



COMMUNITY EMPOWERMENT REVIEW OF EXPENSES

Board Meeting - 18 September 2003

1 PURPOSE OF REPORT

- 1.1 To present to the Board proposals to revise the rate of expenses paid to community representatives participating in SIP activity.

2 BACKGROUND

- 2.1 At its meeting on 19 June 2003, the Board recommended that a review of the rate of expenses paid to community representatives participating in SIP activity should be carried out. Currently, the SIP has a comprehensive expenses procedure that covers loss of earnings, mileage, subsistence, childcare and carers expenses. The rates set for each of these elements was last reviewed in September 2001.

3 CURRENT LEVEL OF EXPENSES PAID

	Child-care	Carers Allowance	Loss of Earnings			Mileage			
	Per hr £	Per hr £	Up to 4 hrs £	> 4 hrs £	> 24 hrs £	Per mile £	>1000 £	>8500 £	Excess £
EAC	N/A	N/A	N/A	N/A	N/A	0.5365	0.4365	0.126	0.25
Coalfield Area SIP	5.00	6.00	24.29	48.57	50.00	0.42	N/A	N/A	N/A
North Ayr SIP	Full expenses incurred will be reimbursed					0.5365	0.4365	N/A	N/A

	Subsistence						
	Tea/ Coffee £	Break- fast £	Lunch £	Dinner £	Half Day £	Full Day £	Over Night £
EAC	2.43	4.48	6.17	7.64	Expenditure where reasonable will be reimbursed		
Coalfield Area SIP	2.00	N/A	5.00	15.00	As above		
North Ayr SIP	2.43	4.48	6.17	7.65	10.00	20.00	5.00 allowance is payable in respect of out of pocket expenses

4 REVISED PROPOSALS

- 4.1 To ensure that community representatives participating in SIP activity do not incur expenses of their own, it is recommended that East Ayrshire Coalfield Area Social Inclusion Partnership increases the current level of expenses paid to community representatives as follows:

Child-care Per hr £	Carers Allowance Per hr £	Loss of Earnings			Mileage			
		Up to 4 hrs £	> 4 hrs £	> 24 hrs £	Per mile £	>1000 £	>8500 £	Excess £
Expenses reimbursed (max £10 per hr)	Expenses reimbursed (max £10 per hr)	Expenses reimbursed (max £25)	Expenses reimbursed (max £50)	Expenses reimbursed (max £50)	0.5365	0.4365	0.126	0.25

Subsistence						
Tea/Coffee £	Break-fast £	Lunch £	Dinner £	Half Day £	Full Day £	Over Night £
2.50	4.50	6.00	15.00	24.00	48.00	(accommodation costs to be booked and paid in advance where applicable by the SIP Office)

Childcare

- 4.2 The SIP will provide childcare where appropriate. If childcare cannot be provided, expenses at a rate of up to £10 per hour can be claimed.
- 4.3 The Childcare Information Service is available for information and sources of assistance. Contact details: www.childcarelink.gov.uk/ayrshire or tel. 0845 351 3000.

Carers' expenses

- 4.4 The SIP currently supports a range of initiatives designed to provide opportunities for the participation of carers.
- 4.5 Community representatives with caring responsibilities, who wish to contribute to SIP activity, can claim expenses up to a rate of £10 per hour.

Mileage

- 4.6 The rate set for community representatives is in line with the current system in place for East Ayrshire Council.
- 4.7 Mileage allowance should be claimed via the SIP Expenses Claim Form. If payment is required in advance, car mileage costs should be estimated and submitted on the claim. Any need for adjustment based on actual mileage should be accounted for in the next claim. Representatives should share cars where possible.

- 4.8 Community representatives who incur a loss of earnings due to SIP activity can claim a maximum of £25 for up to four hours and a maximum of £50 for four hours and above.
- 4.9 East Ayrshire Council will, where possible, allow paid leave for its employees who are community representatives on the SIP to attend each SIP Board meeting and two training events per annum. Additional time off will require to be negotiated at Departmental level. All paid leave is subject to the exigencies of the service.
- 4.10 All expense claims require to be submitted on a SIP expenses claim form and authorised by the Community Planning and Partnership Manager. Receipts require to be attached to claim forms, where possible.
- 4.11 It should be noted that it is the responsibility of those receiving expenses to ensure that they declare their income and investigate any implications for tax or benefits purposes.

5 RECOMMENDATIONS

- 5.1 The Board is asked to:
- i) approve the increase to expenses and allowances as detailed in Section 4; and
 - ii) remit the Community Planning and Partnership Manager to update the protocol paper in respect of community representatives' expenses and circulate information on the process to community representatives.

Gwen Barker
Community Planning and Partnership Manager
2 September 2003