraries.
 - (d) SCC can provide a business card design for Members, which can then be taken to a supplier to print and subsequently claimed back as an out-of-pocket expense. However, the content of the card is not able to include non-SCC information i.e personal social media handles.

Attendance At Meetings By Non-Appointed Members

37 Members are entitled to claim travel expenses and subsistence allowances for attendance at meetings of the Cabinet and council committees to which they have not been appointed (as a permanent or substitute member) when the reason for the attendance is:

- a. an item on the agenda in which they have a local interest and on which, with the Chairman's consent, they would wish to speak
- b. an Original Motion in their name which stands referred to the Cabinet or a committee under Standing Orders
- c. an item on the agenda of which they have given notice under Standing Orders, or

Care of dependants

- 42 Members can also claim expenses incurred in providing care, whilst attending approved duties for dependant adults or children who are frail and/or disabled. Members may claim actual costs incurred.
- 43 Members may also claim any additional costs incurred by them in relation to caring for children and dependent persons where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties.

General Conditions

- 44 The following conditions apply to both types of expenditure:
- (a) Reimbursement is for actual expenditure incurred up to the maximum hourly rate for each hour of absence from home;
 - (b) Members should self-certify their claims to confirm that they have incurred expenditure in accordance with this scheme;
 - (c) Neither the Member nor the person being cared for should receive an allowance for care from any other source.
 - (d) Claims must relate to attendance at approved duties as set out in paragraph 11.

Payment Of Allowances To The Governors Of Certain Education Establishments

- 45 Surrey County Council, as Local Education Authority, has approved the payment of travel and subsistence allowances to:
- (a) The Governors of maintained special schools; and
 - (b) The council's representatives on the governing bodies of further education establishments and independent schools and colleges.
- 46 The council has also approved the payment of expenses for council representatives serving on the governing bodies of higher education establishments.
- The rates which may be claimed, and the conditions governing payment, are the same as those which apply to members of the council. It should be noted that:
- (a) The legislation does not permit the payment of Attendance Allowance or Financial Loss Allowance to the governors of education establishments;
 - (b) The council has not approved the payment of allowances to the governors of council schools and sixth form colleges or of voluntary schools.
- 47 Members who serve as governors of any of the education establishments listed in paragraph 45 above should submit claims in the usual way (see below).

Making Claims

- 48 Claim should be submitted on a monthly basis through [MySurrey](#), although if there are only a small number of claims in a particular month the claim can be deferred. However, **all claims should be submitted no later than two months from the date on which the expense was incurred.**
- 49 Members are recommended to keep a copy for tax
purposes. [Quick](#)
[Cards & Videos \(sharepoint.com\)](#)
- 50 Any queries about completion of claims, including verification of an approved duty, should be directed to Elliot Sinclair, Support Services Manager. It is advisable to do this before submitting an expense claim on MySurrey as **any error in one part of the claim will lead to the entire claim being rejected, requiring resubmission.**
- 51 Members themselves are solely responsible for the accurate completion of the claims in accordance with the statutory provisions and regulations.

NOTE: The Basic Allowance and any Special Responsibility Allowances are paid automatically by equal monthly instalments and do not need to be claimed.

Method of payment and viewing your payslip using MySurrey

- 53 Payment will be made by BACS (Bankers Automated Clearing Service), crediting bank accounts on the last Thursday of each month, with the exception of December (advance notice will be provided about the payment date for that month).
- 54 Every member is set up with an MySurrey account, enabling you to view your payslips online at any time. Instructions on how to access them can be found here: [Quick Cards & Videos \(sharepoint.com\)](#)
- 55 Surrey County Council is required by the regulations to keep records of each member's claims, and those records are available for inspection by any local government elector for the council. A summary of the expenses and allowances received by all members is published annually by Democratic Services.

Deductions for tax

Part-year entitlement

- 58 If the scheme of allowances is amended in a way which affects payment of basic or Special Responsibility Allowances, members will be entitled to payment at the revised rate from the date on which the change was approved (unless otherwise stated). If a member becomes or ceases to be eligible for an allowance during the course of a year, an appropriate adjustment will be made.

Suspension of payments

- 59 In the event of a member being suspended or partially suspended from their responsibilities or duties, all or part of the allowances payable may be withheld for the period of that suspension. If a member is suspended from a role for which a Special Responsibility Allowance is payable, the allowance will be transferred to another member appointed to act in that capacity.

Further Information

- 60 Any general queries relating to the operation of the allowances scheme, or MySurrey training, should be directed to Elliot Sinclair in Democratic Services.

Summary Of What Is Required When Submitting Claims

- (a) Claim should be submitted on a monthly basis through [MySurrey](#), although if there are only a small number of claims in a particular month the claim can be deferred. However, all claims should be submitted no later than two months from the date on which the expense was incurred.
- (b) Attach all receipts for expenses being claimed (these can be scanned/photographed for electronic claims). Claims without the required receipts attached will be rejected at the MySurrey approval stage.
- (c) Fuel receipts sufficient to cover the value of the fuel used on all journeys within the claim must be submitted, and must pre-date the first journey on that claim. It is not necessary to submit a receipt every month if the value of fuel on a previous receipt has not been exceeded. There is not requirement to provide receipts for electric vehicles.