



DARTMOOR NATIONAL PARK AUTHORITY

MEMBERS' ALLOWANCE SCHEME

1 Introduction

- 1.1 The Dartmoor National Park Authority, as required by the Environment Act 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, makes the following scheme for payment of allowances to Members of the Authority.
- 1.2 The scheme shall be cited as the Dartmoor National Park Authority Members' Allowance Scheme and shall have effect from the date hereof.

1.3 Definition

'Member' means a duly appointed Member of the Dartmoor National Park Authority.

2 Operation of the Scheme

- 2.1 Allowances will be paid to Members in accordance with this Scheme, at the rates set out at Schedule 1.
- 2.2 Notwithstanding para 2.1 above, where a Member of the Authority is also a member of another Authority, that Member may not receive allowances from more than one Authority in respect of the same duties.
- 2.3 A Member may elect to forego any part of entitlement to any allowances payable under this scheme by giving notice, in writing, to the Head of Organisational Development and Monitoring Officer.
- 2.4 Travel and subsistence claims are completed monthly through iTrent, the online self-service system.

3 Basic Allowance

- 3.1 A Basic Allowance will be payable to all Members, unless they have elected not to receive the payment.
- 3.2 The Basic Allowance is payable in recognition of time devoted by Members, including; dealing with correspondence; attendance at meetings; training; conferences and workshops and incidental costs such as, the use of their private telephone and postage.
- 3.3 The Basic Allowance will be paid in equal monthly instalments directly to the Members' nominated bank account.

4 **Special Responsibility Allowance**

- 4.1 A Special Responsibility Allowance shall be paid to those Members who perform the 'special responsibilities' in relation to the Authority that are specified in Schedule 1.
- 4.2 Members shall only be entitled to receive a single Special Responsibility Allowance in addition to their Basic Allowance. If a Member holds more than one special responsibility post, they will only receive the higher of the two additional sums.
- 4.3 Special Responsibility Allowances will be paid in equal monthly instalments directly to a nominated bank account.

5 **Co-opted Members**

- 5.1 An annual allowance for Co-opted Members of the Authority will be paid to eligible persons at the level specified in Schedule 1,
- 5.2 Co-opted Members are also eligible to claim travel and subsistence allowances for approved duties.

6 **Travel and Subsistence**

- 6.1 Travel and Subsistence Allowances can be claimed for approved duties as identified in **Schedule 2** and should be claimed monthly through iTrent, the online self-service system. Members will be reimbursed at the rates specified in Schedule 3 to this scheme and are entitled to claim from their home to the location of the event, any alternative journey should be agreed by the Chief Executive (National Park Officer). Members should, wherever possible, share transport (and this attracts an additional payment per passenger carried).
- 6.2 Subsistence Allowance is payable for the actual cost of the meal up to the maximum allowed. It is not paid if a meal is provided free of charge. Receipts should be submitted.
- 6.3 Allowances should be claimed monthly through iTrent, the online self-service system.
- 6.4 Members' claims for travel to destinations outside the National Park boundary is limited to the standard rail fare (or other appropriate method of approved transport eg hire car) for the journey, with any exceptions to be agreed by the Chief Executive (National Park Officer) in consultation with the Chair of the Authority.

7 Duties for Which a Claim Cannot be Made

7.1 For the avoidance of doubt, the following duties are **not** approved for the purpose of claiming Travel or Subsistence Allowances:

- attendance at a committee, sub-committee, panel or working group on which the Member is not appointed, unless he/she has been specifically invited in advance;
- any duty which attracts a payment from any other body;
- attendance by a Member at any meeting in any capacity (eg District or Parish Councillor) other than as a Member of the National Park Authority.

8 Part Year Entitlements

8.1 A Members' entitlement to Basic, Special Responsibility or other Allowance may be affected by:

- (a) an amended scheme being adopted;
- (b) a Member becoming or ceasing to be a Member;
- (c) a Member accepting or relinquishing a responsibility specified in Schedule 1.

8.2 When a Members' entitlement is affected by changes described in 8.1 (a)-(c), payment will be made on a pro rata basis calculated to or from the date of the change, unless otherwise determined by the Authority.

9 Claims and Payments

9.1 Basic, Special Responsibility and Co-opted Members' Allowances

These allowances are paid automatically in monthly instalments in arrears.

9.2 Travel and Subsistence Allowances

A claim should be made monthly through iTrent, the online self-service system within one month of the date of the meeting or duty to which the allowance relates. Receipts should be submitted for expenses wherever possible. The claim must include a statement by the Member claiming the allowance that he, or she, is not entitled to receive remuneration for the duty other than under this scheme.

9.3 General

Claims will be processed as quickly as possible to meet the next available payroll deadline. Payments will normally be made on the last working day of the month.

9.4 Tax and National Insurance

Basic, Special Responsibility, Co-opted Members and Subsistence Allowances are taxable and subject to National Insurance.

Vehicle mileage allowance to and from the home and Dartmoor National Park headquarters at Parke, Bovey Tracey is tax deductible, as Parke is the "main place of employment". Vehicle mileage allowance is non-taxable to all other locations.

SCHEDULE 1

Please follow link for current [MEMBER ALLOWANCES](#)

Note: Members are only entitled to be paid a single special responsibility allowance in addition to their basic allowance as a Member of the Authority. If a Member holds more than one special responsibility post they will only receive the higher of the two sums.

SCHEDULE 2

Approved Duties for the Purpose of the Payment of Travel and Subsistence Allowances

- 1 Attendance at any of the following meetings is specified as an approved duty for the purpose of the payment of travel and subsistence allowances:
 - (a) Any meeting of the Authority, its committees, sub committees, working groups, panels or other group.
 - (b) Any meeting to which the Member concerned has been nominated or appointed to represent the Authority.
 - (c) Any other meeting which the Authority has asked the Member to attend on its behalf.
 - (d) Attendance at an approved conference, training event, workshop or meeting where appointed by the Authority.
 - (e) Any other duties approved by the Authority, or any of its Committees, for the purpose of, or in connection with, the discharge of the functions of the Authority.
- 2 The Chief Executive (National Park Officer) is authorised, following consultation with the Chair, to appoint substitute Members to represent the Authority at previously approved meetings/events.
- 3 The Chief Executive (National Park Officer) is authorised, following consultation with the Chair, to appoint Members to represent the Authority at ad hoc events at which the Authority could, and should, properly be represented.
- 4 Travel allowances are payable at normal rates to the Chair and Deputy Chair in connection with travel to attend briefings and other events directly connected with their responsibilities.
- 5 Attendance at any training event or conference may be authorised as an approved duty by the Chief Executive (National Park Officer), in consultation with the Chair.
- 6 Notwithstanding paragraph 1 above; no allowance shall be paid in respect of the performance of any duties in respect of which the Members receive remuneration other than under this Scheme.

SCHEDULE 3

Travel Allowances - Members' Private Motor Vehicle (rates effective from 1 April 2020)

cc Range		Maximum Rate (for the first 10,000 miles)	Maximum Rate (after 10,000 miles)
Motor car		45p per mile	25p per mile
Carriage of Passengers (not exceeding 4, to whom a travelling allowance would otherwise be payable)		An allowance of 5 pence a mile for passengers	
Subsistence Allowances			
Breakfast	When a journey commences before 7.30am		£7.00
Lunch	When the journey commences before 12 noon and continues until after 2pm		£10.00
Evening Meal	When the absence continues after 8.30pm		£15.00
Accommodation (Hotel/B&B)	(Arrangements for overnight absence will be made by the Authority within these rates)		£70.00
Accommodation in London (Hotel/B&B)			£150.00
Overnight Accommodation (Friend / Relative)	As an alternative to the usual hotel accommodation on business trips, the Authority will pay an overnight allowance where an Officer stays with family or friends instead of using paid accommodation. Please note that this payment is NI and tax deductible		£25.00
Subsistence Allowance Rates are the maximum amounts and reimbursement is for actual expenditure incurred (up to these limits) claims must be supported by receipts. This enables the Authority to reclaim the VAT element.			