

**Committee:** Council

**Agenda Item**

**Date:** 26 February 2015

**19**

**Title:** Approval of Late Claims for Expenses

**Author:** John Mitchell

Item for decision

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### Summary

The intention of this report is to delegate authority to approve late claims for Councillors' expenses to the Chief Executive and the Director of Finance and Corporate Services. For the avoidance of doubt the proposal extends to all claims made in the 12 month period up to the elections in May 2015.

### Recommendations

1. That authority to approve Councillors' claims for expenses for approved duties made outside the stipulated period set out in Part 6 of the Member Handbook be delegated to the Chief Executive and/or the Director of Finance and Corporate Services, and that this authority shall extend to all claims made in the 12 month period up to the local elections on 7 May 2105, and shall end thereafter.

### Financial Implications

2. There are cost implications but a budget exists

### Background Papers

3. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 4.

Communication/Consultation	None
Community Safety	None
Equalities	The proposed concession is not available for staff
Health and Safety	None
Human Rights/Legal Implications	None

Sustainability	None
Ward-specific impacts	All
Workforce/Workplace	See above

### **Situation**

5. The Constitution and Financial Regulations require that all claims must be submitted within one month of the end of the month within which the expense has been incurred. The Members Handbook makes it clear that claims that are submitted late will not be paid. Despite reminders a number of Members have submitted claims later than specified. There is no delegated authority for Officers to approve such claims.
6. Accordingly delegated authority is sought for a limited period to enable late claims for approved duties to be paid. It is suggested that this authority ends with the election of a new Council on 7 May

### **Risk Analysis**

7. There are no material risks associated with this proposal