

**Proposed amendments to the Guidance Notes for Councillors
on the Members' Allowances Scheme**

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8.0 CHILDCARE AND DEPENDANT CARERS' ALLOWANCE

- 8.1 This allowance may be claimed by Members in respect of costs necessarily incurred by them in making arrangements for the care of children or other dependants to enable them to perform an **approved duty**.
- 8.2 The allowance is payable for the care of children living with the Member under the age of 14 and other dependent relatives requiring care because of age/disability (where other relatives includes parents, partners, siblings and others agreed by the Chief Executive).
- 8.3 For care arranged for children the allowance paid will be the lower of actual expenditure and the national minimum wage for adults aged 21 or over (currently £11.44 per hour from April 2024 and £12.21 from 1 April 2025). This rate is usually reviewed by the Government each October and Council has agreed that the rates be updated accordingly each year by the Assistant Chief Executive Legal and Democratic Services under his delegated powers to amend the Constitution.
- 8.4 All claims for childcare should be backed up by a statement signed by both the Member and carer certifying that childcare has been provided, expenditure has been incurred and that the carer does not live in the same household as the Member. If childcare is provided by a professional carer then a receipted invoice is required. These documents must be retained by the Member for six years.
- 8.5 For care arranged for elderly/disabled relatives, the allowance will be paid at the lower of actual expenditure and the charge for home care provided by the Council's Health and Adult Services Directorate (~~£7.20~~£10.70 for up to 15 minutes and ~~£17.40~~£26.00 per hour for ~~2014/15~~2024/25). All claims should be supported by a receipted invoice, where the service has been provided by a care agency. These rates are usually reviewed by the Government each October and Council has agreed that the rates be updated accordingly each year by the Assistant Chief Executive Legal and Democratic Services under his delegated powers to amend the Constitution.
- 8.6 All claims for dependant care provided directly by a carer should be backed up by a statement signed by both the Member and carer certifying that care has been provided, expenditure has been incurred and that the carer does not live in the same household as the Member. These documents must be retained by the Member for six years.