

## **Members' Allowance Scheme**

Lancashire County Council's Members' Allowance Scheme is as follows.

### **Background**

1. Lancashire County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme.
2. This Scheme shall have effect for the period 1 April 2024 to 31 March 2025 and subsequent years.
3. The Council is required to convene a panel of independent persons, the Independent Remuneration Panel, and have regard to its recommendations on the allowances that are paid.
4. Each year the Council has to publish details of its Scheme, and the amounts paid to each councillor under the Scheme. The record is open to inspection by any local government elector for the Council's area during normal working hours, and electors are entitled to make a copy of any part of the record.

### **Scheme Definitions**

5. In this Scheme:
  - a) "Councillor" means an elected member of Lancashire County Council.
  - b) "Co-opted member" means a person other than a councillor who is appointed to serve on a Council committee, sub-committee or board.
  - c) "Year" means the twelve months commencing 1st April.
  - d) "Meetings" means a meeting of the Full Council or a body of members formally established by the Full Council, the Leader of the County Council, the Cabinet or a Council committee.
  - e) "Regulations" means the Local Authorities (Members' Allowances) (England) Regulations 2003.

### **Allowances General**

6. The main allowances which are provided for in this Scheme are as follows:
  - a) Basic Allowance
  - b) Special Responsibility Allowance
  - c) Dependants' Carer's Allowance
  - d) Travelling Allowances
7. The Allowances shall be increased annually in accordance with paragraphs 41 to 43 of this Scheme.

8. For the avoidance of doubt, attendance and subsistence allowances are not payable under this Scheme.

### **Basic Allowance**

9. Subject to paragraphs 28 to 33, a Basic Annual Allowance shall be paid to every councillor.
10. The amount of the Basic Allowance is set out in Schedule 'A' of this Scheme.
11. This allowance is paid monthly and is intended to recognise the time commitment of all councillors including such inevitable calls on their time as meetings with Council officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of councillors' homes.

### **Special Responsibility Allowance**

12. Subject to paragraphs 28 to 33, each councillor or co-opted member who holds a special responsibility as defined within the Regulations and specified within this Scheme, will receive a Special Responsibility Allowance.
13. The amount of the Special Responsibility Allowance is set out in Schedule 'B' of this Scheme.
14. Special Responsibility Allowances are paid monthly.
15. There is no statutory limit on the number of Special Responsibility Allowances which may be paid to a councillor. However, the Council on the recommendation of its Independent Remuneration Panel has agreed that a councillor may not receive more than one Special Responsibility Allowance.
16. Where members of authority are divided into at least two political groups and a majority of members belong to the same political group (the controlling group), a Special Responsibility Allowance shall be paid to at least one person who is not a member of the controlling group and who has special responsibilities.

### **Dependants' Carer's Allowance**

17. Subject to paragraphs 18 and 19, a Dependants' Carer's Allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required.
18. Payment of Dependants' Carer's Allowance shall:
  - a) Be based on actual receipted expenditure subject to a maximum hourly rate and a maximum annual allowance, as specified in Schedule 'A' of this Scheme;
  - b) Not be made where a councillor already receives a carer's allowance from the Department for Works and Pensions;
  - c) Not be payable where the carer is a parent or is a member of the household; and
  - d) Not be payable unless the carer has been cleared by the Disclosure and Barring Service.

19. The Dependants' Carer's Allowance may be claimed where the actual expenditure has been incurred in connection with the Approved Duties as detailed in Schedule 'D' of this Scheme.

### **Co-opted Members' Allowance**

20. Co-opted members who carry out a specific role will receive an allowance as set out in Schedule 'A' of the Scheme and co-opted members may claim travel expenses they have actually and necessarily incurred in the performance of an Approved Duty as defined in Schedule 'D' of the Scheme.
21. For the avoidance of doubt, the provisions of paragraphs 28 to 33 shall apply to co-opted members' allowances.

### **Travelling Allowances**

22. A councillor, including the Chair and Vice-Chair of the Council and co-opted members, shall be entitled to receive Travelling Allowances for journeys made within the county of Lancashire only. Travelling Allowances will only be paid for journeys made beyond Lancashire in exceptional circumstances, which shall be approved by the Cabinet Member with responsibility for Members' Allowances (see Schedule 'E' of this Scheme).
23. Subject to paragraph 22, a councillor, including the Chair and Vice-Chair of the Council and co-opted members, shall be entitled to receive Travelling Allowances at the rates specified in Schedule 'C' of this Scheme.
24. Appropriate receipts must be obtained and retained in respect of any claims made by a councillor or co-opted member for the reimbursement of public transport and taxi fares (see Schedule 'E' of this Scheme), car parking fees and other incidental expenses.
25. Receipts must be retained for three years following the financial year in which the expenses were incurred.
26. A councillor or co-opted member must produce their receipts if required by claim processing officers, as well as internal or external auditors.
27. Each councillor or co-opted member shall agree with the Monitoring Officer a fixed mileage for journeys between their home address and County Hall, Preston for the purpose of verifying travel expense claims. The schedule of agreed and approved mileages will be updated following the Monitoring Officer being notified of a change of address.

### **Renunciation**

28. A councillor may, by notice in writing to the Chief Executive, elect to forego all or part of any allowance they may be entitled to under this Scheme. Such a notice can subsequently be withdrawn or amended non-retrospectively.

### **Adjustments to Entitlements in Year**

29. The provisions of this paragraph apply in relation to the entitlement of a councillor to allowances where, in the course of a year:
- a) The Scheme is amended;

- b) A person becomes, or ceases to be, a councillor;
  - c) A councillor accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable; or
  - d) A councillor is suspended or partially suspended from their responsibilities or duties as a member of the County Council.
30. If, during the year, the Scheme is amended and this results in a change to a councillor's entitlement to their Special Responsibility Allowance and/or Basic Allowance, the actual annual entitlement shall be based on:
- a) A proportion of the original annual allowance based on the number of days up to the date of amendment; plus
  - b) A proportion of the revised annual allowance based on the number of days from the date of amendment.
31. When the term of office of a councillor either begins and/or ends during the course of a year, their entitlement to the Basic Allowance shall be based on the number of days in office during that year. Similar pro rata entitlements will apply in situations where the Basic Allowance is amended under paragraph 30.
32. Where, for a part of the year, a councillor has such special responsibilities as specified in this Scheme, their entitlement to a Special Responsibility Allowance shall be based on the number of days during that year that the councillor has held such special responsibilities, such entitlement being pro rata to a full year. Similar pro rata entitlement will apply in situations where Special Responsibility Allowances have been amended under paragraph 30.
33. Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of the County Council in accordance with Part III of the Local Government Act 2000 (or Regulations made under that Part), the part of the Basic, Special Responsibility, and Travel Allowances payable in respect of the period of suspension may be withheld by the Council.

### **Submission of Claims**

34. Separately, individual claims for Dependents' Carer's Allowances and Travel Allowances shall be made on a monthly basis and shall be submitted to Democratic Services on or before the fourth day of each month. This applies especially to year end claims (i.e. claims for allowances for duties performed up to and including 31 March each year). Claims submitted after 31 May for the preceding financial year will not be accepted.
35. Claims must be submitted via the electronic Members' Allowances System as soon as possible at the end of each month. Claims may be submitted by non-electronic means (by an agreed paper-based method) only in exceptional circumstances approved by the Monitoring Officer.
36. Claims must be submitted within two months of the period to which they relate or a payment will not be made unless it is approved by the Chief Executive and good cause having been shown by the member submitting the late claim.

37. Each claim shall provide details of the duties undertaken together with adequate supporting information in relation to claims for travel. Such information must include the place and time for both the start and finish of each claim.
38. Each claim shall be certified by the councillor or co-opted member that they have actually and necessarily incurred the expenditure claimed in the performance of Approved Duties (as defined in Schedule 'D' of this Scheme) and that they will not make any other claim in respect of that expenditure other than under this Scheme.

### **Payment of Allowances**

39. Payments of the Basic Allowance, Special Responsibility Allowance, and any specific Co-opted Members' Allowance shall be made monthly on the last working day of each month.
40. Claims for Dependants' Carer's and Travel Allowances which are received by Democratic Services on or before the fourth day of each month shall be paid on the last working day of that month.
41. The monthly amount payable in respect of the Basic Allowance, Special Responsibility Allowance, and any specific Co-opted Members' Allowance shall be one-twelfth of the annual allowance(s) specified in this Scheme and subject to paragraphs 28 to 33.

### **Scheme Amendments**

42. The amounts of the Basic Allowance, Special Responsibility Allowance, Co-opted Members' Allowance, Dependant's Carer's Allowance and Council's Chair/Vice-Chair Allowance, as specified in Schedule 'A' of this Scheme, are subject to an annual increase on 1 April. This increase shall equate to the annual percentage increase in employees' pay under the National Joint Council for Local Government Services pay structure. Where an annual percentage increase is not agreed, the matter of an annual increase shall be referred to the Independent Remuneration Panel for consideration.
43. Overnight Accommodation and Travel Abroad Allowances shall be increased annually with effect from 1 April in every year in line with the Consumer Price Index published in September of the preceding year.
44. Motor car, motorcycle, and bicycle Travelling Allowances shall be revised annually with effect from 1 April in every year in accordance with the maximum allowance for Income Tax purposes as determined by HM Revenue and Customs.

### **General Information**

45. Schedule 'E' of this Scheme contains additional background information and supporting guidance to the Scheme, including:
  - a) Contacts, Enquiries and Other General Matters
  - b) Travel Allowances
  - c) Taxation
  - d) National Insurance
  - e) Insurance Arrangements

## Schedule A - Allowances

### Basic Allowance

An annual Basic Allowance of £14,301 is payable to each councillor.

### Special Responsibility Allowance

Based on an annual Special Responsibility Allowance total of £550,018, the actual individual allowances are detailed in Schedule 'B' of this Scheme. The amounts quoted in Schedule 'B' are in respect of a full year term of office.

### Dependants' Carer's Allowance

Payment of a Dependants' Carer's Allowance, as provided for in Paragraphs 16 to 18 of this Scheme, shall be based on actual receipted expenditure subject to a maximum hourly rate of £9.82. Total payments in any one year shall not exceed £2,062.

### Travelling Allowances

The amounts payable by way of Travelling Allowances including Overnight Accommodation, and Travel Abroad shall be subject to the rates specified in Schedule 'C' of this Scheme.

### Chair and Vice-Chair of the Council Allowances

An annual Allowance of £21,442 is payable to the Chair of the County Council and the Vice-Chair shall receive an annual allowance of £10,722.

### Co-opted Members' Allowances

The Independent Co-opted Member on the Audit, Risk and Governance Committee shall receive an annual allowance of £1,500.

## Schedule B - Special Responsibility Allowances

| Position        |                            |    | Amount (£)* | % of Leader |
|-----------------|----------------------------|----|-------------|-------------|
| Leader          |                            |    | 42,903      | 100.00      |
| Deputy Leader   |                            |    | 30,032      | 70.00       |
| Cabinet Members |                            | 8@ | 23,597      | 55.00       |
| Lead Members    |                            | 5@ | 11,798      | 27.50       |
| Champions       |                            | 6@ | 7,508       | 17.50       |
| Chairs          | Overview and Scrutiny      | 4@ | 10,726      | 25.00       |
|                 | Corporate Parenting Board  |    | 10,726      | 25.00       |
|                 | Development Control        |    | 10,726      | 25.00       |
|                 | Pension Fund               |    | 10,726      | 25.00       |
|                 | Regulatory                 |    | 10,726      | 25.00       |
|                 | Audit, Risk and Governance |    | 10,726      | 25.00       |
|                 | Lancs County Dev Ltd       |    | 5,363       | 12.50       |

| Position                 |   |    | Amount (£)* | % of Leader |
|--------------------------|---|----|-------------|-------------|
| Vice Chairs              | Development Control   |    | 5,363       | 50.00 **    |
|                          | Overview and Scrutiny   | 4@ | 5,041       | 47.00 **    |
|                          | <i>** (This is the % of the amount paid to the Chairs of the relevant Committees)</i> |    |             |             |
| Majority Group           | Secretary   |    | 6,435       | 15.00       |
|                          | Whip  |    | 6,435       | 15.00       |
| Largest Opposition Group | Leader  |    | 23,597      | 55.00       |
|                          | Deputy Leader   |    | 11,798      | 27.50       |
|                          | Secretary   |    | 4,290       | 10.00       |
|                          | Whip  |    | 4,290       | 10.00       |

## Schedule C – Travelling Allowances

### Travelling by Private Vehicle

The rate for travel by a councillor or co-opted member in their own private vehicle, or one belonging to a member of the family or otherwise provided for the councillor or co-opted member's use, for journeys made in accordance with paragraph 21 of this Scheme shall not exceed:

| Type of vehicle | First 10,000 miles | Above 10,000 miles |
|-----------------|--------------------|--------------------|
| Cars and vans   | 45p                | 25p                |
| Motorcycles     | 24p                | 24p                |
| Cycles          | 20p                | 20p                |

In addition to the rates detailed above, the actual and receipted expenditure incurred on public transport, taxis (see Schedule 'E' of this Scheme), tolls, ferries or parking fees, including overnight garaging may be claimed.

### Overnight Accommodation

Where the nature of the duties being undertaken result in a councillor or co-opted member being absent from their usual place of residence, overnight accommodation will be booked and paid directly by the Council.

In exceptional circumstances where it is not possible for the Council to make a direct booking on behalf of a councillor or co-opted member, the actual receipted cost of accommodation will be reimbursed to the councillor or co-opted member. Such reimbursement will be subject to a maximum allowance per night of £179.70 for London and £156.47 elsewhere in the UK.

### Travel Abroad

For councillors or co-opted members travelling outside Great Britain on approved duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate of £86.78 will be provided to cover costs incurred on transport whilst actually abroad. Any unused portion of this allowance must be returned to the Council.

## **Schedule D – Approved Duties**

Appropriate allowances (Travel or Dependants' Carer's) may be claimed in accordance with the above details where such work has been undertaken in connection with one or more of the following 'Approved Duties':

1. The attendance in connection with the efficient conduct or discharge of duties for which a Special Responsibility Allowance is paid in accordance with this Scheme.
2. The attendance at a meeting of the Full Council or of any Council committee, sub-committee, task group, working group, steering group or board.
3. The attendance as the Council's appointed representative at meetings of outside bodies or joint working arrangements, including any committees or sub-committees of such a body where allowances cannot be claimed directly from the body concerned.
4. The attendance at any other meeting, the holding of which is authorised by the Council, or a committee or sub-committee of the Council, or a joint committee, or the Council and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:
  - a) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
  - b) If the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
5. For the purposes of paragraphs 2 to 4, claims for travel can only be made in respect of attendance at meetings of a committee, sub-committee or other body of which the councillor claiming is a member or where the councillor is invited to attend by that body.
6. The attendance at a Cabinet meeting.
7. Meetings, official inspections and visits authorised by the Cabinet, a Cabinet Member (where a decision cannot await the next Cabinet meeting), a Council committee, sub-committee, task group, working group, steering group or board.
8. Conferences and seminars authorised by the Cabinet or where a decision cannot await the next Cabinet meeting by the Cabinet Member with responsibility for Members' Allowance.
9. Authorised training events.
10. Attendance by councillors appointed by the Council and who are not principal office holders on the Local Government Association (LGA) at LGA meetings.
11. Public meetings concerning a Council service.
12. Any authorised official or courtesy visit on behalf the Council.
13. Any of the following authorised Council events in Lancashire:
  - a) Opening ceremonies



- b) Open days
  - c) Receptions
  - d) Displays
  - e) Concerts
  - f) Demonstrations and presentations
  - g) Competitions
14. Meetings with other representatives of local authorities, government departments and Members of Parliament.
  15. Joint Negotiating Councils.
  16. Political group meetings that are held immediately prior to a Full Council meeting for the purpose of discussing council business.
  17. Attendance at the Royal Garden Party.
  18. The performance of any duty in pursuance of any Procurement Rule under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.
  19. The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
  20. The performance of any duty in connection with arrangements made by the Council for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
  21. The carrying out of any duties as Chair and Vice-Chair of the County Council.

Attendance at any of the following are not authorised as an 'Approved Duty':

1. All other political group meetings other than those specified in paragraph 16 of the 'Approved Duties' section shown above.
2. Meetings with officers and constituents.
3. Member surgeries.
4. Attendance by members of the Council at meetings of committees or sub-committees of which they are not members, in accordance with Standing Order D13 ([lancashire.gov.uk](http://lancashire.gov.uk)).
5. Meetings of any outside body where allowances are paid by the body concerned. This shall include meetings of the Local Government Association where a councillor is a principal office holder or has been appointed by the Association or Assembly to attend in a representative role. Such councillors should claim directly from the Local Government Association.

6. Lancashire Combined Fire Authority and associated meetings. Members of this authority should claim directly from the Fire Authority.
7. Meetings of any outside body where a councillor has been appointed by a political party.

## **Schedule E – Supporting Guidance**

### **Contacts, Enquiries and Other General Matters**

1. If councillors or co-opted members:
  - a) Require help with the submission of claims for allowances or wish to question any payment made to them, please contact [membersallowances@lancashire.gov.uk](mailto:membersallowances@lancashire.gov.uk); or
  - b) Wish to raise a point of principle or require clarification of the Members' Allowance Scheme, please contact the Democratic and Member Services Manager on 01772 534580.

2. Cases of Uncertainty

Where questions arise in connection with Members' Allowances and are not specifically covered in the Scheme (for example whether a function is sufficiently closely connected with the functions of the Council to warrant 'approved duty' status and thus attract the payment of allowances) the matter falls for consideration by the Chief Executive in consultation with the Cabinet Member responsible for Members' Allowances.

Any such matters should be raised with the Chief Executive by contacting the Democratic and Member Services Manager on 01772 534580.

3. Attendance Record

Councillors should ensure that they sign an official attendance record circulated at each meeting, where one is available, as this will support a claim for allowances and form part of the permanent record.

4. Record of Payments

The Council is required to keep a record of all payments to councillors, indicating the amount paid to each councillor in respect of each type of allowance. That record is open to inspection at all reasonable hours by any local government elector resident in the area of the Council. Each year the payments made in the preceding year are published on the Council's website.

### **Travelling Allowances - Additional Guidance and Provision**

5. General

Allowances should be claimed according to the actual method of travel used. When councillors or co-opted members travel in the performance of approved duties, in the car of an officer or another councillor or co-opted member who is claiming reimbursement, or when transport is provided, they are not entitled to any allowance for that journey.

6. Travel by public transport

First Class travel is permitted and must be authorised by the Cabinet Member with responsibility for Members' Allowances.

Councillors and co-opted members are asked to notify the Purchase to Pay Officer on 01772 533406 of their travel requirements as early as possible so that the Council can benefit from discounts for advance booking where available. Exceptionally, councillors and co-opted members may purchase their own tickets at short notice, but reimbursement will only be made on production of the rail tickets used or a receipt for payment.

Unused portions of rail tickets should be returned to the Purchase to Pay Officer.

#### 7. Travel by Private Vehicle

Councillors and co-opted members are prohibited from using personal vehicles to travel outside Lancashire unless prior approval is given in exceptional circumstances by the Cabinet Member with responsibility for Members' Allowances.

Exceptional circumstances would be where an event is held at a remote location with no public transport connections or where the event start/finish time means that the use of public transport is impractical. Councillors and co-opted members can elect to use their own vehicle for journeys beyond Lancashire, but they can only claim the equivalent public transport cost unless the journey has been previously approved by the Cabinet Member with responsibility for Members' Allowances, via Democratic Services.

Councillors and co-opted members are encouraged to car share wherever possible and journeys should be made via the shortest practicable route.

Councillors and co-opted members are responsible for ensuring that their motor insurance covers use of the vehicle on Council business.

#### 8. Travel by Taxi

Councillors and co-opted members are permitted to reclaim the cost of a taxi journey in the following circumstances only:

- a) Where a taxi needs to be used prior to or following a train journey in connection with attendance at a conference or other similar event away from County Hall; or
- b) An emergency situation where no other form of transport is available; or
- c) Where a journey by taxi has been given prior approval by the Monitoring Officer.

#### 9. Overnight Accommodation

The Purchase to Pay Officer (01772 533406) will make the necessary arrangements, including payment, in respect of any overnight accommodation. In exceptional circumstances, where it is not possible for a direct booking to be made, the actual receipted cost of accommodation will be reimbursed in accordance with Schedule 'C' of this Scheme.

#### 10. Travel Abroad

A flat daily rate will be paid to councillors or co-opted members traveling outside Great Britain on 'approved duties'. This allowance is intended to cover costs incurred on

transport whilst actually abroad. Any unused portion of this allowance (for example in respect of meals provided at no cost to the councillor or co-opted member) must be returned to the Council. Details of the rate are set out in Schedule 'C' of this Scheme.

## **Taxation**

### **11. PAYE**

Basic Allowances and Special Responsibility Allowances are taxable emoluments. As such, the allowances will be taxed, less any tax-free pay notified to the Council's Payroll Service in the form of a tax code notification from HM Revenue and Customs (HMRC). It should be noted that it is up to each councillor to contact HMRC directly in order to obtain or query such notifications. This can be done online, by phone or by in writing:

<https://www.gov.uk/personal-tax-account>

Tel: 0300 200 3300

Pay As You Earn and Self-Assessment  
HM Revenue and Customs  
BX9 1AS  
United Kingdom

Allowances paid and tax deducted are notified to HMRC monthly and a certificate (P60) will be issued to each councillor showing the total amount of taxable allowances paid and the total tax deducted in the year by 31 May of the following year. The certificate should be retained to check any notice of assessment, which the Tax office may issue.

The Dependants' Carer's allowance is also subject to tax.

## **National Insurance**

### **12. General Liability for National Insurance Contributions**

The Social Security Contributions and Benefits Act 1992 and subsequent amendments provide for National Insurance contributions to be collected along with Income Tax under the PAYE procedure.

As Basic Allowances and Special Responsibility Allowances are taxable, they are also liable for National Insurance contributions.

The Dependants' Carer's Allowance is also subject to National Insurance contributions.

National Insurance contributions are payable on the total of all monies earned by an individual that are subject to National Insurance (including allowances) in excess of the Earnings Threshold. Contributions are payable at the standard rate up to an Upper Earnings Limit after which a reduced rate applies. These limits are subject to annual adjustment and are available on request.

Councillors should notify the local office of the Department for Work and Pensions of any taxable allowances received if they are claiming or receiving benefits from the Department for Work and Pensions.

### **13. Persons of Pensionable Age**

No Class 1 National Insurance contribution will be payable by a person over pensionable age who is a retirement pensioner or who does not satisfy the contribution conditions for a retirement pension. In such circumstances, the councillor should apply to HMRC for a Certificate of Age Exemption (CF384). This certificate should then be forwarded to the County Council's Payroll Service.

Tel: 0300 200 3500

HM Revenue and Customs  
National Insurance Contributions Office  
Longbenton  
Newcastle Upon Tyne  
NE98 1ZZ

#### 14. Married Women and Widows

There is now no right to "opt out" of paying full rate National Insurance contributions; however, those councillors who currently hold a reduced rate certificate and have paid contributions during the last two consecutive tax years can retain the right to pay reduced rate. Any valid certificate should be forwarded to the Council's Payroll Service.

#### 15. Dual Employment etc.

Each employment or office is considered separately for contribution purposes and no account is taken for the fact that a councillor may be employed or the holder of another office under another "employer" or self-employed.

However, in situations where the taxable emoluments received, either in total or in one particular employment, exceed the Upper Earnings Limit, councillors should contact HMRC in order to limit contributions payable (by use of Form CA2700) or obtain an appropriate refund of contributions paid.

Tel: 0300 200 3500

HM Revenue and Customs  
National Insurance Contributions Office  
Longbenton  
Newcastle Upon Tyne  
NE98 1ZZ

### **Insurance Arrangements**

#### 16. Liability Insurance

The Council's liability insurance arrangements provide appropriate cover in respect of the actions of councillors whilst acting on Council business.

#### 17. Personal Accident Insurance

The Council has a Personal Accident Insurance Policy which provides financial benefits regardless of legal liability for councillors who are accidentally killed or injured while attending a Council or committee meeting or any other function or engagement which forms part of their duties as members of the Council, or whilst traveling to and from such meetings, or functions, including travel abroad on Council business.

The benefits provided by this policy are as follows:

- a) For death or permanent total disablement, a lump sum of £200,000 (this could be reduced if no dependants).
- b) For other permanent partial disablement(s) a lump sum percentage of £200,000 on a scale determined according to the severity of the injury.
- c) For temporary total or partial disablement, actual loss of net earnings up to a maximum of £200 per week for a maximum period of 104 weeks.
- d) In addition to the benefits outlined in paragraphs a), b) and c), the following benefits are provided whilst traveling abroad on County Council business:

|      |  | <b>Maximum per person</b> |
|------|--|---------------------------|
| i)   | Medical and emergency travel expenses                                  | Unlimited                 |
| ii)  | Personal baggage (subject to a single article limit of £2,000)         | £10,000                   |
| iii) | Personal money (subject to the cover for cash being limited to £2,000) | £10,000                   |

There is no upper age limit on the policy.

At the age of 75, the lump sum benefits for death and permanent total disablement are reduced. Benefits for permanent partial disablement and all temporary disablement cease to be payable at the age of 75.

Medical expenses cover for travel abroad is subject to the proviso that such journeys are not made against medical advice.

## 18. Motor Vehicle Insurance

The use of motor vehicles is subject to compulsory insurance cover and where councillors and co-opted members use private motor vehicles on Council business, it is the responsibility of individual councillors and co-opted members to ensure that their own motor vehicle insurance policies provide appropriate cover for such use.