

28. MEMBERS' REMUNERATION AND EXPENSES

28.1 SCHEME OF MEMBERS' ALLOWANCES

In terms of the Finance and Information Technology Committee decision of the 17 March 1998, the Head of Finance has delegated authority to make appropriate technical amendments to the Scheme of Members' Allowances.

The Scheme will be in accordance with the regulations issued by the Scottish Government and Members will be paid in accordance with the Council's approved Scheme.

28.2 PAYMENT OF EXPENSES INCURRED

Payment to Members of the Council in respect of expenses incurred will be made on receipt of the prescribed form duly completed and submitted within the agreed timetable, i.e. the tenth of each month for payment at the end of that month.

All claims for a financial year up to 31 March must be submitted by a specific date, as detailed in a report to the Corporate Services Committee in the February / March committee cycle each year.

All claims submitted more than 3 months after the expenses would normally have been paid, will be paid only with the express approval of the Chief Executive and the Head of Finance.

Claims submitted outwith the above timescales will require to be submitted to the Payroll Section of the Finance Division with an accompanying memorandum from the Chief Executive endorsed by the Head of Finance.

**For clarification or any queries in respect of this section please contact
Gillian Woodcock on extension 6170**