



SCHEME

OF

MEMBERS' REMUNERATION

&

ALLOWANCES AND EXPENSES

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1. INTRODUCTION

From 2 May 2007 new Regulations came into force and Angus Council, in terms of the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007, hereby issue the following guidelines in respect of members' allowances.

The above Regulations are the authority for payment of remuneration and expenses to the Leader of the Council, Civic Head, Senior Councillors and Councillors.

Travelling allowances and expenses are prescribed by the Regulations.

Prior to the commencement of each financial year, the Head of HR, Digital Enablement & IT and Business Support will update the Scheme of Members' Remuneration, Allowances and Expenses, in accordance with the regulations. Any amendments to the Scheme will be notified at the commencement of each financial year by the Head of HR, Digital Enablement & IT and Business Support.

It should be noted that the contents of this document are driven by Regulation, HM Revenue and Customs legislation and good practice in the governance of public funds.

It is recognised that this is a complex area and that further guidelines may be required. This should be sought in the first instance from Elaine Whittet, Members Services on 01307 476099 unless otherwise stated in this guidance.

2. GENERAL GUIDANCE/INFORMATION

2.1 Payment Arrangements

Payment of remuneration will be made on the last working day of each month. All other Allowances and Expenses will be paid one month in arrears, also on the last working day of each month.

Allowance and Expenses claims should be submitted, on the form attached at *Appendix G*. These should be submitted to the Payroll Section by the 10th of each month, in respect of the previous calendar month's allowances and expenses. Prior to submission claim forms should be passed to the Members Secretary, Members Services who will then carry out validation checks before they are passed for counter-signature.

It should be noted, that in terms of Financial Regulation 28.2 all claims submitted more than 3 months after the expenses were incurred will not be paid.

It is important that all claims are completed fully and correctly including all totals and amounts. The information must then be transferred to the summary at the front of the claim form. Please note that multiple sheets can be used for each calendar month should this be necessary but only one summary/authorised sheet requires to be used.

Members should ensure that they fully complete travel claim forms with full details of the journeys undertaken to enable the correct amounts to be paid. The form requires the "approved duty" to be clearly shown in one column and details of the journey actually undertaken e.g. "home to The Cross, Forfar and return" in the next column. Both columns should be completed on each occasion so that the mileage claimed can be properly assessed.

Please note that in accordance with the audit recommendations, a claim submitted that is not completed fully at the time it is received, will be returned to the member for resubmission with full details of the journeys being claimed for. This could result in payment of the claim being delayed.

2.2 Attendance for Conferences, Courses etc.

Prior to booking a place at a Conference or Seminar members should ensure that they are properly authorised to attend by following the correct procedures as set out in *Appendix A*.

2.3 March/April Prompt Submission/Annual Statement Production

Each year the Members' Services team distribute a memorandum requesting that all claims up to 31 March are submitted by a specific date.

In terms of the Regulations all Councils must publish information on councillors' salaries, allowances and expenses in respect of the previous financial year in a standard format on their website by 1 June each year. These should include information on any costs for transport or subsistence

which have been booked by the Council on behalf of the councillor. The standard format can be found at *Appendix B* and completion of this is undertaken by the Payroll Section based on submitted claims.

The Council is required to make information on councillors' remuneration and expenses available for inspection at council offices, when requested to do so in writing by a member of the public. It would be for the member of public to consider at which Council office they would wish to see the information.

3. TYPES OF ALLOWANCES

3.1 Remuneration

The levels and classes of member remuneration are undertaken in accordance with Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007.

1. Leader of the Council – The Regulations prescribe what amounts are payable to the Leader of the Council. For Angus this amounts to £33,992 effective from 1 April 2018.
2. Civic Head – The Regulations prescribe what amounts may be payable to the Civic Head. For Angus this amounts to a maximum of £25,494 (75% of the £33,992 paid to the Leader of the Council), with effect from 1 April 2018.
3. Senior Councillor – The Regulations restrict the number of Senior Councillors in Angus to 13, as well as the total budget that the council cannot exceed. This amounts to £276,172. The level of remuneration to Senior Councillors is also limited to no more than 75% of the Leader of the Council's amount (i.e. a maximum of £25,494).

Appendix C – The Senior Councillor structure in relation to the Council's overall Committee structure, Joint Committee, Partnership and Other Bodies summary – copy of Angus Council minute dated 16 May 2017.

4. Basic Councillor – All councillors who do not hold a position, for remuneration purposes, of Leader of the Council, Civic Head or Senior Councillor, will receive a basic remuneration of £16,994, with effect from 1 May 2018.

The remuneration amounts under 1 to 4 above are before the deduction of Income Tax, National Insurance and, where appropriate, pensions contributions.

3.2 Civic Head Allowance

In addition to the Civic Head's remuneration, a local authority may reimburse actual and receipted expenditure incurred by the Civic Head, or any other member deputising for the Civic Head, in carrying out his or her civic duties. This is separate from entitlement for reimbursement of travel and subsistence costs. The Civic Head's expenses are subject to a yearly maximum amount of £3,000. The year, for these purposes, runs from the date of the election for 12 months, and the sum available is the total amount which may be reimbursed in any year even if the Civic Head changes during that time.

HM Revenue and Customs have indicated that they consider the reimbursement of receipted expenditure incurred by the Civic Head to enable them to carry out his or her civic duties should be subject to PAYE and National Insurance contributions.

This expenditure should be claimed and will be reimbursed in the same manner as other Allowances and Expenses.

3.3 Telephone and Computer Costs

- | | |
|---|----------------------------|
| 1. Telephone & computer line rental for use of personal telephone & computer for approved duties | 50 per cent of line rental |
| <ul style="list-style-type: none">• Initially members are asked to submit evidence of regular telephone line/internet rental charges.• These costs will be reimbursed on a month to month basis.• It is important that any changes of costs are notified to the Payroll Section immediately with supporting evidence. | |
| 2. Telephone & computer line rental for second line for approved duties use | Receipted cost of expense |
| 3. Telephone & computer costs (apart from calls or line rental) necessarily incurred for approved duties | Receipted cost of expense |
| 4. Calls made in respect of approved duties, upon a home telephone, networked personal computer, fax machine, or personal mobile telephone | Receipted cost of expense |

Any additional telephone costs necessarily incurred to allow councillors to carry out their role effectively may be reimbursed, i.e. provision and rental of a second telephone line.

Councillors may claim reimbursement of reasonable peripheral costs e.g. ink cartridges.

In all cases Councillors may be reimbursed for the cost of business calls made on their home telephone, networked PC, fax machine or personal mobile phone. Where a mobile telephone or any other equipment is provided by the council, the cost of any personal use of the services i.e. for non-council business must be reimbursed to the council. Itemised bills should be submitted with personal use identified and VAT must be added to the reimbursable amount.

As with other reimbursements, detailed and highlighted receipts must be provided to support any claims.

Any claims should be included in the *Appendix G* claim form and any receipts attached.

4. TRAVEL AND SUBSISTENCE EXPENSES

4.1 General

All claims for Travelling Allowances and Expenses should be submitted on the *Appendix G* claim form and include all appropriate signatures, confirming signatures and receipts.

It is important to note that the Regulations state that all claims for Allowances and Expenses must be supported by valid receipts.

However it is recognised that there can, on rare occasions, be circumstances which mean that a receipt is not readily obtainable.

With effect from 1 August 2009 it will be permissible for members to claim (and have paid) an item of expenditure per Appendix G of the Scheme which would normally require a receipt to be provided with the claim. This arrangement will however only apply where exceptional circumstances have resulted in the member not being able to provide a receipt.

Examples of exceptional circumstances will be rare but might include parking costs at pay as you leave car parks where receipts are not readily obtainable or on some public transport where tickets are retained by barrier machines and an alternative form of proof of purchase is not available. For the avoidance of doubt receipts which have been mislaid or lost or items of expenditure for which a receipt could and should have been easily obtainable will not be regarded as exceptional circumstances.

The above discretion is intended to cover those rare situations where a member is claiming an expense and where, through no fault of their own, a receipt cannot be obtained.

Such discretion requires to have a robust control mechanism and to be utilised only in exceptional circumstances. It will be necessary, therefore, for claims for such unreceipted expenses for members to submit a declaration signed by them and counter-signed by the Chief Executive or Head of Finance & Legal detailing the following:-

1. Date of Approved Duty
2. Detailed Description of Approved Duty
3. Expense item claimed
4. Value claimed
5. Detailed reason why no receipt obtained

A pro-forma for this purpose can be found at Appendix H. The unreceipted expense will only be paid if a completed declaration is attached to the claim form that the expense is included in.

When members are claiming any travelling and subsistence, they must ensure that they have actually and reasonably incurred expenditure on each of the individual allowances they are claiming. If expenditure is not incurred then no allowance is payable.

Councillors are required to enter the times of all journeys on the claim form.

When claiming mileage councillors should enter whole miles.

Where claims are made for subsistence, members must ensure that relevant times away and the period of absence are detailed on their claim form. Failure to do so may delay payment.

Members should ensure that they fully complete travel claim forms with full details of the journeys undertaken to enable the correct amounts to be paid. The form requires the "approved duty" to be clearly shown in one column and details of the journey actually undertaken e.g. "home to The Cross, Forfar and return" in the next column. Both columns should be completed on each occasion so that the mileage claimed can be properly assessed.

Please note that in accordance with the audit recommendations, a claim submitted that is not completed fully at the time it is received, will be returned to the member for resubmission with full details of the journeys being claimed for. This could result in payment of the claim being delayed.

If when the claim is being checked it is identified that an amendment or change is required then to keep members fully informed a process is in place to e-mail each member of each change with the relevant detail and reasons. This action will allow members to review the change or amendment made and to deal with accordingly. This will ensure that no claim will ever be amended or rejected without the member's knowledge.

4.2 Approved Duties

Travel and subsistence expenses may be claimed for approved duties (as defined in Section 49 of the Local Government (Scotland) Act 1973).

Details of approved duties are contained in *Appendix D*.

Other approved duties will be listed in *Appendix C* with details of the Joint Committees, Partnerships and Other Bodies to which councillors may be appointed.

Should an approved duty not be listed then the member must seek the appropriate authority before payment can be made. Guidance on such matters is available in the first instance from Lisa Dallas, Legal and Democratic Services on 01307 476228.

4.3 V.A.T.

As a consequence of a European ruling, HM Revenue & Customs have advised that there must be a relevant VAT Invoice/Receipt in support of mileage expense claims.

Therefore all claims **MUST** be supported by a valid VAT Receipt. A till receipt or credit / debit card transaction note are insufficient. The VAT receipt must be dated prior to the journey(s) claimed and be sufficiently current that fuel

purchased could reasonably be regarded as being for the journey(s) claimed. The relevant receipt should be stapled to each claim and the fuel purchased must be sufficient to cover all journeys for which the claims have been made.

If receipts are not attached then the council is unable to reclaim the VAT, therefore any non-recovery would need to be charged against the respective departmental budget.

For further information regarding VAT members may contact the council's designated VAT officer, Rory Tosh on direct dial (01307) 476204.

4.4 Travel and Subsistence Rates

1. Private Transport

Mileage Rates

Councillors may claim costs incurred when travelling by private car or van, motorcycle and bicycle, on approved duties, and may also claim costs for travelling with passengers where both the councillor and the passenger are carrying out any approved duties. These rates, which are mandatory, are:

- 45.0p per mile for travel by car or van – effective from 14/11/11
- 24p per mile for travel by motorcycle
- 20p per mile for travel by bicycle
- 5p per passenger per mile where both the passenger and the councillor are carrying out any approved duties – please include the name(s) of any passenger(s) in the "Details Journey" column on the claim form.

Tax Liability

As the rates payable are in line with the HMRC tax-free rates any claim for mileage will not attract PAYE or National Insurance. However if a member exceeds 10,000 business miles and continues to be paid 45p then a tax liability will arise.

Basis for Calculating Mileage

For purposes of calculating claims, a councillor's normal place of residence (his/her home) is regarded as his or her normal place of work, so expenses associated with travel from home to the council headquarters, and other locations to conduct council business, may be claimed back.

Where a councillor travels on council business from his or her employment or business (which is not council related) he or she may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount which should be reimbursed. For example if the distance from a councillor's home to council offices is 5 miles and from a

councillor's business to council offices is 10 miles, a maximum of 5 miles may be reimbursed.

2. Public Transport

It is expected that Councillors should travel by standard/economy class for the vast majority of their journeys unless in exceptional circumstances. Prior approval for any circumstance deemed to be exceptional should be sought, prior to the expense being incurred, from the Chief Executive who will consult with the Head of Finance & Legal.

Other Public Transport costs that Councillors can claim for are for Buses/Trams. Claims for these must be supported by valid receipts.

3. Travel by Air

In relation to travel by air the Chief Executive has delegated authority in consultation with the Leader of the Council and the Head of Finance & Legal, to approve its use when necessary.

4. Other Travel Expenses

Councillors can also claim the following costs associated with travelling by private car, motorcycle or bicycle:

- Parking Charges – receipted costs of expenses incurred
- Road and Bridge Tolls – costs of expenses incurred (no receipts required)
- Road pricing/congestion charging – receipted costs of expenses incurred
- Ferry fares for car, motorcycle or bicycle – receipted costs of expenses incurred

Parking fines or tow-away costs will not be reimbursed.

4.5 Subsistence

General

Councillors may claim back the actual costs incurred for meals and overnight accommodation when they are carrying out council business away from their home or away from council premises.

Meal expenditure should not be reimbursed where a councillor is carrying out council business in his or her own ward or on council premises within the council of which they are a member.

Where a Councillor is required to carry out council business **outwith** his or her own ward, or **outwith** council premises, the actual **receipted** cost of reasonable expenses incurred for lunch – up to a maximum of £12 – and dinner – up to a maximum of £25 – may be reimbursed.

Breakfast (where no overnight subsistence is claimed)	£8 per day
Lunch	£12 per day
Dinner	£25 per day

In addition, where a councillor is required to carry out council business **outwith** his or her ward, or **outwith** council premises, it may be possible for them to claim reimbursement of actual receipted breakfast costs – up to a maximum of £8 – where they are not claiming overnight subsistence and where they have needed to purchase breakfast e.g. where they have to travel some distance at an unreasonable hour to attend a meeting and stop to purchase breakfast en route. HM Revenue and Customs have advised that reimbursement of breakfast costs, which is not covered by overnight subsistence, might be taxable/insurable and would need to be declared.

Reimbursement of breakfast costs cannot be claimed in addition to overnight subsistence since it is included in the maximum subsistence for overnight absence from home.

Overnight Subsistence (Bed and Breakfast)

Night Subsistence	Rate
London	£131.00
Elsewhere in UK	£110.00

Under normal circumstances such bookings and payments should be made by the councillors themselves. However, where several councillors are attending an event and Councils can demonstrate best value would be achieved, they may choose exceptionally to book accommodation on behalf of Councillors. The costs should be within the maximum rate allowed in the Regulations.

Appendix F gives a summary of Section 3 and 4 Allowance and Reimbursement types.

Overnight Accommodation – Away from home with Friends or Family

Councillors may choose to stay overnight with family or friends **instead** of claiming overnight subsistence (bed and breakfast). In such cases, councils may pay an allowance of £25 per night if they consider the expense has been reasonably incurred by the councillor on approved council business. Councillors making such a claim should include the name(s) and address of the friends or family with whom they have stayed.

The HMRC's view is that this allowance is taxable.

5. INCOME TAX

5.1 General

For Income Tax purposes members' (councillors') are treated as employees and subject to taxation under Schedule E.

Income Tax under Schedule E is payable on the Leader of the Council, Civic Head, Senior Councillor and Basic Councillor remuneration. It is also payable on other items including Civic Head expenses, reimbursement of breakfast costs (which is not covered by overnight subsistence), staying with Friends or Family Allowance, or telephone line rental and is deducted either by normal PAYE or at the basic rate of tax. The Inland Revenue will allow certain expenses to be taken into account in calculating the amount of tax payable. The expenses allowed will be those incurred in carrying out the duties of the office of the Councillor but, where the Council meet these expenses on behalf of a Councillor, they cannot be claimed.

Income Tax Forms COP12 and COP13 (See *Appendix E*) should be used by Councillors for submission to the Inland Revenue to detail expenses. These will be distributed at the end of each tax year with substitute Form P60 (your March payslip).

From 6 April 2017 the rates of tax are as follows:

UK Rates:

Rate	Percentage	Taxable Income £		
Basic	20%	1	-	34,500
Higher	40%	34,501	-	150,000
Additional	45%	Over		150,000

Scottish Rates:

Rate	Percentage	Taxable Income £		
Starter	19%	1	-	2,000
Basic	20%	2,001	-	12,150
Intermediate	21%	12,151	-	32,423
Higher	41%	32,424	-	150,000
Top	46%	Over		150,000

6. NATIONAL INSURANCE

The payments subject to National Insurance are the same as those subject to Income Tax.

From 6 April 2018 - Earnings brackets and contribution rates are as follows –

<u>Monthly Earnings</u>	<u>Standard Rate</u>	<u>Reduced Rate</u>
£0 to £702.00	NIL	NIL
£702.01 to £3,863	12%	5.85%
over £3,863	2%	2%

(a) Certain married women and widows qualify for the reduced rate (5.85%).

A Reduced Liability Certificate (CF383)/(CA4139) is required.

(b) Men 65 or over and women 60 born on or before 5 April 1950 - nil.

To ensure that the council holds sufficient evidence to confirm that a councillor has reached or is nearing pension age, and to support the non-deduction of National Insurance contributions from pay, receipt of a copy of a councillor's birth certificate or their passport will suffice.

Please Note: Between April 2010 and 6 November 2018, the State Pension age for women born on or after 6 April 1950 increases gradually from 60 to 65 until the State Pension age for both men and women is 65.

Between December 2018 and October 2020, the State Pension age for both men and women will then increase gradually to 66.

Women will therefore remain liable to pay NICs after their 60th birthday until they reach their State Pension age. You can check the State Pension age quite easily using the State Pension age calculator tool on the Directgov website. All you need is a date of birth and gender.

[More about calculating State Pension age and the State Pension age calculator on the Directgov website.](#)

(c) If you are in more than one employment, and you anticipate earnings in excess of the Upper Earnings Limit, currently £46,350 per year (2018/19), in one, or in a number of employments, you can apply to the National Insurance Contributions Office for permission to defer some of your contributions liability. Applications for deferment can be obtained on the HMRC website at www.hmrc.gov.uk/nic/deferment.htm or you can write to HM Revenues & Customs, National Insurance Contributions Office, Deferment Services, Longbenton, Newcastle upon Tyne, NE98 1ZZ.

For the avoidance of doubt it is the responsibility of the member to undertake the pursuit of any deferment.

The Deferment Service will advise the council of any approved deferments.

7. STATUTORY SICK PAY (SSP)/OCCUPATIONAL SICK PAY (OSP)

General

If councillors are absent due to illness, certain payments may be payable upon receipt of the appropriate documentation, i.e. Self Certificates and/or Doctors certificates or "Fit to Return Notes" as they are now named. The information below details the two payments that relate to sickness absence, Statutory Sick Pay (SSP) and Occupational Sick Pay (OSP).

If the appropriate documentation is present then the Payroll Section will control the level of payments due and any questions relating to either SSP/OSP should be directed to the PayrollSection@angus.gov.uk mailbox.

7.1 Statutory Sick Pay

Councillors are required to pay National Insurance contributions. Consequently, members are entitled to claim, from the Council, Statutory Sick Pay (SSP) for a period of up to 28 weeks.

As councillors are in receipt of remuneration in excess of the minimum weekly average (from 6/4/18 - £116.00) over an eight week period they are eligible for payment of SSP where absence from an "approved duty" has been as a result of illness.

Any SSP paid to the member will be offset against the allowances payable to him/her.

SSP is only payable for the appropriate qualifying days. The Council have set these days as all seven days of the week (Monday - Sunday inclusive). When calculating sickness absence, all seven days are counted and includes days on which members are not scheduled to perform Council duties. SSP is not payable for the first three qualifying days of any period of incapacity, as these days are described as "waiting days". SSP is therefore payable on the fourth qualifying day, and each subsequent qualifying day thereafter, in any one period of incapacity (e.g., if the first day of sickness absence is Friday, the fourth qualifying day will be the following Monday).

The following are the main points of the SSP scheme as they affect members:

- (a) Sickness must last for four or more calendar days in a row.
- (b) In terms of the Department of Work and Pensions guidance a member cannot get Statutory Sick Pay if, on the first day of the Period of Incapacity from Work (PIW):
 - i. can claim a social security benefit again that you claimed before because of an illness or disability.
 - ii. you will soon have been getting 28 weeks' Statutory Sick Pay or you have already had Statutory Sick Pay for 28 weeks.

- iii. your average earnings before your illness or disability were not high enough.
- iv. you are expecting a baby soon or you have just had a baby.
- v. you were in legal custody or you were serving a term of imprisonment when you became sick. Or you are now in legal custody or have been sentenced to a term of imprisonment.
- vi. you were working outside the United Kingdom on the day you first became sick and I was not liable to pay employer's Class 1 National Insurance contributions on your earnings on that day.
- vii. you have been sick on and off for more than 3 years.
- viii. your contract of employment is for a fixed period and has ended.
- ix. your contract of employment has been brought to an end.
- x. you were away from work because of a trade dispute which started before the first day you were sick.
- xi. you have not started working for me yet.

(c) A member entitled to payment of SSP from another employer is also entitled to SSP from the Council. Jobcentre Plus will not accept benefit claims direct unless SSP from all sources has been exhausted. It is therefore advisable, for a member to claim SSP for Council duties in conjunction with SSP from his/her main employment.

(d) From 6/4/18 the weekly rate of SSP is £92.05. Payment of SSP is subject to deduction of Income Tax, National Insurance and Pension Contributions, where applicable.

7.2 Occupational Sick Pay

Payment and Period of Entitlement

As well as being entitled to Statutory Sick Pay members are entitled to Occupational Sick Pay (OSP).

This OSP is based on a member's normal remuneration as long as they remain a member.

Members who are unable to carry out their duties through sickness should notify the Member Services team of Legal & Democratic Services on 01307 473000 /473048 as follows:

- i. First working day.

- ii. Fourth day. If at this time absence is to continue for more than seven days, a Self-Certificate will be sent to the member to cover the seven days absence.
- iii. If absence is to continue for more than seven days, a Doctors Medical Certificate (Fit to Return Note) will also be required for the period after self-certification. i.e. from the 8th day.
- iv. All Self and Medical certificates (Fit to Return Note) should be forwarded to the Payroll Section in Human Resources.

8. PENSION

With effect from 3 May 2007, the Local Government Pensions Etc (Councillors and VisitScotland) (Scotland) Amendment Regulations 2007, allowed councillors to contribute to a pension scheme if they so wished.

Dundee City Council administers the Tayside Superannuation Fund scheme on behalf of Angus Council and they have a Pension section that deals with Admissions, purchasing additional voluntary contributions to increase your benefits, and Leavers of the Pension Scheme.

Councillors are automatically admitted into the pension scheme. In all cases the councillor must complete form S2AC and return it with a photocopy of their birth certificate to the Payroll Section for action. A copy of form S2AC can be found at Appendix J.

If councillors do not wish to be admitted into the pension scheme, or they wish to opt out of the scheme, they should download the Opt-Out form by logging into the Tayside Pension Fund website, www.taysidepensionfund.org/media/2395/opt-out-form.pdf

If councillors wish to transfer any previous pensionable service they may have then application must be made within twelve months of the date upon which they joined the Pension Scheme.

A councillor member may only transfer previous Local Government Pension Scheme service if it is also in respect of being a councillor member. Previous service from Local Government employment cannot be transferred in.

For summary information regarding the Scheme, please refer to Appendix I – Pension Scheme – A Short Guide. For more detailed or specific information councillors should contact the scheme administrators at Dundee City Council, Pension Section on 01382 307931.

Or alternatively, further information is also available by logging onto the following site: <http://www.lgps.org.uk>

ATTENDANCE OF ELECTED MEMBERS AT CONFERENCES ETC

Article 3 of the minute of meeting of Angus Council of 16 May 1996 delegated authority to the Convener and Vice-Convener of the Policy and Resources Committee (now Strategic Policy Committee) to authorise elected members' attendance at conferences, seminars etc, after consultation with the Chief Executive, Head of Corporate Finance and the Head of the Service/Department against whose budget the expenditure will be charged.

The following form should be completed by the service or department and signed by the Head of your Department on the front confirming that the expenditure involved will be met from that service's or department's budget. It is essential that the section showing costs is also completed.

The form will then be sent to the other signatories together with supporting papers for consideration. Once all signatures have been obtained the form and papers will be returned to the department/service for appropriate action.

Any enquiries relating to this procedure can be addressed to Elaine Whittet, Members Services on 01307 476099.



**FORM FOR ELECTED MEMBERS SEEKING PERMISSION TO ATTEND COURSES,
CONFERENCES AND SEMINARS**

(This side to be completed by Elected Member(s) or Director / Head of Service whose budget will be charged)

TITLE: _____
(of Course / Conference / Seminar)

LOCATION _____ DATE(S): _____

I enclose details of the above event, at which I propose the Council be represented

NAME (S) OF DELEGATE(S)	POSITION (i.e. Convener, Vice-Convener, Councillor)
_____	_____
_____	_____
_____	_____
_____	_____

ESTIMATED COST:
(excluding VAT)

Fees
Accommodation
Travel _____

(To be met from this
Department's budget)

TOTAL COST
(excluding VAT) _____

_____ Department / Division

Article 3 of the minute of meeting of Angus Council of 16 May 1996, delegated authority to the Convener and Vice-Convener of the Strategic Policy Committee to authorise elected members' attendance at conferences, seminars, etc after consultation with the Chief Executive and Head of Finance & Legal

Date: _____

Signed: _____
Director / Head of Service

(Note: Please ensure that details of the course, conference or seminar are attached to this form)

See Over

**FORM FOR ELECTED MEMBERS SEEKING PERMISSION TO ATTEND COURSES,
CONFERENCES AND SEMINARS**

Date _____	Signed _____ Chief Executive	Agreed/Not Agreed
Date _____	Signed _____ Head of Finance & Legal	Agreed/Not Agreed
Date _____	Signed _____ Head of Service/Department	Agreed/Not Agreed
Date _____	Signed _____ Convener of Strategic Policy Committee	Agreed/Not Agreed
Date _____	Signed _____ Vice-Convener of Strategic Policy Committee	Agreed/Not Agreed

Note: This form should be passed, after all signatures are obtained, to **Members' Services, The Cross, Forfar** who will record details in the member's personal training record and pass a copy to the relevant department.

The Scheme of Members' Remuneration and Allowances and Expenses sets an overnight subsistence rate for London and for elsewhere in the UK. **Under normal circumstances bookings and payments should be made by the members themselves and then claimed using the usual claim form.** However, where several members are attending an event and councils can demonstrate best value would be achieved, they may choose, exceptionally, to book accommodation on behalf of councillors. In such cases, the relevant department/service will then be responsible for booking and payment arrangements.

The costs should be within the maximum set in the Scheme (as per Regulations). Any excess cost would require to be met by the members concerned.

ANGUS COUNCIL

MINUTE of MEETING of ANGUS COUNCIL held in the Town and County Hall, Forfar on Tuesday 16 May 2017 at 2.00pm.

Present: Councillors JULIE BELL, BRIAN BOYD, KENNY BRAES, COLIN BROWN, DAVID CHEAPE, BRADEN DAVY, LYNNE DEVINE, BILL DUFF, BRENDA DURNO, DAVID FAIRWEATHER, CRAIG FOTHERINGAM, SHEILA HANDS, ALEX KING, BEN LAWRIE, DAVID LUMGAIR, ANGUS MACMILLAN DOUGLAS OBE, MARK McDONALD, IAN McLAREN, RICHARD MOORE, BOB MYLES, GAVIN NICOL, RONNIE PROCTOR MBE, MARK SALMOND, LOIS SPEED, TOMMY STEWART, RON STURROCK, DEREK WANN and BETH WHITESIDE.

1. APOLOGIES

There were no apologies intimated.

2. INTERIM CHAIRMAN OF MEETING

In terms of section 4(4) of the Local Government Etc (Scotland) Act 1994, Mr Richard Stiff, Chief Executive, in his capacity as Returning Officer, took the Chair and welcomed all members to the first meeting of Angus Council following the ordinary election of Councillors on Thursday 4 May 2017.

3. NOTIFICATION OF MEMBERS ELECTED

There was submitted and noted Report No 154/17 by the Returning Officer being the Return of Persons Elected as Councillors for the eight wards within the Angus local government area following the ordinary election of Councillors on 4 May 2017, as detailed:

Ward 1 – Kirriemuir and Dean (3 members)

Julie Bell	Scottish National Party (SNP)
Angus Macmillan Douglas	Scottish Conservative and Unionist
Ronnie Proctor	Scottish Conservative and Unionist

Ward 2 – Brechin and Edzell (3 members)

Kenny Braes	Scottish National Party (SNP)
Bob Myles	Independent
Gavin Nicol	Scottish Conservative and Unionist

Ward 3 – Forfar and District (4 members)

Colin Brown	Independent
Braden Davy	Scottish Conservative and Unionist
Lynne Devine	Scottish National Party (SNP)
Ian McLaren	Independent

Ward 4 – Monifieth and Sidlaw (4 members)

Craig Fotheringham	Scottish Conservative and Unionist
Sheila Hands	Scottish National Party (SNP)
Ben Lawrie	Scottish Liberal Democrats
Beth Whiteside	Scottish National Party (SNP)

Ward 5 – Carnoustie and District (3 members)

Brian Boyd	Independent
David Cheape	Independent
Mark McDonald	Scottish National Party (SNP)

Ward 6 – Arbroath West, Letham and Friockheim (4 members)

David Fairweather	Independent
Alex King	Scottish National Party (SNP)
David Lumgair	Scottish Conservative and Unionist
Richard Moore	Scottish Liberal Democrats

Ward 7 – Arbroath East and Lunan (3 members)

Brenda Durno	Scottish National Party (SNP)
Lois Speed	Independent
Derek Wann	Scottish Conservative and Unionist

Ward 8 – Montrose and District (4 members)

Bill Duff	Scottish National Party (SNP)
Mark Salmond	Independent
Tommy Stewart	Independent
Ron Sturrock	Scottish Conservative and Unionist

4. DECLARATIONS OF INTEREST

The Council resolved to note that no declarations of interest were made.

5. ELECTION OF PROVOST

COUNCILLOR MYLES, SECONDED BY COUNCILLOR FAIRWEATHER, MOVED THAT COUNCILLOR PROCTOR BE ELECTED THE CONVENER OF THE COUNCIL, TO BE KNOWN AS THE PROVOST, IN TERMS OF SECTION 4(1) OF THE LOCAL GOVERNMENT ETC (SCOTLAND) ACT 1994.

Councillor Duff, seconded by Councillor Bell, moved as an amendment, that Councillor Devine be elected the Convener of the Council, to be known as the Provost, in terms of Section 4(1) of the Local Government Etc (Scotland) Act 1994.

On a vote being taken, the members voted:-

For Councillor Proctor:

Councillors Brown, Cheape, Davy, Fairweather, Fotheringham, Lawrie, Lumgair, Macmillan Douglas, McLaren, Moore, Myles, Nicol, Proctor, Salmond, Speed, Stewart, Sturrock and Wann (18).

For Councillor Devine:

Councillors Bell, Braes, Devine, Duff, Durno, Hands, King, McDonald and Whiteside (9).

No vote:

Councillor Boyd (1).

Councillor Proctor was duly elected Provost of Angus and thereupon took the Chair.

6. ELECTION OF DEPUTE PROVOST

COUNCILLOR MYLES, SECONDED BY COUNCILLOR FAIRWEATHER, MOVED THAT COUNCILLOR BROWN BE ELECTED DEPUTE PROVOST OF ANGUS.

Councillor Bell, seconded by Councillor Durno, moved as an amendment, that Councillor Devine be elected Depute Provost of Angus.

On a vote being taken, the members voted:-

For Councillor Brown:

Provost Proctor, Councillors Brown, Cheape, Davy, Fairweather, Fotheringham, Lawrie, Lumgair, Macmillan Douglas, McLaren, Moore, Myles, Nicol, Salmond, Speed, Stewart, Sturrock and Wann (18).

For Councillor Devine:

Councillors Bell, Braes, Devine, Duff, Durno, Hands, King, McDonald and Whiteside (9).

No vote:

Councillor Boyd (1).

Councillor Brown was thereupon duly elected Depute Provost of Angus.

In accordance with the provisions of Standing Order 11(1) the Council resolved to consider the business in the following order.

**7. ETHICAL STANDARDS IN PUBLIC LIFE ETC (SCOTLAND) ACT 2000
THE COUNCILLORS' CODE OF CONDUCT**

There was submitted Report No 148/17 by the Head of Legal and Democratic Services advising members of their responsibilities as Councillors under the Councillors' Code of Conduct and associated statutory guidance issued by the Standards Commission.

The Report indicated that the Ethical Standards in Public Life Etc (Scotland) Act 2000 had introduced a new Code of Conduct for Local Authority Councillors and members of relevant public bodies and had established the Standards Commission for Scotland to oversee the new framework and deal with alleged breaches of the Code.

The Council resolved:-

- (i) to note the legislative framework on the behaviour and conduct required of Councillors which was aimed at promoting the highest standards in public life; and
- (ii) to note the specific arrangements in relation to registration and declarations of interest.

8. APPOINTMENT OF STANDING COMMITTEES AND ELECTION OF CONVENERS AND VICE CONVENERS/APPOINTMENT OF MEMBERS TO COMMITTEES/APPOINTMENT OF TEACHER AND CHURCH REPS TO THE CHILDREN AND LEARNING COMMITTEE

There was submitted Report No 147/17 by the Head of Legal and Democratic Services seeking to make appointments to standing committees of the Council in terms of Standing Orders; to appoint Conveners and Vice Conveners to the standing committees along with appointing teacher and church representatives to the Children and Learning Committee.

(a) Election of Conveners and Vice Conveners

Councillor Myles seconded by Councillor Fairweather moved the appointment of the undernoted Councillors as Conveners and Vice Conveners of the respective standing committees of the Council:-

Committee	Convener	Vice Convener
Children and Learning	Mark Salmond	Derek Wann
Civic Licensing	Craig Fotheringham	Richard Moore
Communities	Craig Fotheringham	Lois Speed
Development Standards	David Lumgair	Gavin Nicol
Policy and Resources	Bob Myles	David Fairweather
Scrutiny and Audit	Alex King	Bill Duff

The Council resolved to approve the election of Conveners and Vice Conveners, as detailed above.

(b) Appointment of Members

The Council resolved to approve the appointment of members of each of the standing committees as detailed below.

Children & Learning

Mark Salmond (C)
 Derek Wann (VC)
 Julie Bell
 Kenny Braes
 Colin Brown
 Lynne Devine
 Ben Lawrie
 Angus Macmillan Douglas OBE
 Mark McDonald
 Bob Myles
 Ronnie Proctor MBE
 Lois Speed
 Tommy Stewart
 Ron Sturrock
 Beth Whiteside

Civic Licensing

Craig Fotheringham (C)
 Richard Moore (VC)
 Brian Boyd
 Colin Brown
 Brenda Durno
 David Fairweather
 Alex King
 David Lumgair
 Gavin Nicol
 Beth Whiteside

Communities

Craig Fotheringham (C)
 Lois Speed (VC)
 Julie Bell
 David Cheape
 Braden Davy
 Lynne Devine
 Bill Duff
 Brenda Durno
 David Fairweather
 Sheila Hands
 David Lumgair
 Ian McLaren
 Richard Moore
 Ronnie Proctor MBE
 Tommy Stewart

Development Standards

David Lumgair (C)
 Gavin Nicol (VC)
 Kenny Braes
 Colin Brown
 David Cheape
 Bill Duff
 Brenda Durno
 Craig Fotheringham
 Alex King
 Ian McLaren
 Richard Moore
 Bob Myles
 Ron Sturrock

Policy & Resources

Bob Myles (C)
 David Fairweather (VC)
 Brian Boyd
 David Cheape
 Braden Davy
 Bill Duff
 Lynne Devine
 Sheila Hands
 Alex King
 Angus Macmillan Douglas OBE
 Richard Moore
 Mark Salmond
 Ron Sturrock
 Derek Wann
 Beth Whiteside

Scrutiny & Audit

Alex King (C)
 Bill Duff (VC)
 Julie Bell
 Kenny Braes
 Colin Brown
 Brian Boyd
 Lynne Devine
 Brenda Durno
 Ben Lawrie
 Angus Macmillan Douglas OBE
 Ian McLaren
 Mark Salmond
 Beth Whiteside

(c) Children and Learning Committee

- (i) The Council resolved to note that in terms of Section 124 of the Local Government (Scotland) Act 1973, the Head of Legal and Democratic Services had yet to be advised of the three persons who would be representing religious interests of the Church of Scotland, the Roman Catholic Church and the Episcopalian Church.

- (ii) The Council resolved to appoint Ms Anna Cheyne and Mr Mike Callaghan as the two persons nominated by the Teacher's Panel of the Angus Joint Negotiating Committee for Teacher's to the Children and Learning Committee.

9.(a) GUIDANCE TO MEMBERS ON APPOINTMENTS TO OUTSIDE BODIES

There was submitted Report No 150/17 by the Head of Legal and Democratic Services advising the Council of guidance which had been produced regarding the appointment of elected members to outside bodies. Attached as Appendix 1 to the Report was a brief guidance note which set out members' duties and responsibilities and highlighting the implications to elected members of being appointed to outside bodies.

The Council resolved to note the guidance to members, attached as Appendix 1 to the Report.

(b) REPRESENTATION ON STATUTORY BOARDS AND COMMITTEES

There was submitted Report No 151/17 by the Head of Legal and Democratic Services advising members of the appointments which fell to be made to various statutory boards and bodies. The Report provided a summary of the purpose of each board to assist members and, where the scope for appointment was limited in some way or there were other special factors, an explanatory note had also been included.

The Council resolved:-

- (i) to appoint the undernoted members to Angus Licensing Board:-

Councillors Boyd, Brown, Devine, King, Lumgair, Moore, Fotheringham, Fairweather, Nicol and Whiteside.

- (ii) to make the following appointments:-

Joint Board/Committee	Representative Appointed
Angus Health and Social Care Integration Joint Board	Julie Bell David Fairweather (as Vice Convener) Lois Speed
Tay Road Bridge Joint Board	Craig Fotheringham (Colin Brown substitute)
Tayside Valuation Joint Board	David Cheape (as Convener) Lynne Devine Richard Moore
TAYPlan Joint Committee	Bill Duff Bob Myles Ron Sturrock
Tayside Contracts Joint Committee	Brenda Durno Lynne Devine Bob Myles Angus Macmillan Douglas Gavin Nicol

Cairngorms National Park Authority Board

COUNCILLOR MYLES, SECONDED BY COUNCILLOR FAIRWEATHER, MOVED THE NOMINATION OF COUNCILLOR MCLAREN.

Councillor Devine, seconded by Councillor Duff, moved as an amendment, the nomination of Councillor Braes.

On a vote being taken, the members voted:-

For Councillor McLaren:

Provost Proctor, Depute Provost Brown, Councillors, Cheape, Davy, Fairweather, Fotheringham, Lawrie, Lumgair, Macmillan Douglas, McLaren, Moore, Myles, Nicol, Salmond, Speed, Stewart, Sturrock and Wann (18).

For Councillor Braes:

Councillors Bell, Braes, Devine, Duff, Durno, Hands, King, McDonald and Whiteside (9).

No vote:

Councillor Boyd (1).

Councillor McLaren was therefore nominated to serve on the Cairngorms National Park Authority Board.

Joint Board/Committee	Representative Appointed
NHS Tayside Board	David Fairweather
Tayside Area Support Team	Mark Salmond Lynne Devine
Tayside and Central Scotland Transport Partnership	Ronnie Proctor Bill Duff
Tayside Community Justice Authority	Julie Bell Craig Fotheringham
Tayside Regional Advisory Board	Ron Sturrock

(c) REPRESENTATION ON PARTNERSHIPS, TRUSTS AND OTHER BODIES

There was submitted Report No 152/17 by the Head of Legal and Democratic Services, advising the Council of the appointments which fell to a number of partnerships and other bodies.

The Council resolved to make the following appointments:-

Body/Organisation	Representative Appointed
Angus Community Planning Partnership Board	Bob Myles
Angus Council Charitable Trust	All elected members
Angus Community Care Charitable Trust	Brian Boyd Colin Brown Brenda Durno
Angus Educational Trust	Lynne Devine Kenny Braes Angus Macmillan Douglas David Lumgair Mark McDonald Mark Salmond Tommy Stewart Derek Wann

COSLA - Convention	Bob Myles Lynne Devine Richard Moore Derek Wann
- SJC for Local Government Employees	Angus Macmillan Douglas
- Education, Children & Young People Executive Group	Angus Macmillan Douglas
- Health & Wellbeing Executive Group	Lois Speed
- Sports Arts & Culture Working Group	Colin Brown
- Community Justice Sub Group	Craig Fotheringham
- Regeneration & Sustainable Development Executive Group	Ron Sturrock
- Strategic Human Resources Executive Group	Angus Macmillan Douglas
Northern Roads Collaboration Joint Committee	Brenda Durno Ron Sturrock
Scotland Excel	Angus Macmillan Douglas Bob Myles (substitute)
Veterans' Champion	Provost Proctor
Angus Alive	Bill Duff Colin Brown Braden Davy David Cheape
Angus Care and Repair	Colin Brown Sheila Hands Gavin Nicol
Arbroath Golf Links Limited	David Fairweather Alex King
CGLMC Limited	Bob Myles David Cheape
East of Scotland European Consortium	Ben Lawrie
Local Pension Board	Angus Macmillan Douglas
Monifieth Golf Links Limited	Craig Fotheringham Beth Whiteside
Montrose Basin Local Nature Reserve Management Team	Richard Moore Ron Sturrock (substitute) Bill Duff Lynne Devine (substitute)

Montrose Golf Links Limited

Councillor Myles, seconded by Councillor Fairweather moved the appointment of Councillors Sturrock and Stewart to Montrose Golf Links Limited.

Councillor Devine, seconded by Councillor King, moved the appointment of Councillor Duff to the Montrose Golf Link Limited.

On a vote being taken, members voted:-

For Councillor Sturrock:

Provost Proctor, Depute Provost Brown, Councillors, Davy, Fairweather, Fotheringham, Lawrie, Lumgair, Macmillan Douglas, McLaren, Moore, Myles, Nicol, Sturrock and Wann (14).

For Councillor Stewart:

Provost Proctor, Depute Provost Brown, Councillors, Bell, Braes, Cheape, Davy, Devine, Durno, Fairweather, Fotheringham, Lawrie, Lumgair, Macmillan Douglas, McDonald, McLaren, Moore, Myles, Nicol, Speed, Stewart, Sturrock, Wann and Whiteside (23).

For Councillor Duff:

Councillors Bell, Braes, Cheape, Devine, Duff, Durno, Hands, King, McDonald, Speed and Whiteside (11).

Councillors Stewart and Sturrock were therefore appointed to Montrose Golf Links Limited.

Body/Organisation	Representative Appointed
Strangs Mortification	Colin Brown Braden Davy Lynne Devine Ian McLaren
Doctor Andrew Kerr's Trust	Colin Brown Braden Davy Lynne Devine Ian McLaren
Glen Esk Trust	Gavin Nicol
MARS Training Ship Fund	Ron Sturrock
Patrick Allan-Fraser of Hospitalfield Trust	Derek Wann Alex King
Sharp Fund	Ben Lawrie
Association of Public Services Excellence (APSE)	Craig Fotheringham
Highland Territorial Auxiliary & Volunteer Reserve Association	Ronnie Proctor
Highlands Employer Liaison Committee -- Tayside Area Sub-Committee	Ronnie Proctor
Scottish Amateur Music Association	Ben Lawrie
Scottish Councils Committee on Radioactive Substances	No Appointment
Scottish Council on Deafness	Ron Sturrock
Scottish Liaison Group on Radioactive Waste Management	No Appointment
Scottish Local Government Forum Against Poverty	Lois Speed Brenda Durno
Angus Access Panel	Lois Speed

Angus Citizen's Advice Bureau – Management Committee	David Lumgair Beth Whiteside Lynne Devine
Angus Housing Association	Gavin Nicol
Angus Scout Association	David Lumgair
Angus Sports Council Executive Committee	Colin Brown Mark McDonald
Arbroath SEAFEST	Bruce Fleming, Harbour Manager
Business Gateway	Ron Sturrock
Dalhousie Day Care Centre	Gavin Nicol
Dovetail Enterprises	Colin Brown
Dundee Rep Theatre Board	Richard Moore
Forfar Day Care Centre	Colin Brown
Forfarshire Society for the Blind	Ian McLaren Bob Myles
Ian Mackintosh Memorial	Ron Sturrock
Couple Counselling (Tayside) (Formerly Marriage Counselling)	Ben Lawrie
Montrose Port Authority (Selection Panel)	Bob Myles
North East Scotland Agriculture Advisory Group	Colin Brown Bob Myles Angus Macmillan Douglas Kenny Braes
Tayside Association for the Deaf	Lois Speed
William Lamb Studio Advisory Committee	Bill Duff Mark Salmond Tommy Stewart Ron Sturrock

10. REMUNERATION OF COUNCILLORS 2017-2018 AND BEYOND

There was submitted Joint Report No 147/17 by the Chief Executive and the Head of Corporate Improvement and Finance providing background information relating to the remuneration of Councillors, the Council's remuneration structure and seeking members consideration of the remuneration structure to apply for 2017/18.

COUNCILLOR MYLES, SECONDED BY COUNCILLOR FOTHERINGHAM, MOVED THAT THIS COUNCIL:

- (I) NOTES THE BACKGROUND DETAILS PROVIDED IN RELATION TO THE REMUNERATION OF COUNCILLORS;
- (II) NOTES THE CURRENT ANGUS COUNCIL REMUNERATION STRUCTURE FOR COUNCILLORS;
- (III) APPROVES THE UNDERNOTED PROPOSALS (AS CIRCULATED AT THE MEETING)

Post	Councillor	Multiple Roles*	No of Posts	Post Pay (£)	Counted for Senior Councillor Constraints	
					Posts	Pay (£)
Leader of the Council	Cllr Myles	A	1	33,857	-	33,857
Civic Head (Provost)	Cllr Proctor	-	1	25,393	-	25,393
Senior Councillor Posts - Remuneration Proposals						
Depute Leader	Cllr Fairweather	B	1	16,927	0	0
Depute Provost	Cllr Brown	-	1	19,890	1	19,890
Convener of Children & Learning	Cllr Salmond	-	1	22,853	1	22,853
Convener of Civic Licensing & Licensing Board	Cllr Fotheringham	C	1	22,853	0	0
Convener of Communities	Cllr Fotheringham	C	1	22,853	1	22,853
Convener of Development Standards	Cllr Lumgair	-	1	22,853	1	22,853
Convener of Policy & Resources	Cllr Myles	A	1	22,853	0	0
Convener of Scrutiny & Audit	Cllr King	-	1	22,853	1	22,853
Vice Convener of Children & Learning	Cllr Wann	-	1	19,890	1	19,890
Vice Convener of Civic Licensing & Licensing Board	Cllr Moore	-	1	19,890	1	19,890
Vice Convener of Communities	Cllr Speed	-	1	19,890	1	19,890
Vice Convener of Development Standards	Cllr Nicol	-	1	19,890	1	19,890
Vice Convener of Policy & Resources	Cllr Fairweather	B	1	19,890	0	0
Vice Convener of Scrutiny & Audit	Cllr Duff	-	1	19,890	1	19,890
Finance Spokesperson	Cllr Macmillan Douglas	-	1	22,853	1	22,853
Transformation & Growth Spokesperson	Cllr Sturrock	-	1	22,853	1	22,853
Sub-Total Senior Councillor Posts (excl Leader and Civic Head)		-	16	338,981	12	256,458
Senior Councillor Cap		-	-		13	275,080
Basic Grade Councillors for Remuneration Purposes		-	14	16,927	n/a	203,124
TOTAL COST TO ANGUS COUNCIL OF REMUNERATION PROPOSALS (i.e. excluding external posts)						552,686
* - posts where an elected member will be carrying out multiple roles with additional responsibility						

- (IV) AGREES TO DELEGATE AUTHORITY TO THE CHIEF EXECUTIVE TO APPLY NON MATERIAL CHANGES TO THE REMUNERATION STRUCTURE IN CONSULTATION WITH BOTH THE LEADER OF THE COUNCIL AND THE LEADER OF/SPOKESPERSON FOR THE NON ADMINISTRATION/OPPPOSITION;

- (V) NOTES THAT OPPORTUNITIES FOR FURTHER REFORM OF COMMITTEE AND REMUNERATION ARRANGEMENTS COULD BE CONSIDERED IN DUE COURSE AS PART OF THE COUNCIL'S TRANSFORMATION WORK.

The Council agreed to adjourn for a 10 minute period to allow members the opportunity to read the detail of the paper as circulated.

The meeting reconvened at 15:59 at which point Cllr King raised a query in relation to the possibility of designating the Leader of the Opposition/significant group as a senior councillor and consequently be remunerated accordingly.

The Council adjourned for a further 10 minutes to allow the relevant Council Officers to be consulted.

Thereafter, Councillor Duff, seconded by Councillor King, moved as an amendment, that the Leader of the Opposition post be designated as a Senior Councillor and remunerated at the same level as the Convener of a Standing Committee with the remuneration levels payable to Conveners being reduced to accommodate this.

(Councillor King gave notice of a possible further amendment).

On a vote being taken, members voted:-

For the motion:

Provost Proctor, Depute Provost Brown, Councillors, Cheape, Davy, Fairweather, Fotheringham, Lumgair, Macmillan Douglas, McLaren, Myles, Nicol, Salmond, Speed, Stewart, Sturrock and Wann (16).

For the amendment:

Councillors Bell, Boyd, Braes, Devine, Duff, Durno, Hands, King, McDonald and Whiteside (10).

No vote:

Councillors Lawrie and Moore (2).

Thereafter, Councillor King, seconded by Councillor Duff, moved as a further amendment, that Councillors continue to be paid as ordinary Councillors until such time as a decision had been taken with regard to the payment of all Senior Councillor allowances with any arrears to be paid in the coming months.

On a vote being taken, members voted:-

For the motion:

Provost Proctor, Depute Provost Brown, Councillors, Cheape, Davy, Fairweather, Fotheringham, Lumgair, Macmillan Douglas, McLaren, Myles, Nicol, Salmond, Sturrock and Wann (14).

For the further amendment:

Councillors Bell, Boyd, Braes, Devine, Duff, Durno, Hands, King, McDonald and Whiteside (10).

No vote:

Councillors Lawrie, Moore, Speed and Stewart (4).

The motion was declared carried and the Council resolved accordingly.

Councillor Fairweather indicated that he would forego the Senior Councillor remuneration payable as Depute Leader in light of him being appointed to Tayside NHS Board

11. TIMETABLE OF MEETINGS FOR THE PERIOD MAY 2017 – JUNE 2018

There was submitted Report No 153/17 by the Head of Legal and Democratic Services, setting out a timetable of meetings covering the period May 2017 – June 2018.

Having heard from Councillor Cheape, the Council resolved:-

- (i) to approve the timetable of meetings covering the period May 2017 – June 2018, attached as Appendix 1 to the Report; and
- (ii) to establish a short term Member/Officer Group to consider the timing of Council/Committee meetings and to report back their findings in due course.

APPROVED DUTY - CODE OF PRACTICE

The following have been agreed by Angus Council to be approved duties for the payment of travelling and subsistence allowances in terms of sections 46 to 50 of the Local Government (Scotland) Act 1973.

1. Attendance at meetings of Angus Council.
2. Attendance at meetings of any Committee or Sub-Committee of the Council, provided such attendance is -
 - i. as a member of the Committee or Sub-Committee; or
 - ii. at the invitation of the Committee or Sub-Committee; or
 - iii. expressly authorised by the Committee or the Sub-Committee or the Council itself.
 - iv. where a member attends a Committee or Sub-Committee in regard to work relative to their electoral division, being either the investigation of matters raised by constituents or matters under consideration by the Committee or Sub-Committee (See note 7).
3. Performance of duties for other bodies which have been appropriately prescribed by the Secretary of State; to which the claimant has been appointed or nominated by the Council and which do not themselves provide attendance allowances.
4. Attendance at meetings of, or performance of other duties for bodies to which the claimant has been appointed by the Council as a representative of the council; provided that such duties relate to one or more of the functions of the council and performance thereof will contribute to the claimant's work in the discharge of these functions.
5. Attendance, with the minuted approval of the Council or of the appropriate Committee or Sub-Committee, at (a) meetings or events held for the purpose of or in connection with the discharge of the functions of the Council or (b) conferences, seminars, or similar functions, convened for the purpose of discussing matters relating to the interests of the Council or any part thereof, including meetings held in response to invitations issued by Government departments, or other Councils, or other public bodies.
6. Attendance at meetings convened by Conveners or vice-Conveners of Committees with officers to discuss departmental matters or matters relating to Committee business (see Note 2).
7. Attendance at surgeries or clinics for dealing with constituents' problems.
8. Either:-
 - (a) work relative to the claimant's electoral division, being either the investigation of matters raised by constituents, or visits to sites or locations to investigate matters under consideration by the Council, or

(b) work relating to the Committees or Sub-Committees of which he or she is a member, other than attendance at meetings of these bodies.

Where 8(a) above is claimed members should ensure the following:

- Reference should be made to paragraph 8(a).
 - Details of the journey should show the street name, location or site along with the town (if appropriate).
 - All further details should be returned in the normal manner.
9. Attendance at meetings of a political group of the Council or at meetings of the executive committee of such a group, in connection with the functions of the Council.
 10. The doing by the Convener or the Vice-Convener of the council or one of its Committees, or by another member of the Council on the nomination of the appropriate Convener, of any thing for the purpose of, or in connection with, the discharge of the functions of the Council, or of one of its Committees, as the case may be, including the council's functions of providing assistance to other bodies and of providing information relative to the functions of the authority.
 11. The performance, by the councillors who are appointed to act as Secretary of the Administration Group and of the two main Opposition Groups respectively, of duties which they carry out in arranging for the discharge of business to be considered by the Council or by the Committees or Sub-Committees of the Council.
 12. Attendance at meetings of (a) Community Councils, or (b) School Council (or School Boards), or any Committee or Sub-Committee thereof, whose catchment area includes the electoral division of the claimant.
 13. Attendance at any event arranged by Angus Council to which a formal invitation has been extended by the Council, or the appropriate Committee or Sub-Committee, or by the Convener of the Council.
 14. The performance of any other duty or the attendance at any other meeting for which the Council, or in emergency the Chief Executive may authorise payment of travelling and subsistence allowances under the said Sections; provided that the Chief Executive certifies:
 - (a) that the performance of the duty will significantly contribute to the effective discharge of one or more of the functions of the council, or
 - (b) that the attendance at the meeting will significantly assist the claimant in the performance of his duties; and provided also that the Chief Executive shall not hereunder vary any existing decision of the Council whether contained in Standing Orders or otherwise.

Note

1. Since it will not be practicable for the Head of Finance & Legal to verify the details of every claim the declaration by the claimant will be regarded as the primary evidence of the authenticity of the claim.
As advised, all claims should be passed to the Members Services team for counter-signature.
2. In the case of claims relating to meetings with officers, members are asked to state the names and departments of the officers concerned.
3. Work undertaken at a claimant's home will not be covered under paragraph 8.
4. In the case of claims relating to 8(a) members are reminded to state the required detail.
5. To assist the Members' Services team in checking claims members should avoid abbreviations. Due to the restricted space in the claim form, if necessary, use more than 1 line per entry.
6. Where members are directly invited to attend an 'approved duty' of an outside body it would be most helpful if a copy of the invitation was attached to the claim form so that the Members' Services team can check the claim readily.
7. It is important when completing claim forms that if a member is attending a Committee or Sub-Committee under the new 2 (iv) that their claim clearly refers to that paragraph e.g. Development Standards 2 (iv) – it would be helpful if as much detail as possible was included so that when checking is carried out that there is no doubt regarding which Approved Duty applies.

HM INSPECTOR OF TAXES,
CENTRE 1, EMPLOYERS UNIT, EAST KILBRIDE G79 1AA

Councillor:.....Ni No:.....

Council:.....Angus.....

Office held from 6th April 20
5th April 20

1. Received (period 6th April 20 to 5th April 20)

- (a) Basic Allowance Total:
- (b) Attendance Allowance Total:
- (c) Convener/ Vice Convener’s Allowance Total:
- (d) Chairman’s Allowance Total:
- (e) Travel Allowance Total:
- (f) Subsistence - Non Taxable Allowance Total:
- (g) Subsistence - Taxable Allowance Total:
- (h) Secretarial Allowance Total:
- (i) Postage Expenses Total:
- (j) Telephone/Fax Expenses Non Taxable Total:
- (k) Telephone Expenses Taxable Total:
- (l) Conference Total:
- (m) Miscellaneous Total:

2. Tax Relief claimed on expenses for the above period

- Nature: Details:
- (a) Travel: other than “ Approved Duty”:
 - (b) Telephone:
 - (c) Postages & Stationary:
 - (d) Household Expenses:
 - (e) Other Expenses:

I declare that the particulars entered above are in every respect truly stated according to the best of my knowledge and belief:

Signature:.....

Address:.....

.....

.....

.....

Date:.....

Local Councillors – Expenses under Section 198 ICTA 1988

NOTES FOR GUIDANCE

Attendance allowance, with travelling and subsistence allowances where appropriate, paid by the Local Authority in connection with the approved duties, are assessable to Income Tax under the rules of schedule E.

In addition to the expenses covered by the travelling and subsistence allowances which councillors receive from the Local Authority in connection with approved duties certain items of expenditure may also be incurred in their capacity as councillors other than in connection with the approved duties. A deduction for tax purposes may be claimed by councillors for such expenses provided they are incurred wholly and exclusively and necessarily in the performance of their duties as councillors and are met from their taxable allowance.

No deductions can be given:

- Where reimbursement has been or could be claimed from the Local Authority;
- Where a councillor could use the services provided by the Local Authority, for example postage stationery, but incurs expenses because he chooses not to do so;
- Where expenses are incurred for political purposes, for example electioneering;
- For an amount in excess of the total taxable allowances received in respect of the councillors duties;
- Where a councillor receives a non taxable allowance (financial loss allowance)

The following notes set out, the various types of expenditure concerned, with guidance as to the basis of the claim under each individual head. These notes have no legal force and do not affect your rights of appeal on points concerning your own liability to tax. You should remember that the inspector may require evidence of the amount spent on all or any of the items listed below.

CATEGORIES OF EXPENDITURE

TRAVEL

Where a councillor incurs expenses on necessary travelling in the performance of his duties as a councillor for which he does not receive an allowance from the Local Authority he may claim expenses as below.

- a. car. In the case of a privately owned car used by a councillor a standard mileage allowance of 50% of the rate paid by the Local Authority for approved duties. Councillors will need to keep records of their mileage on non-approved duties which will attract this relief.
- b. Public transport/other. The actual costs incurred for which no allowance can be obtained from the Local Authority.

POSTAGE AND STATIONERY

The amount of claims should be limited to the actual cost incurred.

TELEPHONE

A claim may be made for the cost of call made in respect of approved and non approved duties. No deduction can be given for any part of the rental of the telephone. Any claim should be reduced by any non taxable reimbursement made by the local authority and where reimbursement covers the cost of the calls no claim should be made

SECRETARIAL ASSISTANCE

A deduction may be given for payment for necessary secretarial assistance involving for example drafting replies to letters, typing and filing where such assistance is not provide by Local Authority. Any amounts claimed should be reasonable in relation to the councillor's allowances and to the assistance given. The amounts must actually have been paid to the assistant on a regular basis; the inspector may wish evidence of such payments.

HIRE OF ROOMS

The expenditure to be claimed should be limited to the amount incurred and should relate to hire for "surgeries" or protest meeting such as objections to planning applications. A claim will not be admitted in respect of the hire of rooms for party political purposes.

HOUSEHOLD EXPENSES

The Inland Revenue's view is that expenses such as rent rates and fuel are not admissible under the head as they do not fulfil the basic requirement of the legislation (section 198 taxes act)namely that they must be incurred wholly, exclusively and necessarily in the performance of the duties.

The Inland Revenue are however prepared to grant concessional relief in respect of the additional costs incurred. Following discussions it has been agreed that the amount of the standard concessional allowance for the use of home by a councillor should be £120 per annum.

OTHER EXPENSES

Any other expenses which are not covered by the above should be itemised and should be limited to the actual amount incurred. The inspector may wish to see the evidence of such payments.

SUMMARY OF PAYMENT & REIMBURSEMENT TYPES

REMUNERATION REGULATIONS

- Salaries
- Leader of the Council
 - Civic Head
 - Senior Councillors
 - Basic Councillors

ALLOWANCES AND EXPENSES REGULATIONS

Expenses – Civic Head including any persons deputising for them - (up to £3,000 in a 12 month period)

Travel Allowances & Expenses Claimable	Car	45p per mile
	Motorcycle	24p per mile
	Bicycle	20p per mile
	Passenger Rate	5p per mile per passenger
	Parking Charges	Receipted
	Road and Bridge Tolls	No Receipt
	Road Pricing/Congestion	Receipted
	Ferry Fares for Car etc	Receipted
	Buses/Trams	Receipted
	Taxis/Trains/Air Travel	Receipted
	Overnight Subsistence (B & B)	Receipted
	Meals - Lunch	Receipted
	Dinner	Receipted
	Breakfast	Receipted

Claim for Allowances, Travel and Subsistence Expenses

Member's Name: Payroll No.:

Private Vehicle Reg No.: Period End:

Summary of Claim

Car Mileage Claim	
Motorcycle Mileage Claim	
Bicycle Mileage Claim	
Passenger Mileage Claim	
Subsistence	
Other Travel	
Other Expenses	
Other Expenses (Civic Head Only)	
Staying With Friends Allowance	
Total of Claim	

OFFICIAL USE ONLY

Declaration

I declare that:

- The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.
- I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.
- I have attached all necessary receipts in connection with expenses claimed.
- I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.
- Where I am claiming mileage expenses, I have a valid license and appropriate motor insurance, which covers my vehicle being used for business purposes.

Signature: Date

OFFICE USE ONLY

I confirm the claim is being made by a current member and that the period relates to a period when he /she was entitled to claim.

Confirming Signature: Date.....

Notes of Guidance for Completion of Claim Form

The claim form has been devised to take account of the requirements for publishing information in a standard format about Councillors' claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit. To assist in completion of the form your attention is drawn to the following points:

1. Date

Please insert Date for which expense item is claimed.

2. Times of Departure/Arrival

Departure/Arrival Times should be entered for verification of amounts claimed for subsistence.

3. Detailed Description of Approved Duty

Clearly indicate which meeting you are attending or the relevant detail of the approved duty undertaken. Approved duties should indicate - Council Meetings, duties in connection with Council Functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. Expense Items/Journey Details

As meetings and approved duties are held at various location, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. Passenger Miles

This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. Subsistence

Subsistence relates to overnight accommodation and meals. Only receipted costs will be reimbursed to the prescribe maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Government (Allowances and Expenses) (Scotland) Regulations 2007.

6a. Accommodation Details

This column only relates to claims for overnight accommodation with friends and family. These must include the address of the accommodation and the names of the friends and family with whom you stay.

7. Other Travel Expenses

This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. Other Expenses

This column should be used for reimbursement of other receipted allowable expenditure.

The information you have provided [on this form] will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process your claim for travel and subsistence expenses. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 461460 or e-mail LAWADMIN@angus.gov.uk.

DECLARATION

UNRECEIPTED EXPENSES

I _____ (Employee/Member name) hereby request that I am reimbursed for the undernoted unreceipted expense(s).

Employee/Member Pay No:

Date Expense Incurred:

Description of Journey & Purpose:

.....

Expense Item Claimed:

Value Claimed: £.....

Detailed reason why no receipt obtained:

.....

.....

.....

Employee/Member Signature Date:

AUTHORISATION

I hereby authorise the above unreceipted expense.

Authorised Signatory: Date:

Job Title:



Pensions for Councillors in Scotland

The Local Government Pension Scheme (LGPS) in Scotland is available to all councillors elected to a local authority in Scotland, including such a councillor when exercising functions as a convenor or vice-convenor of a joint board. To be able to join the LGPS, councillors need to be under age 75.

The LGPS is a secure scheme because the benefits are guaranteed by law. The benefits you get when you retire are based on the number of years you have been a member of the scheme and your average pay as a councillor. The benefits are not dependent on share prices and are not affected by stock market fluctuations.

How do I join the LGPS?

It will be up to you to decide whether or not to join the scheme, although you have to be under age 75. To secure your entitlement to the scheme benefits, even though you automatically become a member, it is important that you complete and return a joining form. On receipt of your form, relevant records will be set up and an official notification of your membership of the scheme will be sent to you.

Can I join if I already pay into another pension?

Yes - you can pay into as many different pension schemes as you want. You can pay up to 100% of your UK taxable earnings in any one tax year into any number of pension arrangements of your choice (or, if greater, £3,600 to a "tax relief at source" arrangement, such as a personal pension or stakeholder pension scheme) and be eligible for tax relief.

What do I pay?

How much it costs you depends on how much you're paid. There is currently a five tier contribution system, with contributions based on how much of your remuneration as a councillor falls into each tier.

Here are the tiers from April 2013:

Whole-time pay	Contribution rate (%)
On earnings up to and including £19,800	5.5%
On earnings above £19,800 and up to £24,200	7.25%
On earnings above £24,200 and up to £33,200	8.5%
On earnings above £33,200 and up to £44,200	9.5%
On earnings above £44,200	12%

The pay ranges will be increased each April in line with the cost of living.

Let's take a look at a councillor whose remuneration rate is £22,000.

They'll pay 5.5% on their pay up to £19,800, and 7.25% on the next £2,200. That gives an overall contribution rate of 5.7% - around £104 a month in contributions.

If you pay tax you will get tax relief¹ on your contributions at the time they are deducted from your pay and if you pay National Insurance you will pay a lower rate of NI contributions up to State pension age. Your council pays the rest of the cost of providing your LGPS benefits, which costs the council about double the amount you pay.

What are the benefits?

Life cover from the moment you join, with a lump sum of 3 times your career average pay being paid if you die in service.

Cover for your family with a pension for your husband, wife, civil partner² or nominated co-habiting partner³ and for eligible children should you die.

Retirement Benefits:

After 2 years membership you can retire from office and draw your pension at age 60⁴ or over, even though the scheme's normal pension age is 65. It's also possible to retire from age 55⁴ and receive your benefits immediately, but only if your council gives their consent.

Regardless of how long you have been a member of the scheme, immediate benefits are payable at any age if you have to retire because of permanent ill health.

When you retire you can look forward to:

A **pension for life** that increases each year in line with the appropriate cost of living index.

On retirement you can exchange part of your annual pension for a one off **tax-free cash payment**.

How are benefits worked out?

Your LGPS retirement pension when you retire is calculated as 1/60th of your career average pay for each year of membership of the LGPS i.e.:

$$\text{Annual Pension} = \frac{\text{Membership in the LGPS}}{60} \times \text{Career Average Pay}$$

And if you want to take a lump sum, you receive £12 lump sum for each £1 of pension given up. You can take up to 25% of the capital value of your pension benefits as a lump sum.

What is career average pay?

This is your remuneration as a councillor for each year or part year ending 31 March adjusted (other than the final year's pay) by the change in the cost of living, as measured by the appropriate index(es), between the end of the relevant year and the end of the month in which you leave the scheme.

The aggregate of each year's revalued pay is then divided by the total number of years and part years you have been a member of the LGPS to arrive at a career average pay. This is used in the calculation of your LGPS benefits.

Can I transfer previous pension rights into the LGPS?

You may be able to transfer previous pension rights into the LGPS from another pension scheme, personal pension plan or stakeholder pension. You have only 12 months from joining the LGPS to opt to transfer previous pension rights, unless your council allows you longer. You are not able to transfer councillor membership from a previous LGPS fund in Scotland or from LGPS membership as an employee in Scotland. If you have benefits you have previously built up as a councillor in the same LGPS fund in Scotland and you have not made an option within the normal

twelve month time limit, you can still transfer them into your current LGPS membership **provided you opt to do so by 31 January 2014.**

What happens if I leave before retiring?

If you have at least two years membership, or have transferred other pension rights into the LGPS, or you already have a deferred benefit in the LGPS in Scotland, and you leave before becoming entitled to the immediate payment of your benefits, they will be deferred for payment, normally until age 65.

You may be able to transfer your LGPS benefits to another pension scheme, although you cannot transfer them to another LGPS fund in Scotland or join them to any membership of the LGPS you might take up as an employee in Scotland.

If you have less than two years membership, have not transferred other pension rights into the LGPS and do not already have a deferred benefit in the LGPS in Scotland, you may be able to claim a return of contributions less tax and an amount for National Insurance.

Can I pay more to improve my pension benefits?

You can increase your benefits by making additional voluntary contributions (AVCs) or, if you are under age 64, you can pay⁵ additional contributions to buy up to £5,000 of extra LGPS pension in blocks of £250. Also, you may be able to pay contributions into a personal pension plan or stakeholder pension scheme. You can find out more about these options from www.dundee.gov.uk/pensions/.

How do I join the LGPS?

If you are under age 75 you will be **automatically** enrolled into the scheme. Check your payslip details to make sure contributions are being collected from your remuneration. Even though you automatically become a member, it is important that you complete and return the joining form.

You have the right to opt out of membership of the scheme.

Want to know more?

This leaflet gives a brief outline of the LGPS that applies from 1 April 2009. If you want to know more about the scheme, or if you have membership in the scheme before 1 April 2009 and want to know how benefits built up before then are worked out, you can find more information from

www.dundee.gov.uk/pensions/ or by logging on to www.lgps.org.uk.

This leaflet is for councillors in Scotland and reflects the provisions of the LGPS and overriding legislation at the time of publication in May 2013. The Government may make changes to overriding legislation and, after consultation with interested parties, Scottish Ministers may make changes in the future to the LGPS. This leaflet is a brief guide to the Local Government Pension Scheme and cannot cover every personal circumstance. In the event of any dispute over your pension benefits, the appropriate legislation will prevail. This leaflet does not confer any contractual or statutory rights and is provided for information purposes only.

¹ There are restrictions on the amount of tax relief available on pension contributions. If the value of your pension savings increase in any one year by more than the annual allowance of £50,000 you may have to pay a tax charge. Most people will not be affected by the annual allowance.

² A civil partnership is a relationship between two people of the same sex ("civil partners") which is formed when they register as civil partners of each other.

³ A co-habiting partner is someone you are living with as if you are married or in a civil partnership. To nominate a co-habiting partner to receive a survivor's pension, your relationship has to meet certain conditions laid down by the scheme.

⁴ Benefits payable before age 65 will be paid at a reduced rate.

⁵ Subject to completion of a satisfactory medical if required by the council.

DUNDEE CITY COUNCIL
LOCAL GOVERNMENT SUPERANNUATION (SCOTLAND) REGULATIONS

TO BE COMPLETED BY EMPLOYEE AND RETURNED TO YOUR FINANCE SECTION - TOGETHER WITH A COPY OF YOUR BIRTH CERTIFICATE

Name _____ NI No _____

Authority _____ Pay No _____

The undernoted is a complete statement of all previous pensionable service in a Pension Scheme in which my rights and contributions have been preserved, or pensionable employment from which I have resigned, and from which I have not received, or applied for a refund of contributions or am in receipt of a pension (if none, please write "none") _____ **PLEASE SEE NOTES OVERLEAF**

Status: Single Married Widowed Divorced Civil Partnership

Have you paid into an Occupational Pension? YES/NO (If Yes, complete Box below)

BOX B

Name and Address of Superannuation Scheme or Fund in which you were a member	Name and Address of Employer	Post Held	Date of Service						State whether benefits were preserved/transferred
			Day	From Month	Year	Day	To Month	Year	

Are you interested in transferring the above service? * YES/NO (see overleaf)

*** If Yes, I authorise my previous Pension Provider to provide all relevant information to Dundee City Council.**

Are you in receipt of a pension or compensation from any of the above? YES/NO If yes, give details.

Were you paying Additional Voluntary Contributions (AVC's) in your previous employment? YES/NO

Date _____

Signature _____

Important Notes: -

1. Application to transfer any previous pensionable service must be made within twelve months of the date upon which you joined the Pension Scheme.
2. A Councillor member may only transfer previous Local Government Pension Scheme service if it is also in respect of being a Councillor member. Previous service from Local Government employment cannot be transferred in.