

**First Guidance on the Recommendations  
of the Independent Review Panel -  
Recommendations Implemented Autumn Term 2009**

**Rec. 3**

“Assembly Members claiming expenses for an activity associated with their duties as an Assembly Member should be required to provide the appropriate documentary evidence, and explanation to demonstrate that the expenditure was incurred and the activity was undertaken.”

**Guidance**

- Appropriate documentary evidence of the expense is an original invoice, receipt, bill or similar documentation from the supplier;
- Claims for mileage on Assembly business in personal vehicles will continue to be exempt from this requirement;
- Explanation to demonstrate that the expense was incurred and the activity undertaken will be the declaration that Members sign on the claim form, supplied by Members’ Business Support.

**Action**

None is needed as this recommendation reaffirms the current position although additional guidance is given above.

**Rec. 8**

“The salaries of Assembly Members should no longer be automatically directly linked with those of Members of Parliament.”

**Rec. 9**

“The current basic salary of £53,108 for Assembly Members is appropriate, and should be uprated in April 2010, in line with inflation.”

**Rec. 10**

“The base level pay used for subsequent uprating should be the salary as at 1 June 2009.”

**Guidance**

- Members’ salaries will no longer be set at 82% of those of Members of Parliament. Instead, an independent body, which will be established by an Assembly Measure, will determine the appropriate rate of remuneration for Members from 2011 and beyond (see Rec. 11 of the Panel);
- The current base salary of £53,108 will be uprated in line with the increase in the UK Average Earnings Index (excluding bonuses) for December 2009, from April 1 2010. This is the same index that is used to uprate the rate of pay of Assembly Members Support Staff (AMSS).

**Action**

Members Business Support will ensure that the base salary is uprated appropriately. Any Member not wishing to have their pay changed in

accordance with the Independent Review Panel (“the Panel”) recommendation should advise Members Business Support in writing.

**Rec. 13**

“Committee chairs should receive an office holder supplement of either £12,000 per year or £8,000 per year. The Assembly Commission should determine which supplement applies to each committee chair, to apply for the remainder of the Assembly term. Additional office holders currently entitled to the same supplement as committee chairs should maintain parity.”

**Rec. 14**

“Following the next Assembly election, additional office holders should receive supplements in the same proportion to the basic salary as will apply following the adjustments described in recommendation 13. These proportions will be subject to review by the Independent Review Body from time to time.”

**Guidance**

- The Panel recommended that changes in Committee Chairs’ rates of pay, along with those additional office holders currently receiving the same level of additional salary as the Committee Chairs, should take effect as soon as possible. These rates will be effective from 2 November 2009.

- The salaries of the Chairs of the following Assembly Committees will therefore increase from £11,542 per annum to £12,000:

Scrutiny Committees established under Standing Order 12, Audit Committee established under Standing Order 13, Finance Committee established under Standing Order 14 and any Committees that are established under Standing Order 21 to consider legislative proposals referred to them by the Business Committee;

- The other additional office holders whose salaries will increase from £11,542 per annum to £12,000 are the Leaders of parties without an executive role (other than the largest), Assembly Commissioners and the Opposition Chief Whip

- The salaries of the Chairs of the following Assembly Committees will increase from £6,039 per annum to £8,000:

Children and Young People Committee, Equality of Opportunity Committee, European and External Affairs Committee, Petitions Committee, Standards of Conduct Committee and Subordinate Legislation Committee;

- The rate of pay of additional office holders will be stated in the new Determination 2 (dated September 2009) and will be updated from 1 April 2010 in line with the increase in the UK Average Earnings Index (excluding the effect of bonuses) for December 2009, thereby removing

the direct link to Ministers' pay at Westminster. This is consistent with Rec. 8 above.

### **Action**

Members Business Support will ensure that all additional office holders salaries are uprated appropriately. Any Member not wishing to have their pay changed in accordance with the Panel recommendation should advise Members Business Support in writing.

### **Rec. 23**

"The flat rate of £30.65 claimed by Assembly Members when away from their main home should be abolished as soon as possible."

### **Guidance**

- The flat rate of £30.65 will cease on 2 November 2009;
- Members staying away from their main home on Assembly business within the UK, or away from a second home in Cardiff, whose costs are partly met by the Assembly Commission, can claim actual costs incurred, subject to the appropriate documentation being provided (see Rec. 3 above) and the following maximum amounts:
  - Overnight hotel accommodation outside London (including breakfast and car parking) £95;
  - Evening meal £30;
  - Where the overnight stay is within Cardiff, the evening meal rate is £20 as recommended by the Panel;
  - Lunch £15 (the same rate as Assembly Commission staff)
- The maximum costs to be reimbursed for hotels in London will be £150 per night (including breakfast and any car parking charges - the same rate as Assembly Commission staff)
- £25 will be payable when a Member stays with a friend or relative rather than at a hotel;
- No reimbursement will be made in respect of any alcohol that is purchased;
- Members currently claiming towards the cost of a second home in Cardiff will no longer be able to claim an overnight allowance of £30.65 for food and subsistence when staying at their second home in Cardiff.

### **Action**

- Members should no longer claim £30.65 subsistence allowance with effect from 2 November 2009;
- Members and their staff should ensure that hotels used, when not booked by staff of the Assembly Commission, do not exceed £95 per night outside London and £150 in London and that the cost of associated evening meals do not exceed the above rates.

**Rec. 27**

“Assembly Members should no longer claim for furniture and fittings for their second home.”

**Rec. 29**

“Eligible Assembly Members should be able to claim, where appropriate, reimbursement for utility bills, council tax, broadband, insurance and a television licence for the second home provided by the Assembly.”

**Guidance**

- As part of our transitional arrangements for current Members with second homes, we will continue to authorise payment for the replacement or repair of essential items such as basic domestic appliances;
- The provision of broadband is for a wireless connection and telephone line rental, but not payment for additional services, such as subscription TV;
- Insurance refers to buildings and contents insurance on the second home owned by a Member whose costs are partly met by the Assembly Commission;
- The new expanded inner area for Members will not take effect until after the 2011 election.

**Action**

- Members currently claiming towards the cost of a second home in Cardiff should cease claiming for furniture and fittings for their second home, unless for the replacement or repair of essential items, from 2 November 2009;
- Members should also cease claiming for additional broadband services such as subscription TV from 2 November 2009.

**Rec. 87**

“Mileage rates should continue to be based on those set by Her Majesty’s Revenue and Customs and should apply to both Assembly Members and their staff.”

**Guidance**

- There is no change to the mileage rates currently claimed by Members when using their own vehicle;
- AMSS however should now receive the same set mileage rates when travelling on Assembly business using their own vehicle as Members receive. The current rates are:

Motor vehicles	40 pence per mile for the first 10,000 miles in a tax year; 25 pence per mile for each additional mile over 10,000 miles
Motor cycles	24 pence per mile
Bicycles	20 pence per mile
Passengers	5 pence per mile

**Action**

Members should ensure that when AMSS travel on Assembly business using their own vehicle, the mileage rates paid are those set by HMRC.

**Rec. 92**

“The use of hire cars by Assembly Members or their staff should cease, save in exceptional circumstances.”

**Guidance**

Exceptional circumstances should be for those situations which are rare and unforeseeable and where there is no other option for travel. In these circumstances the car may only be hired for the time required and following approval from Members Business Support.

**Action**

Members should no longer claim for the cost of using hire cars, save in the situations mentioned in the above guidance.

**Rec. 96**

“Journeys outside the UK (except for travel to Brussels and Strasbourg), should continue to be agreed by the Members Business Support Team in advance.”

**Guidance**

This does not preclude the current requirement to obtain permission for travel outside of Wales at the Assembly Commission’s expense.

**Action**

None is needed as this recommendation confirms the current position.

The following recommendations, although effective from 2 November 2009, reaffirm the current arrangements and so no additional guidance or action from Members is needed at this stage:

**Rec. 2**

“Assembly Members should be entitled to claim for the reimbursement of reasonable expenses, necessarily incurred, when undertaking Assembly business.”

**Rec. 31**

“The Office Cost Allowance for Assembly Members should continue at the present level for local office costs and surgery advertising.”  
(please see also Rec. 41)

**Rec. 32**

“The local office costs provision should enable Assembly Members to be reimbursed for all reasonable costs, subject to recommendation 31, relating to the running of a local office and engaging with constituents. Receipts or proof of expenditure should be submitted with all claims and the new monthly arrangements for publishing information on Members’ expenses should be maintained.”

**Rec. 35**

“With the approval of the Members’ Business Support Team, Assembly Members should be able to claim an additional Office Costs Allowance provision in respect of the amount in excess of £2,000 in any financial year, spent in their local offices on safety, security and disability access; and this excess should be reimbursed over and above the basic Office Costs Allowance.”

**Rec. 48**

“Assembly Members should continue to employ their own staff.”

**Rec. 49**

“All staff salary costs should continue to be administered through the payroll services provided by the National Assembly and identified against each individual Member as appropriate.”

**Rec. 58**

“Employer contributions for National Insurance should continue to be paid by the Assembly Commission out of Assembly Members’ staff salary allowance and identified against them.”

**Rec. 59**

“Employer pension contributions should continue to be subject to a maximum of 10 per cent of actual annual salary.”

**Rec. 61**

“It should be permissible for costs associated with temporary staff employed to cover legitimate absences to be met from a central fund. Payments should only be made on condition that the cover is required for a substantive post. Cover for casual or temporary staff should not be permitted.”

**Rec. 84**

“In addition to the computers and other ICT equipment provided in the Cardiff Bay and constituency offices, each Assembly Member should continue to receive one Blackberry (or similar), one mobile phone, one laptop computer, one landline and broadband access.”

**Rec. 86**

“All ICT equipment issued to Assembly Members should continue to be recorded on an asset register and should be returned to the Assembly Commission when a Member leaves.”

**Rec. 89**

“Assembly Members should continue to be eligible to claim for travel between their home, the Assembly and local offices.”

**Rec. 90**

“Existing arrangements for travel by Assembly Members’ partners and children, as set out in the Salaries and Allowances Determination 2009 should be maintained.”

**Rec. 98**

“The Assembly Commission should review current policy for car parking arrangements in the Assembly offices in Cardiff Bay, with regard to Assembly Members, their staff and the Assembly staff – in relation to the equity of provision, sustainability and resource implications.”