

Part 6

Section 6.1 – Members’ Allowances Scheme – Municipal Year 2023/24

1. This Scheme may be cited as the West Yorkshire Combined Authority Members' Allowances Scheme and shall have effect for the municipal year 2023/24. It shall continue in force, as amended from time to time, until revoked or amended.

2. In this Scheme:

"Combined Authority Member" means a Combined Authority Member appointed in accordance with paragraph 1 of Schedule 1 of the West Yorkshire Combined Authority Order 2014, as amended by the West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021. For clarity, this includes the Mayor.

"Co-opted Member" means a person who is not a Combined Authority Member but who is co-opted to any committee or sub-committee of the Combined Authority¹.

The **"LEP Board"** means the Leeds City Region Local Enterprise Partnership Board.

The **"Chair of the LEP"** means the Chair of the LEP Board appointed pursuant to Article 10 of the Constitution.²

A **"LEP Board Member"** means a member of the LEP Board appointed in accordance with Article 10 of the Constitution, or their substitute.

"Independent Member" means a Member who is appointed by the Combined Authority pursuant to Section 28 of the Localism Act 2011 or Section 14 of the Combined Authorities (Overview & Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

"Member" means a Combined Authority Member, a Co-opted Member, a LEP Board Member or Independent Member as defined above.

"Annual Meeting" means the Combined Authority's annual meeting held each year.

3. This Scheme applies to the Mayor, all Combined Authority Members, Co-opted Members, the LEP Board Chair, and LEP Board Members.

¹ For the purposes of claiming travel and subsistence expenses and childcare/dependent carers' allowances only, any reference to a Co-opted Member shall be taken to include any independent members appointed by the Combined Authority.

² Including the Deputy Chair whilst acting as interim Chair.

4. Schedules to the Scheme:

Schedule A:	Allowances and Remuneration
Schedule B:	Approved Duties – Combined Authority
Schedule C:	Approved Duties – LEP Board
Schedule D:	Expenses

The Scheme

1. Introduction

1.1 This Scheme sets out the entitlement of:

- any Member, as defined above, to claim expenses incurred in carrying out their role, and
- the levels of remuneration applicable to the Mayor, Co-opted Members, Independent Members, and the Chair of the LEP.

2. Allowances

Mayor's Allowance

- 2.1** The 2021 Order enables the Combined Authority to establish an Independent Remuneration Panel ("IRP") which may make recommendations regarding allowances payable to the Mayor. The IRP must consist of at least 3 members, none of whom:
- (a) is also a Combined Authority Member or committee or sub-committee of the Combined Authority, or a Member of a Constituent Council; or
 - (b) is disqualified from being or becoming a Combined Authority Member.
- 2.2** The Combined Authority may pay an allowance to the Mayor³, but only if it has considered recommendations made by the IRP for the payment of such an allowance. Where the IRP recommends the payment of an allowance to the Mayor, the Combined Authority may not pay an allowance to the Mayor which exceeds the allowance recommended by the IRP.
- 2.3** The IRP has recommended an allowance for the Mayor as set out in **Schedule A** which has been approved by the Combined Authority and is index linked to the National Joint Committee for Local Government Employees (NJC) index (the percentage annual cost of living salary increase as applied each year to staff). The increase to be applied annually reflecting the date of appointment of the Mayor.

³ The West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 also provides for the Combined Authority to pay an allowance to the Deputy Mayor provided that the Deputy Mayor is not a Leader, or elected Mayor of a Constituent of Non-Constituent Council or the LEP Chair. No allowance is currently payable under this provision.

Co-opted Member Allowance

- 2.4** An allowance is payable to Co-opted Members as set out in **Schedule A**. Co-opted Member allowances will be increased yearly on 1 October with effect from 1 October 2023 index linked to the National Joint Committee for Local Government Employees (NJC) index or equivalent (the percentage annual cost of living salary increase as applied each year to staff).

Combined Authority Members

- 2.5** With the exception of the Mayor⁴, any Combined Authority Member (as distinct from a Co-opted Member) is only entitled to expenses for travel and subsistence, and no other allowances under this Scheme.

Chair of the LEP

- 2.6** The role of Chair of the LEP requires direct and pro-active leadership, and as such a greater time commitment than that required from any other member of the LEP Board. The Chair, along with the Combined Authority's Chief Executive is required to provide a formal assurance statement on an annual basis on the status of governance and transparency, as part of the Annual Conversation process with Government. In recognition of this, the Chair of the LEP may be remunerated. Any remuneration to the Chair of the LEP will be approved and implemented by the Combined Authority, further to a recommendation by an Independent Remuneration Panel.⁵

The agreed level of remuneration for the LEP Chair is as set out in **Schedule A**.

No remuneration will be paid under this Scheme to the Chair of the LEP without:

- a dated invoice setting out the period in respect of which the claim is made, and
- a statement signed by the Chair of the LEP that they have complied with all conditions on the appointment letter which set out the basis on which their remuneration was agreed.

2.7 LEP Board Local authority representatives

- (a)** A member of the LEP Board who is a local authority representative (or their substitute) is not entitled to any expenses under this Scheme for carrying out any duty for which they may claim under their local authority's allowances scheme.

⁴ See footnote above in relation to the Deputy Mayor.

⁵ The Panel shall be constituted of the members of the Combined Authority's Independent Remuneration Panel together with one or more private sector representatives who are not members of the LEP Board with terms of reference to be agreed by the LEP Board.

- (b) For the avoidance of doubt, whether or not they are entitled to any such expenses or allowances under their local authority's allowances Scheme, no member of the LEP Board who is a local authority representative (or their substitute) is entitled to claim any allowance under this Scheme in respect of attending any meeting of the LEP Board.
- (c) Subject to 2.7(a) above, the Combined Authority may pay for travel and accommodation expenses for any local authority representative acting in their capacity as a member of the LEP Board, provided that this is approved in advance by the Combined Authority's Deputy Director Legal, Governance & Compliance and booked by the Combined Authority in accordance with the provisions of this Scheme.

2.8 One Allowance Only Rule

A Co-opted Member can only receive one allowance from the Combined Authority.

3. Travel Expenses

- 3.1 Subject to any exceptions or requirements set out in this Scheme, a Member, as defined above, engaged in any of the Approved Duties set out in **Schedule B** or **Schedule C**, as applicable, may reclaim any travel costs they incur, in accordance with **Schedule D**.

4. Subsistence Expenses

- 4.1 Subject to any exceptions or requirements set out in this Scheme, a Member, as defined above, engaged in any of the Approved Duties set out in **Schedule B** or **Schedule C**, as applicable, may reclaim any subsistence costs they incur, in accordance with **Schedule D**.

5. Childcare and Dependent Care Allowance

- 5.1 Subject to any exceptions set out in this scheme, a Member, as defined above, may re-claim any costs they incur provided the costs are incurred while engaged on Approved Duties set out in **Schedule B** or **Schedule C**, as applicable, and subject to the terms and conditions set out in **Schedule D**.

6. Implementation and Backdating of Recommendations

- 6.1 The allowances are implemented from the date of the Annual Meeting and paragraph 7 (Part Year Entitlements) applies.

7. Part Year Entitlements

- 7.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to allowances where, in the course of a year, this Scheme is amended or that Member becomes, or ceases to be, a Member, or accepts or relinquishes the responsibilities of a role for which an allowance is payable.

- 7.2** If an amendment to this Scheme changes the amount to which a Member is entitled, then in relation to each of the periods:
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- 7.3** Where the term of office of a Member begins or ends other than at the beginning or end of a year, the entitlement of that Member to any allowance shall be to the payment of such part of the allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- 7.4** Where this Scheme is amended as mentioned in paragraph 7.2, and the term of office of a Member does not subsist throughout the whole, or any period mentioned in sub-paragraph 7.2(a), the entitlement of any such Member to an allowance shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which their term of office as a member subsists bears to the number of days in that period.

8. Renunciation of Entitlement to Remuneration or Expenses

- 8.1** Any Member may by notice in writing given to the Deputy Director Legal, Governance and Compliance elect to forego all or any part of their entitlement to any expenses under this scheme.

9. Claims and Payments

- 9.1** A claim for travelling and subsistence expenses under this Scheme shall be made in writing **within three months** of the date of the duty in respect of which the entitlement to the allowance arises.
- 9.2** A claim for all expenses under this Scheme or any expense under any other provisions shall include, or be accompanied by, a **statement signed by the claimant** that:
- the claimant has incurred the expenditure shown on the claim,
 - the claimant has not made and will not make any other claim either under this scheme or to any other body or organisation in respect of the matter to which their claim relates.

9.3 No expenses will be paid under this Scheme without:

- (a) a **dated receipt**⁶ (except in relation to car mileage claims), and
- (b) in the case of **travel expenses**, the amount being in line with the requirements and restrictions set out in Schedule D, and
- (c) in the case of **subsistence expenses**, the amount not exceeding the maximum authorised by the Combined Authority in Schedule D.
- (d) in the case of **car mileage expenses**, that:
 - no suitable alternative public transport was available (claimant to provide explanation) or there were special circumstances (to be specified by claimant), and
 - it was not reasonable for the claimant to have travelled with another Member or officer (claimant to provide explanation), and,
- (e) in the case of travel expenses for **taxi costs** incurred, that it was not reasonable to use public transport (claimant to provide explanation) and that the Deputy Director Legal, Governance & Compliance has agreed this in advance where reasonably practicable.

9.4 Subject to any external timing constraints, payments shall be made:

- (a) in respect of **allowances and remuneration payable to the Mayor, Co-opted Members or Chair of the LEP** in instalments of one-twelfth of the amount specified in this Scheme on the last Thursday of each month.
- (b) in respect of **travelling, subsistence, childcare/dependent carers' expenses**, on the last Thursday in each month for all fully completed claims received by the end of the previous week; and
- (c) in respect of a large expense claim, suitable arrangements will be made where specially requested by the claimant concerned.

9.5 Where a payment of one-twelfth of the amount specified in this Scheme in respect of an allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 7 (Part Year Entitlements), they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

⁶ For avoidance of doubt, please note that this requirement applies in relation to costs incurred both in the UK and overseas.

10. Duplication of Allowances and Expenses Claims

- 10.1** No Member may receive an allowance or expenses from more than one authority in respect of the same duties⁷

11. Information Technology Equipment

- 11.1** The Mayor will be provided with IT equipment to enable the discharge of their functions. No other Member will be provided with IT equipment.

12. Publishing Remuneration and Expenses Paid

- 12.1** This Scheme will be published on the Combined Authority's website.
- 12.2** A summary of remuneration and expenses paid under this Scheme each year⁸ will be published on the Combined Authority's website.

⁷ The Combined Authority will withhold an allowance under this provision where an authority has confirmed that a Co-opted Member is carrying out duties for the Combined Authority in a capacity for which they are receiving an allowance from that authority.

⁸ A year for this purpose is the financial year running from 1 April to 31 March.

Schedule A: Allowances and Remuneration

Mayoral Remuneration	(per annum)
Mayor	£111,217.84

Overview & Scrutiny Committee Co-opted Members	Allowance (per annum)
Chair	£7,619.96 ⁹
Deputy Chair	£1,345.25 ¹⁰
Members	£672.62

Transport Committee Co-opted Members	Allowance (per annum)
Deputy Chair(s)	£14,252.78 ¹¹
Transport Engagement Leads	£3,802.19 ¹²
Ordinary Members¹³	£2,715.41

Note: All of the above are index linked to the National Joint Committee for Local Government Employees (NJC) or equivalent (the percentage annual cost of living salary increase as applied each year to staff).

LEP Chair Remuneration	(per annum)
LEP Chair	£30,600

WYCA Independent Person(s)	Allowance
Annual retainer	£830.40 per annum
Allowance per conduct meeting (for each day or part day)	£220.19

⁹ Includes ordinary members' allowance of £648 p.a.

¹⁰ Includes ordinary members' allowance of £648 p.a.

¹¹ Includes ordinary members' allowance of £2,616 p.a.

¹² Includes ordinary members' allowance of £2,616 p.a.

¹³ Ordinary members do not include Transport Portfolio Holders

Independent Members - Governance and Audit Committee	Allowance
Independent Member - Chair	£1,868.40 per annum
Independent Member	£1,038.00 per annum

Independent Member – Finance, Resources and Corporate Committee	Allowance
Independent Member	£2,500.00 per annum

Schedule B: Approved Duties – Combined Authority

The following are specified as an approved duty for purpose of the payment of travelling and subsistence expenses and dependents carers allowance:

- (i) A meeting of the Combined Authority, any committee or sub-committee of the Combined Authority or of any other body to which the Combined Authority makes appointments or nominations, or of any committee or sub-committee of such body.
- (ii) Any other meeting the holding of which is authorised by the Combined Authority, provided that it is a meeting to which members of at least two political groups have been invited.
- (iii) Meetings of a non-commercial, non-political and non-party political nature, (including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies who have an involvement in any matter relevant to functions of the Combined Authority) attended by:
 - a) a Combined Authority Member, or
 - b) any Co-opted Member who is the Chair or Deputy Chair of a relevant committee, or
 - c) any Co-opted Member who is a nominee of (a) or (b) abovein their capacity as a representative of the Combined Authority, for the purpose of discussing matters which relate to the functions of the Combined Authority or of a constituent or non-constituent council of the Combined Authority, or any other council in which the Combined Authority has an interest in the particular function involved.
- (iv) Conferences, seminars and study courses, only where the Deputy Director Legal, Governance & Compliance is satisfied that they represent value for money and are being held for the purpose of discussing non-political matters which relate to the functions of the Combined Authority or any functions of the local authorities in which the Combined Authority has an interest¹⁴.
- (v) At representative functions, official functions, responding to invitations to meet and/or address voluntary and other organisations, site visits and meetings with officers subject to the prior agreement of the Deputy Director Legal, Governance & Compliance.

¹⁴ By law, this provision does **not** extend to payment to any Member in respect of attendance at conferences convened by any body “the objects of which are wholly or partly political” (Section 175 Local Government Act 1972).

Schedule C: Approved Duties – The LEP Board

The following are specified as an approved duty for purpose of the payment of travelling and subsistence expenses and dependents carers allowance:

- (i) Meetings of the LEP Board.
- (ii) Subject to prior agreement by the Deputy Director Legal, Governance & Compliance that:
 - attendance is in the capacity **as a member of the LEP Board**,
 - the meeting represents **value for money**, and
 - the function or event is being held for the purpose of discussing non-political matters which relate to the **functions of the LEP**:
- (a) meetings of a non-political and non-party political nature, including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies, and
- (b) attending any of the following:
 - conferences, seminars and study courses¹⁵
 - representative function and events,
 - official functions and events,
 - responding to invitations to meet and/or address relevant organisations,
 - site visits, and
 - meetings with the Combined Authority or other Leeds City Region local authority officers.

¹⁵ This provision does not extend to payment to any member of the LEP Board in respect of attendance at conferences convened by any body, the objects of which are wholly or partly political.

Schedule D: Expenses

Travelling Expenses

1. Bus and Rail Travel

Members are expected to travel by bus or by standard class rail, or by bicycle. First class travel is considered acceptable only in the following circumstances and by prior agreement of the Deputy Director Legal, Governance & Compliance:

- Additional space and privacy are required during the journey in order to work or to enable confidential conferences to be held on the train.
- Where the cost of discounted first-class travel is less than that of the cheapest available standard class ticket.
- To avoid disadvantaging members when travelling with other organisations, or
- Any other special circumstances, which in the view of the Monitoring Officer, would justify first class travel.

Rail travel should be booked in advance through the Combined Authority to take advantage of discounted tickets and special offers.

Claims for car expenses will therefore only be paid where there is no suitable alternative public transport available or there are special circumstances.

2. MCard/Metrocards

Members of the Transport Committee and the Mayor are entitled to a MCard/Metrocard. Other Members are permitted to apply for an MCard but would be required to contribute a reasonable proportion to the cost to the Combined Authority of the card, in relation to the element of personal usage that could be made of it.

Where a Member holds a MCard/Metrocard, they should use this where reasonably practicable rather than other forms of transport.

When a Member ceases to be a member of the Transport Committee they must return their MCard/Metrocard.

3. Car Mileage Rates - The HMRC Mileage Rates from Time To Time In Force

Approved Mileage Rates		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

4. Passenger Rates

Where a Member carries a passenger, they can claim the HMRC approved passenger mileage rate of 5p per passenger mile, in addition to the applicable mileage rates for motor cars.

5. Motorcycle Mileage Rates

24p per mile (indexed to HM Revenue and Customs approved rates).

6. Bicycle Mileage Rate

20p per mile (indexed to HM Revenue and Customs approved rates).

7. Taxi Travel

In rare circumstances (for example, cases of urgency or where no alternative mode of public transport is reasonably available), it may be necessary to travel by taxi. In such circumstances, the amount of the fare paid is reimbursable on production of a valid receipt. Where reasonably practicable, agreement should be sought in advance from the Monitoring Officer.

8. General Travel Expenses

To reduce costs to the Combined Authority, a Member should not travel independently where it would be possible to travel with another Member or officer.

A Member may claim specific reimbursement for expenditure incurred on tolls, ferries or parking fees as these are deemed to be additional to the basic car allowance rates.

Subsistence Expenses

9. Day subsistence rates are based on 'meals' taken with eligibility based on the time of the day the meal is taken and time away from home as set out below.

In each instance only the actual cost incurred may be claimed with the following being the maximum rates claimable:¹⁶

Day Subsistence Rates		
Breakfast allowance	£8.28	More than 4 hours away from normal place of residence before 11am.
Lunch allowance	£11.28	More than 4 hours away from normal place of residence including the period between 12 noon and 2pm.
Tea allowance	£4.54	More than 4 hours away from normal place of residence including the period between 3pm to 6pm.
Evening meal allowance	£14.09	More than 4 hours away from the normal place of residence after 7pm.

Note: The current total daily maximum subsistence claimable (£38.19) should not be disaggregated and applied to specific meals but a 24-hour maximum claimable to be spent upon subsistence as required.

10. Overnight Stays

All overnight accommodation should be booked and paid for directly through the Combined Authority taking advantage of any corporate rates and offers to seek out the most reasonably priced accommodation available, thus avoiding any claims for reimbursement. Where, exceptionally, this is not possible, actual costs will only be reimbursed where they are supported by receipts.

11. Overseas Travel

Members are entitled to claim reasonable expenses in relation to their journey and stay, reimbursable upon production of receipts. It is expected that the necessary travel and accommodation arrangements would be booked in advance through the Combined Authority in advance to take advantage of special rates and offers.

In the case of LEP Board Members only, the Chief Executive is also required to confirm that the member of the LEP Board's attendance at the overseas function or event:

¹⁶ These figures are reviewed annually in line with the rates applicable to, and published by, the Passenger Transport Forum for Non-Manual Employees of Passenger Transport Executives.

- is in the capacity **as a member of LEP Board**,
- represents **value for money**, and
- is required to facilitate the proper promotion or safeguarding of Combined Authority interests.

Note: In the case of travel abroad there are sometimes difficulties in obtaining receipts. However, for the reasons given above, reimbursement will only be available where receipts are provided.

12. Meals Provided Free of Charge

Members are required to deduct an appropriate amount from the subsistence expenses specified in the table above in respect of any meals provided free of charge by an authority or body in respect of the meal or the period to which the expense relates. Expenses cannot be claimed where a free meal has been provided.

13. Meals Taken on Trains

Where main meals are taken on trains during the period for which there is an entitlement to day subsistence expenses, the reasonable cost of meals (including VAT) shall be reimbursable in full. This will then replace the specific meal allowances set out above.

Childcare and Dependent Carers Allowance

- 14.** Where a Member needs to engage a carer to enable them to carry out an Approved Duty, an allowance is payable in respect of the expenses of arranging for the care of:

- Members' children under the age of 14, or
- any dependents where there is medical or social work evidence that care is required.

The Approved Duties for which the dependent carers' allowance may be claimed are set out in **Schedule B** and **Schedule C**.

- 15.** The allowance is subject to the following conditions:

- (a) The allowance is payable for the care of any dependent person within the claimant's household.
- (b) The allowance is only payable when the care is provided by someone who is not a household or family member.
- (c) The amount payable will be for the actual cost of care.
- (d) Payment will be made to the member, not the carer.
- (e) The claimant will be required to sign a declaration that they have complied with these conditions.

16. The maximum rates of such allowances are set out below and are subject to the Member observing the protocol on the claims procedure and eligibility criteria.

Childcare Element

17. For children under the age of 14:
- the real UK Living Wage, as determined by the Living Wage Foundation;
 - care must be provided by a registered child-minder.

Other Dependents Element

18. Maximum rate payable = the hourly rate charged by Adult Social Services for domiciliary home care.
19. For both types of care, there is a monthly cap of £100, regardless of type or number of dependents and receipts must be provided.

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