

MEMBERS' ALLOWANCES SCHEME 2023/24

NOTES OF GUIDANCE FOR COUNCILLORS

1.0 INTRODUCTION

- 1.1 The Members' Allowances Scheme adopted by North Yorkshire Council forms Part 6 of the Council's Constitution which is available on the internet. The Allowance Scheme covers the Basic Allowance and Special Responsibility Allowances and Childcare and Dependant Carers' Allowance. It also covers travelling and subsistence allowances and sets out the list of approved duties for the purpose of claiming these expenses. Any revisions to these allowances are agreed by the Council following a report of an Independent Remuneration Panel.
- 1.2 These notes of guidance should be read in conjunction with the Scheme, and cover a range of practical issues to assist elected Members of the Council to understand the operation of the Scheme. Separate Notes of Guidance are available for independent and co-opted Members of the Council.
- 1.3 The main point of contact for the operation of the Scheme is Finance Enquiries by email at finance.enquiries@northyorks.gov.uk. For My View system queries (e.g. password issues, problems submitting a claim) please contact Richard Connor on 01609 532223 or by email at richard.connor@northyorks.gov.uk. Otherwise please contact Paul who will deal with queries on these notes of guidance, or on any other matter relating to the operation of the Scheme, including any specific advice required on the circumstances in which a claim may be made under the terms of the Scheme.
- 1.4 **From previous experience of operating the Scheme, two areas in particular are highlighted by the Internal Audit Service as being areas where Members may have experienced some uncertainty about the requirements of the Scheme. Members should, therefore, take particular care to understand these requirements:**
- **The requirement to retain receipts for expenses claimed, and for these to be available for inspection if required. This includes the need to retain sufficient VAT receipts for fuel used to allow the Council to recover the VAT element of the mileage allowance (see sections 6.3 and 6.6)**
 - **The need to ensure that there is no double claiming of expenses for those Members of more than one Authority or other public body when journeys for more than one of these organisations occurs on the same day. The guidance covers how claims might reasonably be allocated between the different bodies (see section 7)**
- 1.5 These notes of guidance do **not** apply to members of Education Appeals Panels. A separate scheme and notes of guidance are available which cover the rules for these members.
- 1.6 The Council acts as Administering Authority for the North Yorkshire Police and Crime Panel. Special Responsibility Allowances have been agreed for the roles of Chair, Vice Chair and Community Members of the Panel, and these notes of guidance apply to the payment of those allowances. It has been agreed that travelling and

subsistence and other allowances for elected members nominated to the panel should be met by the nominating body. This means that the North Yorkshire Council representative on the Panel is entitled to claim expenses under the terms of this Scheme. In addition, the Community Members of the Panel are entitled to claim travelling and subsistence and other allowances under the terms of this Scheme.

- 1.7 To support the completion of claims, Members are reminded of the importance of signing the official attendance book at the place at which the meeting is held to support claims for allowances, and are advised to keep a careful note of dates, times and places of meetings and the duration of any approved duty.
- 1.8 **The completeness and accuracy of items included on each claim are entirely the responsibility of the Member submitting that claim.** Whilst the Council retains the right to query individual items, it must be stressed that no specific arrangements are in place to check the details of individual claims in respect of matters such as the reasonableness of the mileage claimed, or the confirmation that a meeting was attended by a Member. The Council's Auditor, and the Internal Audit Service, are entitled to look at all claims and a local government elector is entitled to inspect the statutory register of payments made. The Corporate Director of Resources is concerned only to ensure that statements which are checked with attendance registers are correct as to date, place and reason for the approved duty.
- 1.9 All Members must use the MyView online system to access details about the allowances they receive, and to input travelling and subsistence claims. Training will be given to any Member who requires this. (see section 9)
- 1.10 In order to comply with the Local Authorities (Members' Allowances) (England) Regulations 2003, a summary of all expenses and allowances paid to, or on behalf of each councillor, is published annually on the council's website. Members should be aware that the summary includes the cost of travel tickets and accommodation booked by NYC staff *on behalf* of Members, as well as the amounts claimed via the MyView system to reimburse expenses paid from a Member's own pocket. The publication also includes a record of each Member's attendance at committee and council meetings. Members are made aware of the summary being published each year via an article that appears in Members News which also asks that Members check the data that relates to them. Members can access the most recent publication on the Councillors' Allowances webpage.

2.0 BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

- 2.1 These annual allowances to each elected Member are paid on a monthly basis. The Basic Allowance reflects the expectation that Members will meet the cost of phone calls from their home or mobile phone, and other out of pocket expenses including a broadband connection so that they can receive information from the Council and others by email, and more generally make use of the IT facilities provided to them.

3.0 INCOME TAX LIABILITY

- 3.1 There is no standard allowance for NYC Members in respect of expenditure incurred in connection with the role of Councillor.
- 3.2 However, Members may be able to claim a standard deduction of £135 per year in consideration of using their home for Council work.

- 3.3 To receive this allowance, applications should be made directly to HMRC (quoting your National Insurance Number) at the following address:

HM Revenue & Customs
Customer Operations Employers Office
Ref 406/N8001
BP4009
Chilingham House
Benton Park View
Newcastle upon Tyne NE98 1ZZ

4.0 NATIONAL INSURANCE IMPLICATIONS

- 4.1 Basic and Special Responsibility Allowances are regarded as taxable earnings by HM Revenue & Customs and as such create a liability to pay Class 1 National Insurance contributions. From 6 April 2014 where these earnings exceed £663 per month, National Insurance Contributions will be payable.
- 4.2 Certain classes of Member are excused the standard rate of contribution. Members over state pensionable age are not required to pay National Insurance. Married women and certain widows who have elected in the past to pay the reduced contribution rate will pay, from 6 April 2014, 5.85% on all allowances in excess of £663 per month.
- 4.3 Members who are not required to pay full National Insurance contributions must apply to HM Revenue & Customs National Insurance Contributions Office for a certificate of age exemption, or a certificate of election for women paying reduced contributions, as appropriate, if they do not already possess one.
- 4.4 These certificates should be sent to Employment Support Services at County Hall, Northallerton, so that the correct deductions may be made from the allowances. In the absence of the relevant certificate, HM Revenue & Customs rules require the deduction of full rate contributions from payments.
- 4.5 The total National Insurance contributions paid by a Member on his or her Basic and Special Responsibility Allowances, when added to those paid on other income, may exceed the maximum annual contribution required by HM Revenue & Customs. For the year commencing 6 April 2014, this maximum is based on monthly earnings of £3,489.
- 4.6 Where this overpayment occurs on contributions made for employments in which Class 1 contributions have been made, then HM Revenue & Customs will refund these automatically after the end of the tax year.
- 4.7 If a Member is also self employed and pays Class 2 contributions then the same annual maximum payment applies and the Member will be entitled to reclaim any excess contribution. In this case it is essential that the Member applies direct to HM Revenue & Customs since they have no procedure to identify such overpayments.
- 4.8 If a Member expects to pay more than the annual maximum, then he or she may apply to HM Revenue & Customs for payment of National Insurance contributions to be deferred in one or more of his or her employments. This is obviously preferable to awaiting a refund of excessive contributions. Members wishing to apply for a deferment should contact HM Revenue & Customs National Insurance Contributions

office for an explanatory leaflet (CA72A) and application form, or they can be downloaded from the HMRC website at the following link:

<http://www.hmrc.gov.uk/forms/ca72a-notes.pdf>

4.9 Deferments must be renewed each year. The links above relate to tax year 2013/14.

5.0 PENSION SCHEME

5.1 The 'Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014', will phase out councillors' membership of the LGPS. If you have any queries please contact the Pensions Section, on 01609 535879 (internal extension 5879) or by email at pensions@northyorks.gov.uk.

6.0 TRAVELLING ALLOWANCE AND SUBSISTENCE ALLOWANCE

Which activities can I claim for?

6.1 Members are entitled to receive payment of travelling and subsistence allowances at the rates set out in the Scheme in respect of expenditure on travelling and subsistence necessarily incurred by them for the purpose of enabling them to perform an **approved duty**. Details of approved duties are included in Schedule 2 to the Members Allowances Scheme, and the Protocol on Members Attendance at Conferences is included as Schedule 3 to the same document. For ease of reference copies of both documents are attached as Appendices 1 and 2 to these notes of guidance. Travel and subsistence allowances may be payable for attendance by relevant Members at meetings of the outside bodies listed in Schedule 5 to Part 3 of the Constitution. Please note that there are a number of appointments to local bodies made by Area Committees, where expenses will only be payable if these are **not** met by the body. Please ensure that when you submit a claim, sufficient detail is provided to allow this to be confirmed against the list of approved duties, should there be a query. For less formal meetings, for example those involving meetings with officers rather than formal meetings of the body concerned, it would be helpful if the name of the lead officer involved in that meeting is provided.

Travelling Allowance

6.2 The general conditions governing claims for payment of travelling allowance are as follows:

Rail Travel

- (a) all rail travel by Members on official business should be made in standard class accommodation and claimed at the most economical, reasonable rate depending on the rail company's prevailing ticket policy. The Scheme allows, however, with the approval of the Leader of the Council, for Members to be able to claim for first class rail journeys where this is appropriate;
- (b) wherever practicable, travel tickets should be purchased in advance, as this often means that better rates are available. Planning journey times and travelling on specified trains will also lead to better prices in many cases, particularly where journeys are over longer distances. Consideration should be given to purchasing tickets through the Council's booking agency arrangements. The Council is then invoiced by the agency, thereby avoiding the requirement for

Members to incur expenditure personally and reclaim. This approach will normally apply when arrangements are made for a Member to attend a training course or conference through the Learning and Development team, or through the relevant Corporate Director's support team;

- (c) the Council will reimburse Members who are eligible for a Senior Citizens Rail Card, or a Disabled Persons Rail Card, and who travel by rail on Council business. A Member who qualifies for one of these rail cards and is likely to travel on Council business should contact Finance Enquiries (contact details above), for details of eligibility and the operation of the scheme. It should be noted that in these circumstances where a member purchases a ticket directly, reimbursement will be made at the discounted rail card rate for eligible Members;
- (d) if Members need to purchase their own tickets they should do so in accordance with the above principles. It is important that Members retain the rail tickets used or a receipt for payment;

Car or Motorcycle

- (e) Members using their own cars will be paid the following mileage rate:

Up to 10,000 miles per annum	45p per mile
Additional miles in excess of 10,000 per annum	25p per mile

These rates are aligned with Officers rates. If, during the year, the rates payable to officers are reviewed and vary the rates shown above, then the Scheme will be amended to pay the officer rates, from the date of that review.

Members using a motorcycle will be paid a rate dependent on the cc of the motorcycle. The payment will match the rates payable under the Officer Scheme, details of which are available on request.

- (f) return mileage, where travel is by road, is calculated by reference to the shortest practicable route from the member's place of residence or business to the nearest point to the place at which the approved duty is performed. The "place of residence" for this purpose is defined as the address to which Committee papers are sent or otherwise by agreement with the Corporate Director of Resources. Accurate mileage figures should be used by reference to your odometer reading. You are advised not to round up mileages or use approximate estimates. Where travel is by public transport, reimbursement will be made by reference to the Members place of residence or business. If a Member considers that a claim not following these guidelines is justified by the circumstances, then these will be considered on an exceptional basis, but prior approval must always be sought before the claim is submitted. Please contact Finance Enquiries in the first instance (contact details above).
- (g) all official travel to destinations outside North Yorkshire should be reimbursed at public transport rate or mileage rate, whichever is the most economical, where a reasonable public transport option exists.
- (h) where a means of transport other than the Member's car is available for part of the journey only, the car allowance is payable only in respect of the journeys to and from the Member's residence or place of business to the point where the other transport is available. This may apply, for example, where a Member

travels with another Member for part of a journey, or travels to a rail station to commence the onward journey by train.

- (i) reasonable detail describing the start and end points of a journey, and where necessary for more complicated journeys, information about the route taken should be given. Times for the start and finish of journeys should be entered on the claim screen on MyView in the free text box available to describe the journey.
- (j) receipts or tickets for miscellaneous expenditure, e.g. car parking should be obtained wherever possible, and should be retained;
- (k) Members should ensure that their vehicle insurance covers them when travelling on the business of the Council, that the vehicle has a valid MOT if appropriate, and that they are licensed to drive the vehicle.
- (l) It is accepted that in some cases, Members may wish, for personal reasons, to use their car for a long journey where appropriate public transport, and typically rail, could be used. It is acceptable to claim rail fare in lieu of mileage in these circumstances. In this case the amount that should be claimed should be in line with the approach set out in (a) and (b) in the section on rail travel above, ie the amount claimed should relate to the most cost effective standard class fare taking advantage of advanced fares on specified trains to tie in with the journey times required. It should be made clear on the MyView claim that the rail fare has been claimed in lieu of mileage.

Taxi or Hired Vehicle

- (m) the rate for travel by taxi-cab or cab is not to exceed:-
 - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
 - (ii) in any other case, the amount of fare for travel by appropriate public transport.
- (n) the rate for travel by a hired motor vehicle other than a taxi-cab or cab is not to exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, except in approved cases when the rate may be increased to an amount not exceeding the actual cost of hiring;

Air Travel

- (o) air travel at economy rate may be claimed with the approval of the Leader of the Council, where this is appropriate;

VAT Receipts for Mileage Claims

- 6.3 Members who submit mileage claims for reimbursement **must ask for, and keep, sufficient Value Added Tax (VAT) receipts for the purchase of fuel to support their claim.** These receipts must be retained for four years. This procedure is necessary to allow the Council to recover VAT from HM Revenue & Customs (HMRC).

When you fill in the MyView claim, you will be asked to confirm that you have obtained and retained valid VAT receipts in support of the claim. A positive "Yes" will mean that

the Council can recover VAT on the fuel element of the payment. An Answer of “No” means that your payment will not be processed.

Most petrol stations already ask customers purchasing fuel if they want a VAT receipt. The receipt supporting each claim must be dated before the date of the journey for which the mileage is being claimed and should cover as a minimum the purchase of sufficient fuel for the mileage being claimed. To ensure sufficient receipts are retained, it may be simpler to obtain receipts for all fuel purchases and keep these filed in date order.

If you car share, or your partner also requires receipts, then as long as the receipt pre-dates all journeys and is sufficient to cover the mileage claimed by both partners, there should not be a problem. Under these circumstances, it may be useful to put the number of miles claimed by each partner on the back of the receipt.

Members must be able to provide their VAT receipts to HMRC for inspection if requested. Should the HMRC carry out an audit on the VAT that the Council has claimed on mileage payments paid, they are likely to ask to see some of the VAT receipts being held by employees and Members in support of these claims. It is important, therefore, that these are filed carefully and retained for four years.

Use of a Car Driven by a Third Party

- 6.4 Members may, on occasion, be driven to a meeting or other approved duty in a car owned by a third party. It will be in order for the appropriate mileage allowance to be claimed in respect of that journey and for the Member to pass on the allowance to the third party with the following important provisos:
- (a) you should indicate in the notes field on the MyView record that the journey was made in a car driven by a third party;
 - (b) it is important that you ensure that there is appropriate insurance in place to cover the use of the car to transport you on Council business;
 - (c) to enable the Council to recover VAT on the allowance, the rules on VAT receipts set out in the section above should be followed, and you should retain these receipts for four years.

Subsistence Allowances

- 6.5 Subsistence allowances for Members are based upon the time away from home and a meal actually being taken.

All allowances under the Scheme, including the time periods at which a claim may be appropriate, are aligned with those applying to officers. If, during the year, the rates payable to officers are reviewed and vary the rates shown above, then the Scheme will be amended to pay the officer rates, from the date of that review.

Details are as follows:

The maximum rates for meals as at April 2017, are:-

- | | | |
|-----|--|-------|
| (i) | Breakfast allowance (when a journey commences before 7.30am) | £6.50 |
|-----|--|-------|

(ii)	Lunch allowance (when a journey commences before 12 noon and continues after 2pm)	£6.50
(iii)	Tea (when the absence continues after 6:30 pm)	£3.50
(iv)	Evening meal allowance (when the absence continues after 8.30pm)	£11.00

When main meals (ie a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to daytime subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the time limits specified above. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

In line with the officers scheme, maximum overnight allowances for Bed and Breakfast are £76.50 outside London and £110.00 in London. Other meals taken during the absence are payable in line with the rates set out in the table above. These allowances apply where a Member makes their own arrangements for accommodation and reclaims an allowance. Where the arrangements are made by officers on behalf of the Member, then the Council Travel Contract will be used to arrange appropriate accommodation at the most cost effective rate. Again in line with the officers' scheme it is recognised that there may be exceptional circumstances where consideration needs to be given to paying above these maximum rates. This may be necessary where other costs, eg conference fees, are part of a package, or where accommodation in a particular town or city are high and it can be shown that efforts have been made to find hotels or guest houses within the limits. Where such difficulties are likely to occur, it will normally be appropriate to ask officers to make the necessary arrangements using the Council Travel Contract.

Members should note that:-

- (i) sufficient detail should be included in the free text box of the MyView claim screen, to explain the basis of your claim.
- (ii) if a free meal is provided then no allowance for that meal can be claimed.
- (iii) subsistence allowances are limited to the reimbursement of actual expenditure, **for which receipts will be obtained and retained**, subject to the maximum rates in place at the time of the claim. When a meal is taken at County Hall, in the Staff Canteen, it will be provided free of charge and no further allowance should then be claimed. Members should quote their account number when taking a meal in the Staff Canteen. The costs of this will be recharged to the Council.
- (iv) it should be noted that where an evening meal allowance is claimed, a tea allowance may not be claimed for the same day.
- (v) in calculating the period of absence for the purpose of subsistence allowance, reasonable travelling time may be included; and
- (vi) subsistence allowance is payable when any expenditure has necessarily been incurred to enable the Members to perform the approved duty.

Retaining Receipts

- 6.6 Requirements to retain VAT receipts for fuel used, to support mileage claims is referred to in **paragraph 6.3** above

In addition, receipts should be obtained wherever possible for all other items for which a travelling and subsistence claim is made including rail, taxi and air tickets, and supporting receipts for meals, accommodation costs and other out of pocket expenses.

Because claims will be input online using MyView, it will be necessary for these receipts should be retained by you for a period of six years. It is suggested that these are filed in a way that will readily allow receipts for a particular month to be retrieved, if required, to resolve queries or for audit purposes.

7.0 DUAL MEMBERSHIP

- 7.1 Particular rules cover allowances payable to a Member who holds membership of more than one body and is required to attend meetings of both on the same day (either before or after an approved Council duty).
- 7.2 Care is needed to ensure that there is no possibility of both bodies paying for part or all of the same journey. Members should provide sufficient detail in their claim, including journey times, as described in **paragraph 6.2(i)** to enable any queries to be dealt with easily.

Travelling Allowances

- 7.3 A Member may not take the same expenditure on travelling into account for the purposes of more than one claim. It is necessary, therefore, to have a straightforward approach to determining which Authority should meet which part of the overall journey made on that day.
- 7.4 Starting with the first journey of the day, all journeys for the purpose of claiming mileage will be deemed to finish on arrival at the venue of the next meeting of the day, provided that the actual distance travelled is less than would otherwise have been claimed if the Member had returned home. Claims for travel should be submitted to the first Authority. (Authority A).
- 7.5 Where the actual distance incurred in travelling to the second venue is greater than would normally have been claimed then the excess should be claimed from the second Authority (Authority B).
- 7.6 The following examples illustrate this principle:

Example 1

A Member travels 20 miles from home to a meeting at Authority A, then travels 15 miles to get to a meeting at Authority B, before travelling the 30 miles home.

In this case the claim to Authority A should be the 35 miles (ie 20 +15) as this is less than the normal return journey home. The claim to Authority B will be just the journey back home at the end of the day ie 30 miles.

Example 2

A Member travels 20 miles from home to a meeting at Authority A, then travels 35 miles to get to a meeting at Authority B, before travelling the 50 miles home.

In this case the claim to Authority A should be the 40 miles (ie 20 for the outward trip to the first meeting and the first 20 miles of the onward journey, which would have represented the distance that would have been claimed if there had been a direct return home) The claim to Authority B will be the excess mileage on the journey to the next meeting ($35-20=15$), together with the final journey home, making an overall claim of 65 miles ($15+50$).

Example 3

A Member travels 20 miles from home to a meeting at Authority A, then travels 10 miles to get to a further meeting for Authority A. At this stage the Member is 25 miles from home, but now goes on to a third meeting with Authority B which involves a journey of 35 miles. He then returns home travelling 40 miles.

In this case the claim to Authority A should be the 55 miles (ie 20 for the outward journey to the first meeting, 10 miles for the journey to the next meeting, and the first 25 miles of the onward journey, which would have represented the distance that would have been claimed if there had been a direct return home) The claim to Authority B will be the excess mileage on the journey to the next meeting ($35-25=10$), together with the final journey home, making an overall claim of 50 miles ($10+40$).

The only exception to following this general approach would be if extraordinary circumstances applied. A Member would need to explain these at the time of making a claim with each claim being decided on its merits. Requests for exceptions should be referred to Finance Enquiries (contact details above).

Subsistence Allowance

7.7 Where a Member performs duties on behalf of two authorities they may not take any period of absence from their usual place of residence into account for the purpose of more than one subsistence allowance claim;

7.8 Provided the time parameters as set out in paragraph 6.5 above are met, the principle to be applied would be for claims to be made against the body/organisation where the Member partook of a meal and/or refreshments.

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 (£10.70 for up to 15 minutes and £26.00 per hour for 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 dependent 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.

9.0 **METHOD OF PAYMENT OF ALLOWANCES**

- 9.1 Members are responsible for completing their own travel and subsistence and child care and dependant allowance claims online using the MyView system. Claims should, whenever possible, be submitted at regular monthly intervals. All claims must be made within three months of the entitlement arising.
- 9.2 Training in the use of MyView is available to Members as part of the wider training available during the year on ICT systems, and can also be raised at the drop in sessions arranged by ICT Services.
- 9.3 The MyView system has the added benefit of providing a readily accessible record of previous claims submitted on MyView together with payroll related records of all Members Allowance Scheme payments, in the form of copies of payslips.
- 9.4 Payments will be made:-
- (i) in respect of Basic and Special Responsibility Allowances in instalments of one-twelfth of the amount specified for the allowance in the Scheme, on the last working day of each month through the payroll system, and subject to the deduction of tax, national insurance and pension contributions as applicable. Adjustments will be made if required if the entitlement is not payable for a full month, for example when a change is required in respect of a Special Responsibility Allowance. Members should note that the Regulations governing the entitlement to these allowances specify that these are payable based on a daily calculation of entitlement. So whilst for convenience, the normal

arrangement is to pay a twelfth each month, adjustment sums may need to reflect the need to finalise entitlement calculated on this daily basis.

- (ii) in respect of childcare and dependant carer' allowances, and travel and subsistence allowances, on the last working day of each month through the payroll system, following the submission of your claim, provided this meets the processing timetable. Members should aim to complete their claim online using the MyView facility, by the last working day before the 10th of that month.

9.5 The MyView online can be accessed using the [MyView link](#) which can be accessed via the front page of the intranet, under 'Computer Systems'.

9.6 Guidance specifically for Members using this facility is available on the intranet under the Members Induction Material section –

<http://nyccintranet/search/site/My%20View%20Basic%20Expenses%20User%20Manual>

Please look for the **MyView Basic Expenses user manual**, included in the "Related Documents" section on this intranet page. There are also two useful tutorials on how to create a new claim and how to view a previous claim.

If you need assistance in using the MyView facility, please contact:

Richard Connor on 01609 532223 or by email at richard.connor@northyorks.gov.uk