

Draft Supplementary Guidance – Costs of Care

The Minimum Authorities should do	How this could be done	Current practice/comments
1 Be clear who it is for	<p>1.1 Members with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.</p> <p>1.2 For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	<p>Democratic Services Committees and or Staff to review members' needs annually and when circumstances change</p> <p>The IRPW should direct any guidance to democratic services committees or the heads of democratic services. It is not appropriate for directions to be given by the IRPW to democratic services staff as they do not have the power to issue such instructions.</p> <p>In terms of responding to Members' needs, all councillors are regularly reminded about the carers allowances. Additionally, when the circumstances of individual members change, members are approached by the Head of Democratic Services to encourage them to take up the carers allowances.</p>
2 Raise Awareness	2.1 Ensure potential candidates, candidates and current members are aware that RoCoC is available to them should their current or future circumstances require.	<p>Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Signpost to IRPW Payments to Councillors leaflets</p> <p>The Council promoted the IRPW arrangements on the Internet in the run up to the 2017 local government elections as part of the on-boarding arrangements that were agreed.</p> <p>The remuneration arrangement were also then covered in more detail during the induction of newly elected members.</p> <p>The Remuneration Scheme is updated annually in line with IRPW determinations and this is</p>

			sent to all councillors. We also encourage councillors to participate in IRPW consultations.
3 Promote a Positive Culture	3.1 Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed.	Encouragement within and across all parties of Relevant Authorities to support members to claim. Agree not to advertise or make public individual decisions not to claim.	See above Additionally, Council has decided as a matter of policy not to publish details of individual members minded to claim the carers allowances.
4 Set out the approved duties for which RoCoC can be claimed	4.1 Meetings – formal (those called by the Authority) and those necessary to members’ work (to deal with constituency but not party issues) and personal development (training, and appraisals.) 4.2 Travel – in connection with meetings. 4.3 Preparation – reading and administration are part of a member’s role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting. 4.4 Senior salary holders with additional duties may have higher costs.	Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report. “Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.”	The Council’s Remuneration Scheme does not deviate from the IRPW arrangements. There have been compliance audits of our Scheme.

<p>5 Be flexible about the types of care that can be claimed</p>	<p>5.1 Members should not be “out of pocket”</p> <p>5.2 Models of care and needs vary</p> <p>5.3 Members may use a combination of several care options</p> <p>5.4 Patterns of care may alter over the civic and academic year</p> <p>5.5 Not all care is based on hourly (or part hourly) rates</p> <p>5.6 Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session</p> <p>5.7 Members may need to:</p> <p>5.7.1 book and pay for sessions in advance</p> <p>5.7.2 commit to a block contract: week, month or term</p> <p>5.7.3 pay for sessions cancelled at short notice</p> <p>5.8 Where care need straddles two sessions both should be reimbursed</p>		<p>Should Members wish to claim carers allowance they simply have to provide receipts to evidence the expenditure up to the maximum allowance provided for in the IRPW framework.</p> <p>We have not imposed any onerous conditions on claiming the allowance.</p> <p>We try to schedule a lighter programme of meetings during school holidays at the request of Council and have a full recess every August. This is to accommodate Members who have caring responsibilities for children of school age.</p> <p>The suggestion about advance payment will need to be carefully worked through to ensure that any expenditure is appropriate balanced against other spending pressures that authorities are experiencing.</p>
--	--	--	--

<p>6 Have a simple claim process</p>	<p>6.1 Members should know how to claim.</p> <p>6.2 The claim process should be clear, proportionate and auditable</p>	<p>Check claim at members' appraisals and regular review</p> <p>Flexibility to accept paperless invoices</p> <p>On line form</p> <p>Same or similar form to travel costs claim</p>	<p>See above.</p>
<p>7 Comply with IRPW Publication rules</p>	<p>7.1 The IRPW Framework states: "In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed."</p>		<p>See above</p>