

APPENDIX A



**LEICESTERSHIRE
COUNTY COUNCIL**

**REPORT OF THE INDEPENDENT PANEL ON
MEMBERS' ALLOWANCES
MARCH 2002**

Introduction

1. At its meeting on 26th September, 2001 the Constitution Committee of the County Council considered a report on the final guidance issued by the Government on members' allowances and particularly the need to establish an Independent Remuneration Panel to put forward recommendations on the matter. The Committee authorised the Chief Executive to take the necessary steps to establish an Independent Panel to advise the County Council on members' allowances and agreed that:-
 - The size of the Panel should be three members
 - Its term of office should be for two years renewable by mutual agreement
 - Prof. D.J. Wilson be appointed Chairman of the Panel
 - The remaining two members should be drawn from the Business and Voluntary Sectors respectively

Membership

2. The Panel as appointed comprises the following people:-

Prof. David Wilson, Head of Department of Public Policy, De Montfort University (Chairman)

Mrs. Judith Handford, Manager Hinckley and Bosworth Area CVS (nominated by the CVS Community Partnership)

Mr. Martin Traynor, Chief Executive Leicester Chamber of Commerce and Industry (nominated by the Chamber)

Terms of Reference

3. The Panel was appointed by the County Council to review its current scheme of members' allowances in the light of regulations and guidance issued by Government under the Local Government Act 2000 and in particular:-
 - (a) to make recommendations to the Authority on the amount of the basic allowance that should be paid to elected members;
 - (b) to make recommendations to the Authority about the roles and responsibilities for which a special responsibility allowance should be payable and the amount of each such allowance;
 - (c) to make recommendations as to whether the Authority's scheme should include an allowance in respect of expenses of arranging for the care of children and dependants and, if so, the amount and means by which it is determined.

The Statutory Framework

4. In April 2001 the Government approved a new legal framework for members allowances the main provisions of this being as follows:-

- (a) Each local authority is required to establish and maintain an Independent Remuneration Panel with the function of providing the local authority with advice on its scheme and the amounts to be paid. Local authorities must have regard to this advice.
- (b) Local authorities must include in their scheme of allowances a basic allowance, payable to all members and may include provision for the payment of special responsibility allowances. There is no provision for the payment of attendance allowances. Authorities can now also allow the inclusion of a childcare and dependent carers allowance within an allowances scheme.
- (c) The approval of a members' allowances scheme has to be determined by the full Council and cannot be delegated to the Cabinet or a committee.
- (d) Under the 2001 Regulations a Local Authority is required to establish and maintain an Independent Remuneration Panel. The Regulations came into force on 4th May, 2001 and from that date Local Authorities had been under a duty to have regard to the recommendations of an Independent Remuneration Panel when paying allowances.
- (e) A scheme for members' allowances may be amended at any time but may only be revoked at the end of a year, i.e. 31st March, or in circumstances where the local authority is adopting a new constitution or changing the form of its executive arrangements. A further scheme must be available to replace the revoked scheme.
- (f) The 2001 Regulations place certain duties on local authorities in connection with publicising the arrangements made by their Independent Remuneration Panel, their scheme of allowances and the actual allowances paid to members in any given year. These replace the provisions in the 1991 regulations.
- (g) The 2001 regulations place a duty on local authorities to publish a notice in at least one newspaper circulating in the area setting out the recommendations put forward by the Independent Panel about their scheme of allowances.
- (h) Local authorities must also as soon as reasonably practical after determining the scheme publish a notice in at least one newspaper circulating in their area stating that the authority will be adopting a scheme of allowances, describing the main features of the scheme and describing the main features of the Panel's recommendations which the Council has considered (but not necessarily agreed with) in arriving at its decision.

5. The Government has consulted on proposals to alter the arrangements for travel, subsistence and other allowances and to make provision for pensions for certain elected members both of which contain provision for Independent Remuneration Panels to advise on a variety of matters in addition to the above. Regulations are awaited.

Evidence

6. The Panel has met on four occasions. At its first meeting it was briefed on its terms of reference and the statutory position and received background information. Its second and third meetings were devoted to receiving evidence from members, the first in terms of written submissions and the second through an interview process with five members. The fourth and final meeting was held to finalise the Panel's report and recommendations.
7. The following documents have been taken into account by the Panel:-

Report of an Independent Review Panel on allowances paid to members of Leicestershire County Council dated August 1999 (considered and approved by the County Council at its meeting on 22nd September, 1999)

Guidance on Members' Allowances for Local Authorities in England issued by the then Department of the Environment, Transport and the Regions in 2001.

Constitution of Leicestershire County Council approved in April 2001, for implementation with effect from 20th June 2001, including the current scheme of Members Allowances

Result of County Councils' Network Survey of Members' Allowances 2001.
8. Written representations from 22 of the 54 members of the County Council, all of whom were invited to submit their comments.
9. The Panel interviewed five members of the Council in connection with the Review.
10. The Panel has also examined several reports of Independent Remuneration Panels which have been established elsewhere including that of the well publicised Birmingham Panel which reported in November 2001.
11. The Panel was supported and advised throughout by the Chief Executive, County Treasurer and Head of Committee and Members Services.

Findings

General

12. The existing Members' Allowances Scheme resulted from the report of an Independent Review Panel dated August 1999 (the 1999 Review Panel) At the time the report was produced the Council had no experience of the Leader and Cabinet Model of decision making for which the scheme was designed to operate. This system was introduced in September 1999. As a result of experience in operating the system for just over two years, some changes have been suggested. These reflect in part the changes in the political make up of the County Council which occurred at the June 2001 elections (when for the first time since 1981 the Council found itself with a single party in overall control).
13. Many of the points made in the 1999 report hold good today and the new Panel would wish to confirm them. However, the Panel do wish to emphasise the following points:-
 - The County Council is big business. It provides the majority of local government services for the people of Leicestershire. It is a complex multi-million pound organisation and is the largest employer in Leicestershire. It spends over £500 million a year and employs the full-time equivalent of around 14,000 people. It is through County Councillors that the Council is held democratically accountable.
 - Councillors have important and wide ranging duties and play a central role in ensuring that local authorities are democratically accountable to residents of the area. They have a general duty to the whole community and a special duty to their particular constituents. There is a powerful case for recognising the contribution of members and the time they spend on Council duties, if only to go towards compensating members for income they might otherwise be capable of earning had their time not been spent on Council work.
 - The Panel believes that it is increasingly being recognised by members of the general public that members of local authorities should be compensated reasonably in relation to the responsibilities they take on. However, this brings with it a duty to perform to the best of the member's ability.
 - The system of members' allowances should serve to encourage people who would otherwise be unable to do so, to serve on the Council and become effective councillors. Until recently the system has made it difficult for anyone other than people who are either retired, unemployed or self-employed to do so. Even now, the choice is too often between pursuing a career or serving on the Council for what at maximum is a "four year contract" at any given time. It is a great pity, and a loss to the community, that it seldom

seems possible for members to be able to combine a successful career with service on a local authority.

- The Panel is particularly concerned that the recently published 2001 Census of Councillors shows that the personal backgrounds of Councillors is not representative of the population generally and that there have been few changes in the overall picture since the 1997 census despite changes such as those made to schemes of members' allowances which are designed to reverse it. This is a fundamental problem, which changes to the allowances system on their own cannot resolve.
 - Nevertheless, despite the need for members to receive appropriate allowances, the Panel does not believe it right that the allowances scheme should be regarded as providing salaries for members. Neither does the Panel believe that members should be remunerated for every hour which is spent on Council business. On the contrary, the Panel believes that it is essential for there to continue to be a substantial element of voluntary public service in being a councillor, no matter what particular positions a member may hold within the Authority.
 - Experience since the Leader and Cabinet system was introduced shows that the actual workload of members varies substantially, reflecting different levels of responsibility in a way which was not always so evident under the traditional committee system. Allowances should reflect the work undertaken both in terms of the time involved and the level of responsibility. Nowhere is this more evident than in the case of the Leader of the Council who is now expected to act as the full-time Leader of a multi-faceted, multi-million pound business, with an ever widening network of contacts in response to the move towards increased partnership working and 'joined up' government at various levels.
 - Although the Panel has identified only a few changes it wishes to recommend to the present scheme, it nevertheless, believes it important to undertake reviews of this nature on a regular basis. Where payment levels continue to be generally appropriate they should normally be increased on an annual basis, in line with inflation.
14. The Panel has used the provision made in the Council's revenue budget of 3% for general pay increases as the basis for taking account of inflation.

Basic Allowance

15. Government guidance on Members Allowances provides that:-

Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members. The allowance must be the same for each councillor. The allowance may be paid in a lump sum or in instalments through the year.

Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

16. The current scheme provides for a basic allowance of £6,170 per annum.
17. The Panel has no reason to suppose that the approach taken by the 1999 Review Panel was other than correct. The evidence collected suggests that the current basic rate is set at a reasonable level subject to an increase to take into account inflation since the amount was last revised.
18. The Panel believes that the basic rate is set at a level which accommodates the time commitment and incidental costs such as telephone calls and other expenses. It also believes that the basic allowance should be regarded as covering any other role which the member agrees to take on which does not qualify for special responsibility allowances (for example service on outside bodies) "as part and parcel of the job."
19. The Panel has received several representations from members in rural areas that some account should be taken of attendance at parish council meetings and in particular that members should be entitled to claim travel allowances for such duties. The Panel has been advised by officers that the current regulations laid down by the Government do not allow the County Council to pay travel allowances for attendance by County Councillors, by invitation, to meetings of parish councils. However, it is understood that the travel and subsistence arrangements are likely to be changed shortly and that local authorities are likely to be given more discretion. The Panel has noted that the County Council made representations to the Government in October 2001 on this very point.

Recommendation

The Panel recommends that the basic allowance should be set at a level of £6,360 per annum with effect from 1st April 2002.

Special responsibility allowances

20. Government guidance on special responsibility allowances provides as follows:-

"Each Local Authority may also make provision in its scheme for the payment of special responsibility allowances for those Councillors who have significant responsibilities. The authority or the panel has to identify the special responsibilities for which the allowance is to be paid and the amounts of allowances to be paid for each such responsibility.

Where one political group is in control, and where an Authority has decided to pay special responsibility allowances, the Authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.”

21. Regulations made in 1991 set out the categories of work for which special responsibility allowances may be paid.

The Leader's Allowance

22. The Constitution of Leicestershire County Council recognises the importance the role of the Leader of the Council in terms of leading the County Council forward and developing the Authority's relations with other local authorities and local regional and national organisations.
23. Evidence collected by the Panel has suggested that, at the time the 1999 Review Panel reported, the breadth of this role and the time commitment and level of responsibility involved was not fully appreciated. Other local authorities in a similar position have arrived at the same conclusion.
24. The level of the Leader's allowance was set on the recommendation of the 1999 Review Panel which suggested an allocation of £35,000 to be divided between the Leader and Deputy Leader by agreement. This recognised the understanding between the Conservative Group and Liberal Democrat Group at the time which resulted in the formation of a joint political administration, the Leader being a Conservative and the Deputy Leader being a Liberal Democrat.
25. Experience since the new decision making structure was adopted in September 1999 and the change in the political make up of the Council has led the Panel to conclude that the special responsibility allowance paid to the Leader should be increased substantially from its current level of £18,820.

Recommendation

The Panel recommends that the level of special responsibility allowance payable to the Leader of the Council should be increased to £30,000 per annum.

The Deputy Leader and the Cabinet

26. As indicated above the level of these allowances was established at a time when the political administration comprised two political parties and the level of the Deputy's special responsibility allowance (£17,770) was set having regard to these particular circumstances. The 1999 Review Panel Report made the point that where there was one party control they would have expected the differential in the allowances of the Leader and Deputy Leader to be greater.

27. The present Panel concur with this view with the proviso that where a Leader is absent unavoidably for a period of more than two weeks and the Deputy Leader is required to take charge, he/she should be entitled to an "Acting up" allowance which increases the Deputy's allowance to that of the Leader for the period concerned.
28. The Panel believes that in normal circumstances the Deputy Leader's post is fundamentally similar to that of other Cabinet members.
29. With regard to the membership of the Cabinet generally, experience suggests that the position is more time consuming than that envisaged at the time of the 1999 Review Panel report and that the special responsibility allowance payable to Cabinet members should be increased proportionately to reflect this.
30. The Panel has considered the case for paying different levels of allowances to members of the Cabinet to reflect that some members of the Cabinet appear to have wider responsibilities and a greater workload than others. It has been persuaded that it would be inappropriate to make a recommendation to this effect at the present time. However, the Panel may wish to revisit this matter in any subsequent review it is called upon to undertake.

Recommendations

The Panel recommends that the level of the special responsibility allowances payable to members of the Cabinet should be as follows:-

**Deputy Leader £18,000 p.a.
Cabinet Member £16,000 p.a.**

The Panel also recommends that an "Acting Up" allowance should be payable to the Deputy Leader where he or she is required to take the place of the Leader during unavoidable absence after a period of more than two weeks.

Scrutiny Commission and Committees

31. The Independent Panel wishes to emphasise the importance of the scrutiny role in the context of the new political management structures. The Scrutiny Commission and the scrutiny committees combine both an accountability check on the Executive as well as being vehicles for policy review and development. Chairmen and spokesmen on these bodies have a major role in helping to ensure the accountability of the executive; it is in the Panel's view a job which needs further strengthening in the interests of efficient and effective management.
32. Many members have suggested that the role and responsibilities of Scrutiny Committee Spokesmen is equivalent in many ways to the Chairmen of Scrutiny Committees. Spokesmen work together with the Chairmen of those committees to fulfil an important role in agenda planning and generally organising the activities of the scrutiny

committee concerned and have similar workloads. For this reason the Panel has concluded that a special responsibility allowance should be paid to Scrutiny Committee Spokesmen and that this should be set at a level just below that of the Committee Chairmen.

33. The Panel has considered the particular position of the Deputy Chairman of the Scrutiny Commission, which it considers is somewhat anomalous given that the Deputy Chairman of no other Committee receives an allowance. The Panel notes that the political balance of the Council has changed since the previous Panel's recommendations were implemented. The Panel does not believe the role justifies the payment of an allowance to the Deputy Chairman of the Commission equivalent to the spokesmen of the Scrutiny Commission, as is the case at the present time. Under Article 6.05 of the Council's Constitution, the Deputy Chairman of the Scrutiny Commission is a member of the Scrutiny Reference Group. The Panel has been advised that the Council is about to review the role of the Scrutiny Reference Group. The Panel is therefore not putting forward any recommendation in respect of a separate role for members of the Scrutiny Reference Group at the present time.
34. The Panel's recommendations will result in a significant overall increase in the level of allowances payable to members who occupy positions relating to scrutiny. This reflects the particular importance which the Panel attaches to the scrutiny role under the new political management structures.

Recommendation

The Panel recommends that the level of special responsibility allowances payable to members who hold scrutiny positions should be as follows:-

Chairman of Scrutiny Commission £15,000 p.a.
Spokesmen of Scrutiny Commission £11,000 p.a.
Chairmen of Scrutiny Committees £6,000 p.a.
Spokesmen of Scrutiny Committees £4,500 p.a.

Chairmen of other Bodies

35. The Panel has received no evidence to suggest that any changes should be made to the level of allowances paid to the Chairman of the Development Control and Regulatory Board or the Standards Committee other than to increase these in line with inflation.
36. It has noted that the Government is proposing to enable the Combined Fire Authority to establish its own scheme of allowances at some time in the future. Until this occurs, it believes that the County Council should continue to pay an allowance to the Chairman of the Combined Fire Authority where this position is occupied by a member of the County Council.

Recommendation

The Panel recommends that the level of special responsibility allowances payable to the Chairman of the other bodies shown should be as follows:-

Chairman of the Development and Control and Regulatory Board £3,300 p.a.

Chairman of Combined Fire Authority £3,300 p.a.

Chairman of Standards Committee £2,200 p.a.

Group Whips

37. No representations have been received to the effect that the allowance to the Group Whips should be increased.
38. The Panel has received conflicting views relating to the position of the Group Whips but has noted that few other authorities make a special responsibility allowance available to such members.
39. One side of the argument suggests that whilst recognising the important role Whips play, the focus of this work is on the party group rather than the County Council. Following that logic, suggests that, if Group Whips are to receive allowances it should be paid by the Groups themselves, rather than out of public funds.
40. The other side of the argument suggests that Group Whips play an important role supporting the decision making structure and act as an important link between the political groups and the County Council's formal structures. This, it is argued, should therefore be recognised by payment of a special responsibility allowance.
41. Having weighed up the arguments the Panel has concluded that a modest allowance should continue to be paid to the Group Whips.

Recommendation

The Panel recommends that the level of special responsibility allowance payable to the Group Whips should be £1,000 per annum.

Entitlement to more than one special responsibility allowance

42. The 1999 Review Panel did not address the question whether members should be able to receive more than one special responsibility allowance. When this matter was discussed by the County Council in 1999 an amendment was put to limit payments but this did not receive the approval of the majority of members.
43. This issue continues to be a matter of debate in the light of specific examples where people have received more than one allowance.

44. It could be argued that to limit the payment to a single special responsibility allowance to any individual would serve to encourage a greater number of members to participate more fully in the Council's work and take on additional responsibilities. However, it can also be argued that this should be a matter which is regulated by the party groups and that, where a group sees fit to appoint an individual to carry out more than one position and are confident that that person is capable of doing so effectively, then that person should also receive the allowances which go with those positions.
45. The Panel sees the merit on both sides of the debate and believes that a sensible way forward would be to enable a person in this position, to receive the higher allowance in full and 50% of any other allowances for which they might qualify.

Recommendation

The Panel recommends that members who qualify for more than one special responsibility allowance should be entitled to the higher allowance in full and 50% of any other allowances.

Review of Allowances

46. The 1999 Review Panel report contained the recommendation that allowances should be updated annually for inflation. The Panel supports this view with the rider that the scheme as a whole should also be kept under regular review. Under the present Regulations the Council is unable to make any changes to its scheme, even by way of minor increases to take account of inflation, without having received the advice of the Panel. The effect of these provisions is therefore that an exercise of this nature, though possibly not on this scale, will need to take place annually.

Recommendation

The Panel recommends that the Council should agree to reconvene the Panel early in 2003 with a view to ensuring that the members' allowances scheme is kept up to date.

Specifying Duties

47. The Panel has received evidence to suggest that it would be helpful if the expectations and commitments involved in undertaking positions which qualify for special responsibility allowances were set out in writing. Amongst other things this would help to clarify the various roles and act as a guide to members who aspire to take on additional responsibilities.
48. Whilst the Panel is reluctant to put forward a specific recommendation to this effect, it believes that this is something which should be considered carefully by Group Leaders.

Accountability

49. The Panel believes that those people who receive the more substantial special responsibility allowances should be required to give a proper account of their actions and would ask the Council to consider this view particularly if the Panel is to be reconvened in 2003 and, as indicated above, annual panels may effectively be required by law. It has been suggested that an account could be in the form of a short annual summary of activities which could be submitted to, say, the Constitution Committee i.e. to a public meeting, by the following:
- (a) the Leader and Members of the Cabinet collectively;
 - (b) the Chairman and Spokesmen of the Scrutiny Commission individually;
 - (c) the Chairman and Spokesmen of each of the 4 Scrutiny Committees jointly.

Recommendation

The Panel recommends that the Council considers particularly in the context of likely annual or regular panels introducing an arrangement which requires those in receipt of the more substantial allowances to give a proper account of their activities.

Childcare and Dependants Carers' Allowance

50. A scheme of allowances may also include the payment of a Childcare and Dependants Carers Allowance to those councillors who incur expenditure for the care of children or dependants relatives whilst undertaking particular duties. These duties are specified in the 2001 Regulations and are as follows:-
- A meeting of the Executive
 - A meeting of a Committee of the Executive
 - A meeting of the Authority
 - A meeting of a Committee or Subcommittee of the Authority
 - A meeting of any other body to which the Authority makes appointments or nominations, or
 - A meeting of a Committee or Subcommittee of any other body to which the Authority makes appointments or nominations
 - A meeting which has both been authorised by the Authority, a Committee or Subcommittee of the Authority or a joint Committee or the Authority and one or more other Authorities or a Subcommittee of a joint Committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more Councillors have been invited (if the Authority is not divided into political groups)
 - A meeting of a Local Authority Association of which the Authority is a member
 - Duties undertaken on behalf of the Authority in pursuance of any Standing Order made under Section 135 of the Local Government

Act 1972 requiring a member or members to be present while tender documents are opened.

- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
 - Duties undertaken on behalf of the Authority in connection with the arrangements made by the Authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.
51. The Panel has received no evidence to suggest that there is presently any demand for such an allowance but several members have suggested that such an allowance should be available as a matter of principle. Amongst other things this it is believed could facilitate the recruitment and retention of elected members. The Panel supports this view.

Recommendation

The Panel recommends that allowances for Childcare and Dependents Care should be provided within the scheme on the basis that:-

- **The maximum hourly rate reimbursed for the independent care of a child under the age of 14 should be based on the minimum wage**
- **The maximum hourly rate reimbursed for the professional care of a dependent relative should be based on the County Council's own hourly rate for a Home Care Assistant**
- **Members should certify that the costs have been actually and necessarily incurred and the allowance should be paid as a reimbursement of incurred expenditure against receipts**
- **The allowance should not be payable to a member of the claimants own household**

Members' Support Services

52. The 1999 Review Panel urged the County Council to considering increasing the provision of information technology for elected members, thereby helping to encourage younger people to stand for election as councillors and to bring about a general improvement in the effective conduct of County Council business.
53. The Panel has received evidence that substantial progress has been made since 1999 in terms of giving members access to computers and in the use of information and communications technology both by and for elected members.
54. The Panel has noted that there seems to be a high degree of satisfaction amongst members generally about the level of support services they receive. The Panel has therefore decided to put forward no recommendation on this issue.

Resources Implications

55. The total financial effect of the Panel's proposals is as follows:-

	£	£
Basic Allowance 54 @ £6,360		343,440
Special Responsibility Allowance		
Leader and Cabinet	160,000	
Scrutiny Bodies	97,000	
Other Bodies	<u>11,800</u>	
		<u>268,800</u>
		<u>612,240</u>

Summary of Recommendations

- (a) The Panel recommends that the basic allowance should be set at a level of £6,360 per annum with effect from 1st April 2002.
- (b) The Panel recommends that the level of special responsibility allowance payable to the Leader of the Council should be increased to £30,000 per annum.
- (c) The Panel recommends that the level of the special responsibility allowances payable to members of the Cabinet should be as follows:-

Deputy Leader £18,000 p.a.
Cabinet Member £16,000 p.a.

- (d) The Panel also recommends that an "Acting Up" allowance should be payable to the Deputy Leader where he or she is required to take the place of the Leader during unavoidable absence after a period of more than two weeks.
- (e) The Panel recommends that the level of special responsibility allowances payable to members who hold scrutiny positions should be as follows:-

Chairman of Scrutiny Commission £15,000 p.a.
Spokesmen of Scrutiny Commission £11,000 p.a.
Chairmen of Scrutiny Committees £6,000 p.a.
Spokesmen of Scrutiny Committees £4,500 p.a.

- (f) The Panel recommends that the level of special responsibility allowances payable to the Chairman of the other bodies shown should be as follows:-

Chairman of the Development and Control and Regulatory Board
£3,300 p.a.
Chairman of Combined Fire Authority £3,300 p.a.
Chairman of Standards Committee £2,200 p.a.

- (g) The Panel recommends that the level of special responsibility allowance payable to the Group Whips should be £1,000 per annum.
- (h) The Panel recommends that members who qualify for more than one special responsibility allowance should be entitled to the higher allowance in full and 50% of any other allowances.
- (i) The Panel recommends that the Council should agree to reconvene the Panel early in 2003 with a view to ensuring that the members' allowances scheme is kept up to date.
- (j) The Panel recommends that the Council considers particularly in the context of likely annual or regular panels introducing an arrangement which requires those in receipt of the more substantial allowances to give a proper account of their activities.
- (k) The Panel recommends that allowances for Childcare and Dependants Care should be provided within the scheme on the basis that:-
- The maximum hourly rate reimbursed for the independent care of a child under the age of 14 should be based on the minimum wage
 - The maximum hourly rate reimbursed for the professional care of a dependent relative should be based on the County Council's own hourly rate for a Home Care Assistant
 - Members should certify that the costs have been actually and necessarily incurred and the allowance should be paid as a reimbursement of incurred expenditure against receipts
 - The allowance should not be payable to a member of the claimants own household

D.J. WILSON
Chairman, on behalf of the Panel

7th March, 2002.