



Members' Allowances Scheme

SUMMARY OF MEMBERS' ALLOWANCES FROM APRIL 2017

Allowances are offered to ensure that no-one is excluded from Board membership on the grounds of cost. But we are extremely grateful that many of our Board Members do not claim some or all of the allowances or those who claim their expenses from other bodies. This is a significant donation to our work, particularly at a time when we are under pressure financially.

A. Basic Allowance

This is a general allowance paid to all Board Members. All Board Members receive the same amount per annum. This allowance is paid automatically to each Board Member on a monthly basis.

B. Special Responsibility Allowances

These are special allowances paid to Board Members who hold positions with significant responsibilities over and above the general duties of an ordinary Board Member. Any such allowance is paid automatically to the relevant Member on a monthly basis.

The affected positions and sums payable are as follows:-

Chair of the Board/Executive Committee

Vice-Chair of the Board/Executive Committee

Committee Member
(excluding Chair & Vice Chair and Sub-Committee Chairs)

Committee Chair

N.B. No one Member is entitled to receive more than one special responsibility allowance at any time.

C. Mileage Allowance

This is an allowance paid in respect of mileage incurred by a Board Member in travelling to and from official meetings and other approved duties. The rates payable are as follows:-

	Rate
A. Basic Allowance	£300 per annum per Board Member
B. Special Responsibility Allowances	
Chair of the Board/Executive Committee	£2,224 per annum
Vice-Chair of the Board/Executive Committee	£ 832 per annum
Committee Member (excluding Chair & Vice Chair and Sub-Committee Chairs)	£ 555 per annum
Committee Chair	£ 832 per annum
C. Mileage Allowance	

Motor Cycle

Motor Car

Bicycle

Rate
20p per mile
45p per mile
20p per mile
Actual expenditure incurred

D. Fares/Parking

A Board Member is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties. Receipts must be produced.

E. Withholding Allowances

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Board and/or from his/her responsibilities or duties which attract a special responsibility allowance, that part of the basic allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to him/her in respect of the period of suspension or partial suspension be withheld.

APPENDIX A

Approved Duties

The following are deemed to be qualifying approved duties for the purposes of The Conservation Board's Members' Allowances Scheme -

- (i) Attendance at a meeting of the Board;
- (ii) Attendance at a meeting of any committee/sub-committee of the Board;
- (iii) Attendance at a meeting of any panel, working party or other group authorised in advance by the Board;
- (iv) Attendance at a meeting of an association of which the Board is a member, and to which the Board Member concerned has been appointed by the Board to represent it;
- (v) Attendance at seminars/conferences/official visits arranged by or authorised by the Chief Officer;
- (vi) Attendance at meetings of outside bodies to which a Board Member has been appointed to serve as the Board's representative (except where such allowances are payable by the outside body);

We have many other events and occasions when Board Members are invited to attend such as walks, festivals, tourism network, evening lectures and training days. We appreciate Board Members coming to these but are unable to pay expenses for attendance.