



Cynulliad National  
Cenedlaethol Assembly for  
Cymru Wales

# **The National Assembly for Wales**

## **Assembly Determinations of Members' Pay and Allowances**

**1 April 2010**

## **INTRODUCTION**

**This guidebook contains all of the rules in force in relation to the salaries and allowances of Assembly Members of the National Assembly for Wales.**

**Section 20 (pages 36 to 40) of this guidebook contains the rules relating to support for groups of three or more Assembly Members. These rules were made by (section 18) of the National Assembly for Wales (Assembly Members and Officers) (Salaries, Allowances etc.) Determination 2006.**

**Sections 1 to 19 (pages 1 to 35) of this guidebook contain all of the remaining rules and these were made by the National Assembly for Wales (Assembly Members and Officers) Salaries & Allowances Determination 2010.**

**Copies of both determinations can be found [here](#).**

**[Note: Sections 1 to 19 below contain the text of the National Assembly for Wales (Assembly Members and Officers) Salaries & Allowances Determination 2010.]**

<b>Section 1: Introduction, Principles, Definitions and General Provisions</b>	<b>1</b>
1.1 Introduction	1
1.2 Principles	1
1.3 Definitions	1
1.4 Part Year Allowances	2
1.5 Annual Uprating	2
1.6 Vouchers and Receipts	2
1.8 Returning Member dies or is otherwise prevented through ill-health from taking the oath of allegiance	3
<b>Section 2: Members' Salaries</b>	<b>4</b>
2.1 Amount Payable	4
2.2 Counsel General who is not an Assembly Member	5
2.3 Payment of Salaries	5
<b>Section 3: Additional Costs Allowance – for expenses necessarily incurred in staying overnight away from home</b>	<b>6</b>
3.1 Purpose and Amount	6
3.2 Lower Level Additional Costs Allowance - Inner area Members	6
3.3 Higher Level Additional Costs Allowance - Outer area Members	6
<b>Section 4: Members' Normal Travel (within Wales)</b>	<b>8</b>
4.1 Introduction	8
4.2 General Principles	8
4.3 Normal Travel	9
4.4 Travel by Road	9

4.5	Mileage Rates	9
4.6	Allowable Return Journeys	10
4.7	Travel by Taxi	10
4.8	Travel by Hire Car	10
4.9	Rail Travel	10
4.10	Travel by Air	10
<b>Section 5: Extended Travel</b>		<b>12</b>
5.1	Introduction	12
5.2	Amounts and Conditions	12
<b>Section 6: Travel on Committee Business</b>		<b>13</b>
6.1	Introduction	13
6.2	General principles	13
<b>Section 7: Partner and Children's Travel</b>		<b>14</b>
7.1	Limit on Number of Journeys	14
7.2	Definition of Child	14
7.3	Travel by Car	14
7.4	Direct payment to spouse or child	14
<b>Section 8: Travel by Members' Staff</b>		<b>15</b>
8.1	Limit on Number of Journeys	15
8.2	Travel by Car	15
8.3	Direct payment to staff	15
<b>Section 9: Travel to European Community Institutions etc</b>		<b>16</b>
9.1	Entitlement	16
9.2	Application	16
9.3	Travel to regional parliaments, councils or assemblies	16
<b>Section 10: Office Costs Allowance</b>		<b>17</b>

10.1 Purpose and Amount	17
10.2 Office Costs	17
10.3 Office Security	18
10.4 Health & Safety/Disability Access	18
10.5 Virement	19
10.6 Leasing, Sub-Letting and Sharing	19
<b>Section 11: Staff Salaries Allowance</b>	<b>22</b>
11.1 Purpose and Amount	22
11.2 Progression	22
11.3 Other Staff Costs	23
11.4 Contracts of employment	23
11.5 Payment of Salaries	23
11.6 Virement	24
11.7 Direct payment to staff	24
<b>Section 12: Pension and Associated Provision for Members' Staff</b>	<b>25</b>
12.1 Pension	25
12.2 Life Cover	25
12.3 Critical Illness Cover	25
<b>Section 13: Temporary Staffing Allowance</b>	<b>26</b>
13.1 Purpose	26
13.2 Qualifying for Temporary Staffing Allowance	26
13.3 Limitations	26
<b>Section 14: Redundancy Payments to Assembly Members' Staff who are paid from the Staff Salaries Allowance</b>	<b>28</b>
14.1 When a Member ceases to be a Member of the Assembly	28
<b>Section 15: Winding Up Allowance</b>	<b>29</b>

15.1 Purpose and Amount	29
15.2 Eligible Expenses	29
Section 16: Resettlement Grant	31
16.1 Resettlement Grant	31
16.2 Office Holders	32
Section 17: Ill Health Retirement Grant	33
17.1 Ill Health Retirement Grant	33
Section 18: Disability Allowance	34
18.1 Purpose and Amount	34
Section 19: Recall of Assembly or Committee	35
19.1 Purpose and Amount	35
Section 20: Support for Groups	36
20.1 Purpose	36
20.2 Amount	36
20.3 Option 1	36
20.4 Option 2	37
20.5 Approval of expenditure	40

## **Section 1: Introduction, Principles, Definitions and General Provisions**

### **1.1 Introduction**

**1.1.1 This Determination, which is made by the National Assembly for Wales Commission under sections 20, 21 and 53 of the Government of Wales Act 2006 ('the Act') and Standing Order 1.7, is called The National Assembly for Wales (Assembly Members and Officers) Salaries & Allowances Determination 2010 This Determination takes effect on 1 April 2010.**

**1.1.2 This Determination supersedes the National Assembly for Wales (Assembly Members and Officers) (Salaries & Allowances) Determination (No 2) 2009.**

### **1.2 Principles**

**1.2.1 The central principle underpinning this Determination is that Members may only claim for the reimbursement of reasonable allowances and/or expenses, necessarily incurred, in connection with his or her role as an Assembly Member.**

**1.2.2 When Members claim for allowances and/or expenses in connection with his or her role as an Assembly Member, they are required to provide the appropriate documentary evidence and any necessary explanation to demonstrate that the expenditure was incurred and that the activity was undertaken.**

**1.2.3 Assembly Members are referred to the guidance notes issued from time to time by the Members' Business Support Team. There is no intention that the guidance notes should affect the content of this Determination. Instead, these notes will assist Assembly Members in understanding this Determination.**

**1.2.4 Any questions of entitlement to an allowance shown in this Determination shall be decided by the Chief Executive and Clerk.**

### **1.3 Definitions**

**1.3.1 Unless the context otherwise requires, the following words and phrases have the meaning shown.**

<b>Cardiff</b>	<b>Any point within a five mile radius centred on the National Assembly building at Cardiff Bay</b>
<b>Main home</b>	<b>The home which a Member has registered with the Members' Business Support Team.</b>

<b>Salary</b>	<b>The gross amount payable to a Member before any deductions e.g. income tax and National Insurance contributions</b>
<b>Year</b>	<b>The 12 months ending with 31 March</b>
<b>Staff</b>	<b>Assembly Member Support Staff – unless stipulated otherwise</b>

- 1.3.2 Other terms used have the same meaning as in the Act or, as the case may be, the Standing Orders of the Assembly.**
- 1.3.3 References to the Chief Executive and Clerk are references to the Clerk of the Assembly as defined by section 26 of the Act.**
- 1.4 Part Year Allowances**
- 1.4.1 The allowances specified below are expressed as a financial limit for a year so that such allowances payable to a Member who enters or leaves the Assembly part way through a year will be limited on a pro-rata basis. In general terms Members are not restricted to any limit for claiming on a month by month basis but a refund may in some cases have to be made when a Member ceases to be a Member in the course of the financial year, for example if a Member had claimed a full year’s allowance by the beginning of December and left the Assembly in mid December.**
- 1.4.2 The specified allowances are Additional Costs Allowance, Office Costs Allowance and Staff Salaries Allowance.**
- 1.5 Annual Uprating**
- 1.5.1 The Additional Costs Allowance as defined in section 3 of this Determination and Office Costs Allowance as defined in section 10 of this Determination will be increased with effect from 1 April 2011, and on the same date each year thereafter, in accordance with the increase over the previous year in the UK Retail Price Index for the preceding December.**
- 1.6 Vouchers and Receipts**
- 1.6.1 Assembly Members who wish to claim an allowance shall submit their claim for payment at such time and in such manner as the Chief Executive and Clerk may specify. The Chief Executive and Clerk may specify different times and manners for different claims.**
- 1.6.2 Without prejudice to the generality of paragraph 1.6.1, the Chief Executive and Clerk may specify that a claim for an allowance**



must be accompanied by such vouchers and other documents in support of the claim as he or she considers appropriate.

- 1.6.3 In any case, claims in respect of any invoices and receipts may only be submitted where the invoice or receipt is addressed to the Assembly Member concerned or a member of their staff, and not where the invoice/receipt is addressed to a third party unless satisfactory documentary proof is produced to confirm that the expenditure relates solely to his or her role as an Assembly Member.
- 1.7 Prompt Submission of Claims
  - 1.7.1 Claims should be submitted within three months of the end of the month to which the expenditure relates. Claims submitted after this should be accompanied by an explanation for the delay. The acceptability of such late claims will be considered by the Members' Business Support Team, acting on behalf of the Chief Executive and Clerk. In cases of doubt, or where novel or contentious issues are involved, the Members' Business Support Team will refer the matter to the Chief Executive and Clerk for a decision.
- 1.8 Returning Member dies or is otherwise prevented through ill-health from taking the oath of allegiance
  - 1.8.1 If an individual who ceases to be a Member at an ordinary election by virtue of sections 3 and 14 of the Act but who is subsequently returned at that election should die before, or be otherwise prevented through ill-health from, taking the oath of allegiance required by section 23 of the Act, a Winding Up Allowance shall be available under the terms set out in section 15 of this Determination.

## Section 2: Members' Salaries

### 2.1 Amount Payable

2.1.1 The salary payable to Members shall be £53,852, together with an additional office holder's salary if the Member holds one of the offices listed in paragraph 2.1.3. A Member's salary does not become payable until he or she has taken the oath of allegiance or has made the affirmation required by law in accordance with section 23 of the Act.

2.1.2 Members who are also Members of Parliament or Members of the European Parliament will have their Assembly salary reduced, in accordance with section 21 of the Act, by an amount equal to two thirds of the basic salary which that Member would otherwise be entitled to receive.

2.1.3 Members who hold any of the following offices are entitled to receive an additional salary as follows:

Office	Additional Office-Holder's Salary
<b>Part 1</b>	
<b>First Minister</b>	<b>£80,870</b>
<b>Deputy First Minister/Welsh Minister/Counsel General/Presiding Officer/Leader of the largest party without an executive role</b>	<b>£41,949</b>
<b>Deputy Minister/Deputy Presiding Officer/Government Chief Whip</b>	<b>£26,385</b>
<b>Leader of parties without an executive role (other than the largest)</b>	<b>£12, 168</b>
<b>Part 2</b>	
<b>Assembly Commissioners / Opposition Chief Whip</b>	<b>£12, 168</b>

<p><b>Chairs of the following Assembly Committees: Scrutiny Committees established under Standing Order 12, Public Accounts Committee established under Standing Order 13, Finance Committee established under Standing Order 14, Constitutional Affairs Committee established under Standing Order 15 and Committees established under Standing Order 21 to consider legislative proposals referred to them by the Business Committee.</b></p>	<p><b>£12, 168</b></p>
<p><b>Chairs of the following Assembly Committees: Children and Young People Committee, Equality of Opportunity Committee, European and External Affairs Committee, Petitions Committee, Standards of Conduct Committee.</b></p>	<p><b>£8,112</b></p>

- 2.1.4 A Member who holds more than one of the offices specified in paragraph 2.1.3 is only entitled to receive an additional office-holder's salary in respect of one of those offices, namely the higher or, as the case may be, the highest paid of those offices.**
- 2.2 Counsel General who is not an Assembly Member**
- 2.2.1 A Counsel General appointed under section 49 of the Act but who is not an Assembly Member is entitled to receive salary at the same level as the total salary payable under paragraphs 2.1.1 to 2.1.3 to a Counsel General who is an Assembly Member.**
- 2.3 Payment of Salaries**
- 2.3.1 Salaries are paid monthly in arrears on the last working day of each month. Payment is made direct to the Member's account by electronic transfer (Bankers Automated Clearing Services - BACS).**

### **Section 3: Additional Costs Allowance – for expenses necessarily incurred in staying overnight away from home**

#### **3.1 Purpose and Amount**

**3.1.1 The Additional Costs Allowance reimburses Members for expenses necessarily incurred in staying overnight away from his or her main home in connection with his or her role as an Assembly Member.**

**3.1.2 Two levels of Additional Costs Allowance (known as Higher Level Additional Costs Allowance and Lower Level Additional Costs Allowance) apply depending on the location of a Member’s main home.**

#### **3.2 Lower Level Additional Costs Allowance - Inner area Members**

**3.2.1 Subject to the provisions of this section, Members whose main home is located within one of the following constituencies are entitled to the Lower Level Additional Costs Allowance.**

<b>Caerphilly</b>	<b>Cardiff Central</b>	<b>Cardiff North</b>
<b>Cardiff South and Penarth</b>	<b>Cardiff West</b>	<b>Newport East</b>
<b>Newport West</b>	<b>Pontypridd</b>	<b>Vale of Glamorgan</b>

**3.2.2 Members who are eligible for the Lower Level Additional Costs Allowance may claim an amount not exceeding £4,234 in the year commencing 1 April 2010.**

**3.2.3 The Lower Level Additional Costs Allowance is payable in respect of the costs of any overnight stay away from home.**

#### **3.3 Higher Level Additional Costs Allowance - Outer area Members**

**3.3.1 Subject to the provisions of this section, Members whose main home is not located within one of the constituencies listed in paragraph 3.2.1 are entitled to the Higher Level Additional Costs Allowance.**

**3.3.2 Members who lived in a property in respect of which the Higher Level Additional Costs Allowance was payable on 1 April 2007 may continue to receive the Higher Level Additional Costs Allowance even if the property would not otherwise qualify by virtue of electoral constituency boundary changes so long as they remain resident in that property.**

- 3.3.3 Members who are eligible for the Higher Level Additional Costs Allowance may claim an amount not exceeding £13,430 in the year commencing 1 April 2010.**
- 3.3.4 The Higher Level Additional Costs Allowance is payable in respect of the costs of any overnight stay away from home. It is also payable in respect of costs to the Member of providing a second home in Cardiff for items such as mortgage interest and rent. Purchases of individual items costing more than £2,000 must be referred to the Members' Business Support Team for approval before the cost is incurred.**
- 3.3.5 Members who claim for reimbursement of mortgage interest on a second home must, at least once in any twelve month period, submit a statement of interest paid in order that any adjustment in interest rates may be accounted for.**
- 3.3.6 Members are entitled to make a claim for the reimbursement of utility bills, council tax, broadband, insurance and a television licence for any second home. No claim may be made for furniture and fittings.**

## **Section 4: Members' Normal Travel (within Wales)**

### **4.1 Introduction**

**4.1.1 This section deals with travel on Assembly business by Assembly Members within Wales (referred to as 'normal travel'). Members travelling on Assembly business in other parts of the UK or elsewhere should, in addition to rules in this section, also comply with rules laid down in sections 5 and 9.**

**4.1.2 Subject to the provisions of paragraph 4.2.1, 4.2.2, 4.2.3 and 4.4.2 a Member may travel by road, rail, air or sea on the journeys specified in paragraph 4.1.3 at public expense provided that the journey is necessarily undertaken in connection with his or her role as an Assembly Member, and therefore meets one of the following criteria:**

- It is for a stated Assembly reason;**
- It is related to a matter currently before the Assembly or one of its Committees on which the Member serves;**
- It is pertinent to a constituent or has general relevance in his or her constituency or region.**

**4.1.3 A Member may only claim reimbursement for any journey to the extent that it is not reimbursed by another source, even though a particular journey may cover business on behalf of the Assembly and other organisations.**

**4.1.4 Notwithstanding the references to 'Members' in paragraphs 4.2.1, 4.2.2, 4.2.3 and 4.4.2 below, the general principles set out in those paragraphs apply to travel undertaken by any staff of a Member (in accordance with section 8) and the principles set out in paragraphs 4.2.1, 4.2.2 and 4.2.3 apply to travel undertaken by a partner or any child of a Member (in accordance with section 7).**

### **4.2 General Principles**

**4.2.1 Members are expected to travel by the most cost effective means, taking into account the actual cost of the travel and the cost of any overnight stay expenses. However, the time involved in a journey may also be taken into account and where benefits from savings in a journey time can be demonstrated, exceptionally it may be possible to claim at a higher rate of reimbursement. A Member who, in the opinion of the Chief Executive and Clerk,**

does not travel by the most cost effective means may have the amount of his or her claim abated by an appropriate amount.

**4.2.2** Members are expected to seek the cheapest available travel ticket for the particular journey, travel method and class of travel they are making, taking account of any discounts available. In addition, Members holding senior rail cards or having access to other concessionary fares should use these.

**4.2.3** Members should have regard to the Assembly Travel Plan aimed at encouraging Members of the Assembly, their staff and staff of the Assembly Commission to use public transport, bicycles or communal transport for travel into and from work and on business.

#### **4.3 Normal Travel**

**4.3.1** Subject to paragraphs 4.2.1, 4.2.2, 4.2.3 and 4.4.2 a Member is entitled to travel at the expense of the Assembly when travelling in connection with his or her role as an Assembly Member by any reasonable route.

**4.3.2** Assembly Members may also claim for travel between their home, the Assembly and local offices.

#### **4.4 Travel by Road**

**4.4.1** Subject to paragraphs 4.2.1 and 4.2.3 a Member may undertake normal travel by car and claim a mileage allowance based on the actual mileage travelled.

**4.4.2** Before embarking on any road travel, subject to paragraph 4.4.1, a Member should consider both the feasibility of car sharing with another Member, staff member or a member of Assembly Commission staff and/or of using any approved external car sharing scheme of which the Assembly is a registered member, with the aim of travelling in the most sustainable way appropriate. Full guidance on existing car share initiatives is available from the Members' Business Support Team.

#### **4.5 Mileage Rates**

Travel by car, motor cycle and bicycle will be paid at the HM Revenue & Customs approved mileage rates.

**4.5.1** Where a Member shares a journey with another Member, a member of staff (whether their own or another Member's) or a member of Assembly Commission staff in his or her own vehicle on official business, subject to paragraphs 4.1.1 and 4.1.3, he or

she shall be entitled to claim a supplement for each passenger per mile, in accordance with HM Revenue & Customs approved mileage rates. More information may be found at:

<http://www.hmrc.gov.uk/payee/rates-thresholds.htm#6>

#### **4.6 Allowable Return Journeys**

**4.6.1** When a Member uses a vehicle for travel from the main home to the nearest suitable railway station or airport and it is necessary to return the vehicle to the main home, the cost of the return journey may be claimed. A similar return journey is allowed where the Member is driven to his or her constituency or region from the main home and then travels on to Cardiff by public transport.

#### **4.7 Travel by Taxi**

**4.7.1** Subject to paragraphs 4.2.1, 4.2.3, 4.4.2, 4.7.2 and 4.7.3, if a Member undertakes normal travel by taxi in connection with his or her role as an Assembly Member he or she is entitled to claim reimbursement not exceeding the higher rate of the motor mileage allowance specified in paragraph 4.5.1.

**4.7.2** If it was not reasonably practicable for the Member to travel other than by taxi, they are entitled to claim the actual level of expense incurred by them.

**4.7.3** In any event the maximum amount that a Member can claim by way of reimbursement under this allowance is the actual level of expense incurred by them.

#### **4.8 Travel by Hire Car**

**4.8.1** Subject to paragraphs 4.2.1, 4.2.3 and 4.4.2 the expense incurred in using hire cars will only be reimbursed in exceptional circumstances and with the prior approval of the Members' Business Support Team. Where such travel is undertaken, the Member is entitled to claim the actual level of expense incurred by them.

#### **4.9 Rail Travel**

**4.9.1** Subject to paragraphs 4.2.1, 4.2.2 and 4.2.3, Members who use personal funds for normal travel by rail shall be entitled to claim the actual level of expense incurred by them. Assembly Members may travel by either First or Standard class depending on personal preference and availability.

#### **4.10 Travel by Air**



**4.10.1 Subject to paragraphs 4.2.1 and 4.2.2, a Member is entitled to claim the cost of travel by scheduled air transport for normal travel. A Member is entitled to claim the cost of travel by private or chartered aircraft for normal travel arrangements up to a maximum cost of the journey had it been made by scheduled air transport.**

## **Section 5: Extended Travel**

### **5.1 Introduction**

**5.1.1 In addition to journeys under 'normal travel' arrangements (section 4) a Member may also travel elsewhere in the UK at public expense in connection with his or her role as an Assembly Member under an 'extended travel allowance', provided that the reason for the journey meets one of the following criteria:**

- it is for a stated Assembly reason;**
- it is related to a matter currently before the Assembly or one of its Committees on which the Member serves;**
- it is pertinent to a constituent or has general relevance in his or her constituency or region.**

**5.1.2 A Member is entitled to claim extended travel allowance for any journey to the extent that it is not reimbursed by another source, even though a particular journey may cover business on behalf of the Assembly and another organisation. A Member is entitled to claim extended travel allowance only where the journey to which the claim relates has been agreed in advance with the Members' Business Support Team. The acceptability of any other claims for extended travel allowance not so agreed will be at the discretion of the Chief Executive and Clerk.**

### **5.2 Amounts and Conditions**

**5.2.1 The levels of allowance and the general principles and conditions subject to which they are paid as set out in section 4 will apply to extended travel.**

## **Section 6: Travel on Committee Business**

### **6.1 Introduction**

**6.1.1 This section deals with travel for committee business by Assembly Members.**

**6.1.2 When travelling on committee business a Member must comply with rules and principles laid down in section 4. Notwithstanding that section 4 is stated to apply to travel within Wales for the purposes of travel by Assembly Members on committee business those rules will apply irrespective of the destination of travel undertaken.**

### **6.2 General principles**

**6.2.1 A Member may travel at public expense in connection with his or her role as a member of an Assembly committee in Wales, elsewhere in the UK or anywhere overseas, to the extent that the expenditure is not reimbursed by another source.**

**6.2.2 A Member is entitled to claim reimbursement of costs incurred in undertaking travel on committee business provided that the activity to which the claim relates has been agreed in advance by the committee. Whenever possible arrangements should be made by the clerking team or the Members' Business Support Team so as to ensure as far as is practicable that the general principles for travel (such as those in section 4.2) are adhered to. For example, to take advantage of any available group booking discounts.**

**6.2.3 The acceptability of any other claims for committee business travel not agreed in accordance with paragraph 6.2.1 above will be at the discretion of the Chief Executive and Clerk.**

**6.2.4 Mileage travelled in connection with committee business will not count against the limits specified by HM Revenue & Customs as the maximum amount that can be exempted from tax.**

## **Section 7: Partner and Children's Travel**

### **7.1 Limit on Number of Journeys**

**7.1.1** Subject to paragraphs 4.2.1, 4.2.2 and 4.2.3, a Member is entitled to claim for the cost to them of his or her partner and any child under the age of eighteen making a journey by public transport between Cardiff and his or her constituency, or region, or Cardiff and the Member's main home. Members do not need to travel with their family. However, Members may only claim for 12 single journeys in each year for members of their family.

**7.1.2** A partner is defined for the purposes of this allowance as:

- a legally married spouse;
- Civil Partners as defined in the Civil Partnership Act 2004;
- a person of either sex who is co-habiting with the Member and who has been nominated in writing to the Members' Business Support Team as the Member's partner.

**7.1.3** A return journey counts as two single journeys.

### **7.2 Definition of Child**

**7.2.1** A child for the purpose of this allowance includes a step child, an adopted child, a foster child, or any other child living as one of the Member's family who has not yet reached the age of eighteen.

### **7.3 Travel by Car**

**7.3.1** The partner of a Member and any child under the age of eighteen may travel by car as an alternative to travelling by public transport between Cardiff and the Member's constituency or region, or Cardiff and the Member's main home. In such cases the Member may claim the appropriate mileage rate. Claims for a partner's travel by car should be made separately from the Member's own car travel unless they are travelling with the Member. The mileage rates applied will be those applicable to Members. Any such journey shall count against the total entitlement of 12 single journeys for the year. A partner or child may not claim for journeys made if they travel in the same car as the Member.

### **7.4 Direct payment to spouse or child**

**7.4.1** The Member may instruct the Members' Business Support Team to pay any amount claimed under this allowance directly to the partner or child concerned.

## **Section 8: Travel by Members' Staff**

### **8.1 Limit on Number of Journeys**

**8.1.1 Subject to paragraphs 4.2.1, 4.2.2, 4.2.3 and 4.4.2, each Member is entitled to claim the cost to them of members of their staff making up to a total of 18 return journeys by public transport each year between Cardiff and the Member's constituency or region. For this purpose, staff means those who are paid on the Member's behalf from the Staff Salaries Allowance, funding for groups or Temporary Staffing Allowance.**

### **8.2 Travel by Car**

**8.2.1 Subject to paragraphs 4.2.1, 4.2.2, 4.2.3 and 4.4.2, a Member is entitled to claim the cost to those staff making car journeys between Cardiff and the Member's constituency or region. A Member may claim the cost to those staff making car journeys between Cardiff and the Member's constituency or region at HM Revenue & Customs approved mileage rates. Any such journey counts against the total entitlement of 18 return journeys for the year.**

### **8.3 Direct payment to staff**

**8.3.1 The Member may instruct the Members' Business Support Team to pay any amount claimed under this allowance directly to the member of staff concerned.**

## **Section 9: Travel to European Community Institutions etc**

### **9.1 Entitlement**

**9.1.1 In any financial year, each Assembly Member is entitled to make up to four return journeys between Wales and any other member state, or region, of the European Union on Assembly related business.**

**9.1.2 The principle purpose of the visit must be undertaken for purposes in connection with his or her role as an Assembly Member.**

**9.1.3 Subject to paragraphs 4.2.1 and 4.2.2, a Member is entitled to claim the actual cost to him or her of travel expenses incurred and an entitlement to a subsistence allowance subject to the following maxima:**

- the cost of the cheapest, suitable and available return air fare to one of the destinations set out in paragraph 9.1.1; plus**
- two nights' accommodation, meals and incidental travel.**

**9.1.4 A Member not travelling by air may claim actual travelling costs within the maximum set in paragraph 9.1.3 above.**

### **9.2 Application**

**9.2.1 In advance of the journey, Members must submit to the Members' Business Support Team a statement of the visit's purpose, location and duration and the persons or organisations to be met. A Member is entitled to claim this allowance only where the journey to which the claim relates has been agreed in advance by the Members' Business Support Team. The acceptability of any other claims for this allowance not so agreed will be at the discretion of the Chief Executive and Clerk.**

### **9.3 Travel to regional parliaments, councils or assemblies**

**9.3.1 A Member may apply to the Chief Executive and Clerk for permission to form a delegation to visit a regional parliament, regional council or regional assembly within the European Union. The application must show clearly the likely benefits of the visit to the business or interests of the National Assembly for Wales and clearly indicate the people or organisations to be visited. Any visit made under this paragraph shall be in place of a visit that might otherwise be made under paragraph 9.1.1.**

## **Section 10: Office Costs Allowance**

### **10.1 Purpose and Amount**

**10.1.1 Members are entitled to claim an Office Costs Allowance to reimburse Members all reasonable costs relating to the running of an office and engaging with constituents. Receipts or proof of expenditure must be submitted with all claims.**

**10.1.2 Members are not entitled to claim from the Office Costs Allowance for using their home as a constituency or regional office.**

**10.1.3 Subject to paragraphs 10.1.2 and 11.6.1, a Member may claim an amount of Office Costs Allowance not exceeding £15,498 in the year commencing 1 April 2010.**

### **10.2 Office Costs**

**10.2.1 It is not possible to produce an exhaustive list of admissible items but the following examples may assist Members in deciding whether or not they can make a claim:**

- **the cost of maintaining an office in the Assembly Member's constituency or region (including rent, insurance, council tax or business rates, electricity, gas, water and telephone charges and the cost of equipping such offices);**
- **legal costs relating to the lease or rental of the office;**
- **valuation costs relating to the lease, rental or sharing of the office;**
- **measures to ensure the security of the office;**
- **the cost of hiring or renting rooms situated in the Assembly Member's constituency or region for the purposes of holding surgeries;**
- **the cost of advertising the holding of surgeries up to a maximum of £1,500 per annum;**
- **newspapers and periodicals;**
- **mobile telephone bills, subject to paragraph 10.2.6;**
- **accountancy fees relating to the costs of furnishing and maintaining an office;**
- **stationery not available directly from the National Assembly for Wales Commission;**

- the wages and other costs of directly employed cleaning staff not covered elsewhere.
- 10.2.2 All individual items of office equipment costing £50 or more must be recorded on an inventory held by the Members' Business Support Team. All items on the inventory should be returned to the Assembly Commission when the Assembly Member relinquishes the seat unless alternative arrangements are agreed with the Members' Business Support Team.**
- 10.2.3 Claims for individual items of furniture or other individual items costing more than £750 shall be referred to the Members' Business Support Team for approval before the cost is incurred.**
- 10.2.4 The costs of repaying a mortgage, including mortgage interest, cannot be claimed under this allowance.**
- 10.2.5 Invoices for office rent must contain the address of the property being rented.**
- 10.2.6 A Member is eligible to claim re-imbusement for the cost of business calls on his or her mobile phone. For the duration of his or her Assembly term, a Member must opt for one of the following two methods of calculating the amount of the claim:**
- claim for the actual cost of business calls and support the claim with itemised bills; or
  - claim reimbursement for a flat rate of 50 percent of the total bills.
- 10.3 Office Security**
- 10.3.1 An additional amount shall be available to fund any expenditure by Members of more than £1,000 in any financial year in respect of safety precautions which Members propose to carry out to safeguard themselves, their staff, their constituency or regional office and their office equipment, where such safety precautions have been recommended by the police. Such recommendation must be in writing and Members must submit the recommendations and at least three competitive quotations for the cost of carrying out such works in advance of any expenditure being incurred.**
- 10.4 Health & Safety/Disability Access**
- 10.4.1 An additional amount shall be available to fund any expenditure by Members of more than £1,000 in any financial year in respect of health and safety precautions or alterations to improve access**



to their premises which Members propose to carry out where such measures have been recommended by an appropriate person as approved by the Chief Executive and Clerk and described in guidance issued by the Members' Business Support Team. Such recommendation must be in writing and Members must submit the recommendations and at least three competitive quotations for the cost of carrying out such works in advance of any expenditure being incurred.

10.4.2 No Member will be required to fund more than £1,000 from their Office Costs Allowance in respect of both paragraphs 10.3.1 and 10.4.1 in the same financial year.

10.5 Virement

10.5.1 A Member may vire up to 25 per cent from their Office Costs Allowance to their additional Staff Salaries Allowance (as defined in paragraph 11.3.1) provided prior written notification is given to the Members Business Support Team. Similarly, a Member may vire funds from his or her additional Staff Salaries Allowance to the Party Group Allowance, and vice versa, provided that prior written notification is given to the Members' Business Support team.

10.6 Leasing, Sub-Letting and Sharing

[Note: Paragraphs 10.6.1 to 10.6.4 do not apply if the agreement or arrangement was entered into before 1 April 2010.]

10.6.1 A Member who rents an office from a party political organisation or a trade union may not claim Office Cost Allowance in respect of the rent of that office unless:

- (a) the Member has, before entering into the agreement to rent the office, notified the Members' Business Support Team of the proposal;
- (b) a valuer nominated by the Members' Business Support Team has advised the Members' Business Support Team that the proposed rent does not exceed that which is reasonable; and
- (c) a copy of the executed agreement has been deposited with the Members' Business Support Team.

10.6.2 A Member who rents part of an office to a party political organisation or trade union (or to any other organisation or business) may not claim Office Cost Allowance in respect of that office unless:

- (a) the Member has, before entering into the agreement to rent that part of the office, notified the Members' Business Support Team of the proposal;**
- (b) a valuer nominated by the Members' Business Support Team has advised the Members' Support Team that the proposed rent is not less than that which is reasonable; and**
- (c) a copy of the executed agreement has been deposited with the Members' Business Support Scheme.**

### **10.6.3**

- (a) If a valuer has advised on a rent under paragraph 10.6.1(b) a Member may not claim Office Cost Allowance in respect of any increase to that rent unless the increase has been notified to the Members' Business Support Team and the Members' Business Support Team is satisfied that the increase will not mean that the rent exceeds that which is reasonable.**
- (b) If a valuer has advised on a rent under paragraph 10.6.2(b) a Member may not reduce that rent, whilst still claiming Office Cost Allowance in respect of the office, unless the proposed decrease has been notified to the Members' Business Support Team and the Members' Business Support Team is satisfied that the decrease will not mean that the rent is less than that which is reasonable.**
- (c) The Members' Business Support Team may, in order to enable them to consider an increase or decrease notified to them under sub-paragraph (a) or (b), require that the advice of a valuer notified by them be obtained.**

**10.6.4 The cost of obtaining the advice of a valuer for the purposes of paragraphs 10.6.1(b), 10.6.2(b) or 10.6.3(c) may be claimed as part of a Member's Office Cost Allowance.**

**10.6.5 A Member who proposes to enter into an arrangement to share an office with a Member of Parliament or a Member of the European Parliament may not claim Office Cost Allowance in respect of the rent of that office unless:**

- (a) the Member has, before entering into the arrangement to share the office, notified the Members' Business Support Scheme of the proposal;**
- (b) a draft agreement, setting out the terms of the proposed arrangement, including those relating to the method of**

sharing the costs of the office, has been deposited with the Members' Business Support Team; and

(c) the Members' Business Support Team has approved the proposed arrangement.

**10.6.6** Any proposed variation to an arrangement of the kind referred to in paragraph 10.6.5 must be notified to the Members' Business Support Team, and may not be put into effect, by a Member who is claiming Office Cost Allowance in respect of the office, without the approval of the proposed variation.

**10.6.7** A Member who claims Office Cost Allowance in respect of the rent of an office:

(a) which is shared with a Member of Parliament or a Member of the European Parliament; or

(b) part of which is rented to another person;

is only entitled to claim Office Cost Allowance in respect of the net rent of the office, i.e. the difference between the amount paid by the Member by way of rent of the office and the amount received by the Member as contribution towards the rent or as rent for part of the office, as the case may be.

**10.6.8** A Member who rents part of an office (in respect of which Office Cost Allowance is claimed) to a party political organisation must ensure that no other part of the office is used for party political, including electioneering, purposes.

## Section 11: Staff Salaries Allowance

### 11.1 Purpose and Amount

11.1.1 A Member is entitled to claim a Staff Salaries Allowance to cover the costs to them of persons employed by them in an administrative, clerical or secretarial capacity or to undertake research where those costs are wholly, exclusively and necessarily incurred in connection with their role as an Assembly Member.

11.1.2 An Assembly Member may claim an allowance to cover the salary and related Employer's National Insurance Contributions for up to three full-time equivalent staff. No more than one full-time equivalent staff may come from Band 1 as defined below. No more than one full-time equivalent staff may come from Band 2 and the remainder from Band 3.

Band	Indicative Generic Posts
1	Office Managers
2	Senior Secretaries Senior Caseworkers Research Assistant Press Officer
3	Caseworker Junior Secretary

11.1.3 The full-time equivalent salary scales for these posts are as follows:

BAND	Point 1	Point 2	Point 3	Point 4	Point 5
1	£21,548	£23,529	£25,692	£28,054	£30,635
2	£18,325	£20,210	£22,290	£24,583	£27,113
3	£16,542	£17,865	£19,291	£20,832	£22,496

11.1.4 These scales will be reviewed on 1 April 2011 and on the same date each year, in line with the increase in the Average Earnings Index for the preceding December.

### 11.2 Progression

- 11.2.1 Individual staff in post on 1 April 2005 will move up the incremental scale one point at a time on 1 April each year until they reach the scale maximum for their band subject to satisfactory performance. Staff appointed after 1 April 2005 will move up the incremental scale one point at a time on the anniversary of their commencement of employment each year until they reach the scale maximum for their band, subject to satisfactory performance.**
- 11.2.2 Any individual member of staff who was paid above the scale maximum on 1 April 2005 will have his or her salary protected until the scale maximum exceeds the salary payable, at which point he or she will be paid the scale maximum.**
- 11.2.3 New staff will enter on the scale minimum for the appropriate pay band, unless there are compelling reasons to justify a higher starting salary. Members are required to submit a business case for such treatment to the Members Business Support Team, and have it approved, before such a higher salary may be offered to the new staff member. Any disputes will be referred to the Chief Executive and Clerk for a final decision, if necessary.**
- 11.2.4 New starters will move up the incremental scale one point at a time on the anniversary of their commencement of employment subject to satisfactory performance.**
- 11.3 Other Staff Costs**
- 11.3.1 Subject to paragraph 11.5.1, a Member may claim an additional amount of Staff Salaries Allowance not exceeding £5,882 in the year commencing 1 April 2010 to cover the costs of overtime, training, travel, bonuses etc (including the additional Employer's National Insurance Contributions relating to any such payments). This amount will be reviewed each year in line with the increase in the Average Earnings Index for the preceding December.**
- 11.4 Contracts of employment**
- 11.4.1 Members are required to provide each of their employees with a written statement of the terms and conditions of employment and to give the Members' Business Support Team a copy within one month of the commencement of employment.**
- 11.5 Payment of Salaries**
- 11.5.1 Staff salaries shall be paid monthly in arrears on the last working day of each month. Payment must be made direct to the**

**individual's account by electronic transfer (Bankers Automated Clearing Services - BACS).**

**11.6 Virement**

**11.6.1 A Member may vire up to 25 per cent from their additional Staff Salaries Allowance as defined in 11.3.1 to their Office Costs Allowance, provided prior written notification is given to the Members' Business Support Team.**

**11.7 Direct payment to staff**

**11.7.1 The Member may instruct the Members' Business Support Team to pay any amount claimed under paragraph 11.3 directly to the member of staff concerned.**

**11.7.2 The maximum amount of bonus that a Member may pay to staff employed by him/her is 15 percent of the staff member's gross salary in the relevant financial year. For the purposes of this paragraph, the gross salary shall be the gross salary payable to the staff member before any salary sacrifice arrangement which is in place.**

## **Section 12: Pension and Associated Provision for Members' Staff**

### **12.1 Pension**

**12.1.1 A Member is entitled to claim an allowance in respect of the cost to him/her of contributions made to the personal pension plan of any staff paid from:**

- (a) the Staff Salaries Allowance;**
- (b) funding for groups; or**
- (c) Office Costs Allowance in respect of directly employed cleaning staff.**

**12.1.2 The maximum amount payable is 10 per cent of the actual salary paid to the relevant member of staff. This allowance does not count against either the Staff Salaries Allowance, the funding for groups or the Office Costs Allowance.**

### **12.2 Life Cover**

**12.2.1 A Member is entitled to claim an allowance in respect of the cost to him/her of contributions made to any life assurance policy authorised by the Assembly Commission in respect of any staff paid from:**

- (a) the Staff Salaries Allowance;**
- (b) funding for groups; or**
- (c) directly employed cleaning staff funded through the Office Costs Allowance.**

### **12.3 Critical Illness Cover**

**12.3.1 A Member is entitled to claim an allowance in respect of the cost to him/her of contributions made to any critical illness cover policy authorised by the Assembly Commission in respect of any staff paid from:**

- (a) the Staff Salaries Allowance;**
- (b) funding for groups; or**
- (c) Office Costs Allowance in respect of directly employed cleaning staff.**

## **Section 13: Temporary Staffing Allowance**

### **13.1 Purpose**

**13.1.1 A Member may claim a Temporary Staffing Allowance to meet the costs of any additional expenses wholly, exclusively and necessarily incurred in respect of his or her Assembly duties in obtaining temporary secretarial or research assistance whilst a person to whom a salary is paid by them under the Staff Salaries Allowance is prevented through illness, maternity leave, paternity leave or adoptive leave from providing such assistance.**

### **13.2 Qualifying for Temporary Staffing Allowance**

**13.2.1 Temporary Staffing Allowance can only be claimed if the member of staff for whom cover is required:**

- is absent from work because of illness, maternity leave, paternity leave or adoptive leave and continues to be employed by the Member via the Staff Salaries Allowance;**
- is not employed on a casual or temporary basis;**
- in the case of illness, is absent for a continuous period that exceeds two weeks;**
- submits supporting medical certificates for periods of sickness, a maternity certificate (MATB1 form) showing the expected week of confinement for maternity leave or a matching certificate in the case of paternity or adoptive leave;**
- has a valid contract of employment specifying the periods of paid sickness, maternity or adoptive leave.**

### **13.3 Limitations**

**13.3.1 The maximum Temporary Staffing Allowance entitlement will be based on the amount of the absent employee's gross salary for a specified period (shown below).**

**13.3.2 Members are encouraged to ensure that all staff providing the temporary cover have pension arrangements in place in line with good employment practice.**

**13.3.3 Absences for illness, maternity, paternity and adoptive leave are treated as completely separate for the purposes of calculating Temporary Staffing Allowance. Therefore a Member who has an employee who has been on maternity or paternity leave and**



**(unrelated) sick leave will have access to two separate budgets for Temporary Staffing Allowance.**

- 13.3.4 When an individual is absent through illness, the maximum allowance available will be based on six months full-pay and six months half-pay (including employers' National Insurance contributions and pension costs) of each absent qualifying employee.**
- 13.3.5 Once the 'more than two week rule' set out in paragraph 13.2.1 has been met Temporary Staffing Allowance will be retrospective to the first day of absence.**
- 13.3.6 When an individual is absent due to maternity or adoptive leave, the maximum allowance available is equivalent to 26 weeks of the absent employee's gross salary (including employers' National Insurance contributions and pension costs).**
- 13.3.7 Where a claim for temporary assistance to cover sickness absence of an employee utilises the maximum period allowed in these arrangements, any extension of the temporary assistance should be claimed against the Staff Salaries Allowance. The permanent employee will have reached the contractual limit for salary entitlement and the costs of the replacements will no longer be additional to the normal salary costs.**
- 13.3.8 If a subsequent claim for assistance arises in respect of an employee who has had 12 months paid sickness absence, then that claim may only be admitted if a period of 12 months has elapsed from the end of the previous claim.**

**Section 14: Redundancy Payments to Assembly Members' Staff who are paid from the Staff Salaries Allowance**

**14.1 When a Member ceases to be a Member of the Assembly**

**14.1.1 A Member is entitled to claim for the cost to him/her of redundancy payments to qualifying staff, if the Member ceases to be a Member of the Assembly for any reason. To qualify staff must have at least two years service with the Member on the date at which they cease to be employed by the former Member and not be self-employed. Redundancy payments will be calculated on the basis of the current employment legislation. The maximum amount that can be claimed under this allowance is the amount of redundancy payable by way of statutory redundancy.**

## **Section 15: Winding Up Allowance**

### **15.1 Purpose and Amount**

**15.1.1** A person who, for whatever reason, has ceased to be a Member of the Assembly is entitled to claim an allowance in respect of the cost to the former Member of work undertaken by or on his or her behalf after he/she has ceased to be a Member together with necessary associated expenditure on incidental items. The former Member is only entitled to make a claim where the work undertaken is necessary for him/her to complete work that was in progress at the time he/she ceased to be a Member of the Assembly. The amount that can be claimed shall not exceed one third of the total sum of the Office Costs Allowance, the other Staff Costs element of the Staff Salaries Allowance (as defined in 11.3.1) currently in force and the actual salaries in payment to staff employed by the former Member on the day he/she left the Assembly, to enable payments to be made to meet the cost of any work necessarily undertaken in completing Assembly business undertaken on behalf of a deceased, defeated or retiring Member after the date on which he/she ceased to be a Member of the Assembly together with necessary associated expenditure on incidental items. The maximum amount payable under this allowance shall be reduced by the amount by which the Additional Costs Allowance, Office Costs Allowance and Staff Allowance has been over claimed as a consequence of the application of the pro-rating described in paragraph 1.4.1 of this Determination.

**15.1.2** . In respect of a deceased Member this allowance shall have effect as if references to the former Member included as appropriate references to the personal representatives of the deceased Member.

### **15.2 Eligible Expenses**

**15.2.1** A claim for expenses which have been wholly, exclusively and necessarily incurred in connection with winding up can include the following:

- salary and employer's National Insurance contributions of staff who continue to be employed together with related pension contributions;
- contractual liabilities for staff;

- **contractual liabilities for the payment of equipment hire purchase or accommodation leasing agreements;**
- **postage, stationery and telephone costs;**
- **travel costs.**

**15.2.2 Redundancy payments under section 14 do not fall within the scope of this allowance**

## Section 16: Resettlement Grant

### 16.1 Resettlement Grant

16.1.1 A person who immediately before an ordinary election of the Assembly is a Member of the Assembly and either:

- is not a candidate for re-election; or
- is a candidate for re-election but is not re-elected, is entitled to claim a Resettlement Grant.

16.1.2 In the preceding paragraph, 'candidate for re-election' includes a person on a list of candidates of a registered political party; and 're-elected' includes a person returned for an Assembly electoral region.

16.1.3 The amount of the grant expressed as a percentage of yearly salary (at the rate payable to Members immediately before the election) is determined by age (at the election) and length of service as a Member of the Assembly before the election. Assembly Members who also are or have also been Members of Parliament or Members of the European Parliament and who have or have had their Assembly salary reduced by two-thirds in accordance with paragraph 2.1.2 of this Determination, will have their Resettlement Grant calculated by reference to the unabated salary level.

16.1.4 The relevant percentages are shown in the following Table.

**PERCENTAGES OF YEARLY SALARY**  
number of years of service (completed years)

Age	under 10	10	11	12	13	14	15 or over
Under 50	50	50	50	50	50	50	50
50	50	50	52	54	56	58	60
51	50	52	55	58	62	65	68
52	50	54	58	63	67	72	76
53	50	56	62	67	73	78	84
54	50	58	65	72	78	85	92
55 to 64	50	60	68	76	84	92	100
65	50	58	65	72	78	85	92

66	50	56	62	67	73	78	84
67	50	54	58	63	67	72	76
68	50	52	55	58	62	65	68
69	50	50	52	54	56	58	60
70 or over	50	50	50	50	50	50	50

**16.1.5 In calculating the number of years of service a period of tenure as a Member shall not be taken into account on more than one occasion; any period of service that was disregarded when determining a previous resettlement grant payment shall be disregarded. Any fraction of a year shall also be disregarded except where a Member who was first elected at an ordinary election fails to complete a year as a consequence of the date of an ordinary election falling on an earlier date than that on which the Member was first elected. In such a case the Member shall be regarded as having served a complete year.**

**16.2 Office Holders**

**16.2.1 Assembly Members who have at any time during their period of service referred to in paragraph 16.1.5 held an office specified in paragraph 2.1.3 shall be entitled to receive an additional payment by way of Resettlement Grant. The payment will be equal to the amount of salary payable as the holder of that office in the three months before they ceased to hold that office. If a Member held more than one office during that period, the amount of salary on which this payment is based will be the higher, or as the case may be, the highest amount payable for an office.**

## **Section 17: III Health Retirement Grant**

### **17.1 III Health Retirement Grant**

- 17.1.1 Any Member whose health precludes his or her continued participation as a Member of the Assembly shall be entitled to claim an III Health Retirement Grant on ceasing to be a Member. The level of grant payable shall be calculated on the same basis as a claim for a Resettlement Grant under section 16, save that reference to the date of an ordinary election shall be construed as a reference to the date when the Member ceases to be a Member.**
- 17.1.2 An Assembly Member who claims an III Health Retirement Grant shall not be entitled to claim a Resettlement Grant at the time of the next ordinary election.**

## **Section 18: Disability Allowance**

### **18.1 Purpose and Amount**

- 18.1.1 Members who, because of their disability, require additional resources to perform their responsibilities as Members are entitled to a Disability Allowance.**
- 18.1.2 The amount of allowance payable will be calculated on the basis of an assessment of the nature and extent of their disability and the consequential level of additional resources required to enable them to discharge their responsibilities as Members. This assessment and the calculation of the amount of allowance payable to a Member shall, in the first instance, be agreed by the Member and the Chief Executive and Clerk and, if no agreement is reached, by the Chief Executive and Clerk alone.**
- 18.1.3 For the purposes of this allowance, 'disability' shall have the same meaning as it has in the Disability Discrimination Act 1995.**



## **Section 19: Recall of Assembly or Committee**

### **19.1 Purpose and Amount**

- 19.1.1 A Member is entitled to claim any travel costs incurred by him/her which are necessarily attributable to him/her in undertaking travel to enable him/her to attend a plenary meeting of the Assembly summoned to consider a matter of urgent public importance in accordance with Standing Order 7.3.**
- 19.1.2 A Member is entitled to claim any travel costs incurred by him/her which are necessarily attributable to him/her in undertaking travel to enable him/her to attend a meeting of a Committee of the Assembly in accordance with Standing Order 10.41.**
- 19.1.3 The provisions of section 4, apart from paragraphs 4.1.2 and 4.10 shall apply to these cases. If travel is by air, the cost of a business class single air fare is payable. The actual level of any overnight costs incurred may be claimed if it was necessary to stay overnight during the course of travelling to the Assembly. A Member may also claim the cost of resuming his or her holiday following a recall should this be feasible.**

## **Section 20: Support for Groups**

**[Note: The rules relating to the allowances available to assist groups of three or more Assembly Members were put in place by section 18 of the National Assembly for Wales (Assembly Members and Officers), (Salaries, Allowances etc.) Determination 2006 (the '2006 Determination'). The text of that part of the 2006 Determination is reproduced below at paragraphs 20.1 to 20.5.**

**It should be noted that references to the 'Fees Office' in the extract of the 2006 Determination which follows should be read as references to the 'Members' Business Support Team'.**

### **20.1 Purpose**

**20.1.1 Groups of three or more Members are entitled to an allowance to assist them in the discharge of their work in the Assembly. The allowance is payable only in respect of costs which are incurred by them wholly, exclusively and necessarily for the purpose of discharging their responsibilities.**

**20.1.2 It is not possible to produce an exhaustive list of admissible items, but the following examples may assist in deciding whether or not a claim may be made:**

- employing staff in an administrative, clerical or secretarial capacity;**
- employing staff to undertake research;**
- acquiring office equipment.**

**20.1.3 Purchases of individual items of furniture or other individual items costing more than £2,000 shall be referred to the Fees Office for approval prior to incurring expenditure.**

**20.1.4 The costs of repaying a mortgage, including interest thereon, cannot be claimed under this allowance.**

**20.1.5 Groups are required to provide each of their employees with a written statement of the terms and conditions of employment and to furnish the Fees Office with a copy within one month.**

### **20.2 Amount**

**20.2.1 For the year commencing 1 April 2006 and subsequent years party groups may elect to have the allowance calculated by either of the following methods.**

### **20.3 Option 1**

**20.3.1 The amount of funding in the year commencing 1 April 2006 is as follows:**

**(a) each group shall be entitled to an amount (the basic amount) not exceeding £100,650;**

**(b) each group which is not represented by a Member in the Assembly Cabinet shall, in addition to the basic amount, receive an additional amount calculated in manner as follows:**

- For groups of 10 Members or less an amount of £59,220**
- For groups of more than 10 Members, the above amount plus for each additional 5 Members of the group (or part thereof) an additional amount of £24,235.**

**20.3.2 Staff employed under this allowance must be appointed to one of the following Bands and be subject to the scale minima and maxima and subject to the Transitional Arrangements outlined in section 20.3.3**

<b>Band</b>	<b>Posts covered</b>	<b>Minimum</b>	<b>Maximum</b>
<b>1</b>	<b>Office Managers</b>	<b>£19,056</b>	<b>£27,092</b>
<b>2</b>	<b>Senior Secretaries Senior Caseworkers Research Assistant Press Officer</b>	<b>£16,205</b>	<b>£23,978</b>
<b>3</b>	<b>Caseworker Junior Secretary</b>	<b>£14,630</b>	<b>£19,894</b>
<b>4</b>	<b>Senior Researcher</b>	<b>£25,808</b>	<b>£31,629</b>

**20.3.3 The Fees Office, acting on behalf of the Presiding Office will agree with party leaders which pay band individual support staff should be assigned to. Any individual whose current salary is less than the minimum amount for the scale shall have his/her salary increased to that level. Any individual whose current salary is above the scale maximum will have his/her salary protected until the scale maximum exceeds the salary payable.**

**20.3.4 The amounts in section 20.3.1 and the associated scale maxima and minima in paragraph 20.3.2 will be revalued on 1 April 2007 and on the same date each year in line with the increase in the Average Earnings Index for the preceding December.**

**20.4 Option 2**

**20.4.1 In the year commencing 1 April 2006 a party group may claim an allowance to cover the salary and related Employer’s National Insurance Contributions for up to 4.0 full-time equivalent staff. No more than 1.0 full-time equivalent staff may come from Band 1 as defined below. No more than 3.0 full time equivalent staff may come from Band 2 and the remainder from Band 3.**

<b>Band</b>	<b>Posts covered</b>
<b>1</b>	<b>Office Managers</b>
<b>2</b>	<b>Senior Secretaries Senior Caseworkers Research Assistant Press Officer</b>
<b>3</b>	<b>Caseworker Junior Secretary</b>
<b>4</b>	<b>Senior Researcher</b>

**20.4.2 A group of 10 Members or fewer which is not represented by a Member in the Assembly Cabinet may appoint in addition up to 2.0 full-time equivalent staff. No more than 1.0 full-time equivalent staff may come from Band 4 as defined above. No more than 1.0 full time equivalent staff may come from Band 2 and the remainder from Band 3.**

**20.4.3 A group of more than 10 Members which is not represented by a Member in the Assembly Cabinet is entitled to the staff mentioned in paragraph 2020.4.2 but for each additional 5 Members of the group (or part thereof) may appoint in addition up to 1.0 full-time equivalent staff. No more than 1.0 full-time equivalent staff may come from Band 2 as defined above and the remainder from Band 3.**

**20.4.4 The full time equivalent salary scales for these posts are as follows:**

<b>BAND</b>	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
<b>1</b>	<b>£19,056</b>	<b>£20,808</b>	<b>£22,721</b>	<b>£24,810</b>	<b>£27,092</b>
<b>2</b>	<b>£16,205</b>	<b>£17,873</b>	<b>£19,712</b>	<b>£21,741</b>	<b>£23,978</b>
<b>3</b>	<b>£14,630</b>	<b>£15,798</b>	<b>£17,061</b>	<b>£18,422</b>	<b>£19,894</b>
<b>4</b>	<b>£25,808</b>	<b>£27,154</b>	<b>£28,571</b>	<b>£30,060</b>	<b>£31,629</b>

- 20.4.5 These scales will be revalued on 1 April 2007 and on the same date each year in line with the increase in the Average Earnings Index for the preceding December.
- 20.4.6 Individual support staff will move up the incremental scale one point at a time on 1 April each year until they reach the scale maximum for their band subject to satisfactory performance.
- 20.4.7 Any individual support staff who on 1 April 2005 were paid above the scale maximum will have their salary protected until the scale maximum exceeds the salary payable at which point they will be paid the scale maximum.
- 20.4.8 New support staff commencing employment on or after 1 April 2006 will enter on the scale minimum for the appropriate pay band unless there are compelling reasons to justify a higher starting salary. Party groups are required to submit a case for such treatment to the Fees Office in the first instance with any disputes being referred to the Presiding Officer for a final decision if necessary.
- 20.4.9 New starters will move up the incremental scale one point at a time on the anniversary of their commencement of employment subject to satisfactory performance.
- 20.4.10 Party groups may claim an additional amount of Staff Salaries Allowance in the year commencing 1 April 2006 to cover the costs of overtime, training, travel, bonuses etc (including the additional Employer's National Insurance Contributions relating to any such payments), the purchase of necessary equipment and hire of facilities etc.
- 20.4.11 The additional amount shall be calculated as follows:
- (a) each group shall be entitled to an amount (the basic amount) not exceeding £9,150;
  - (b) each group which is not represented by a Member in the Assembly Cabinet shall, in addition to the basic amount, receive an additional amount calculated in manner as follows:
    - For groups of 10 Members or fewer an amount of £5,385
    - For groups of more than 10 Members, the above amount plus for each additional 5 Members (or part thereof) an additional amount of £2,203.
- 20.4.12 The amounts in section 20.4.11 and the associated scale maxima and minima in paragraph 20.4.4 will be revalued on 1

**April 2007 and on the same date each year in line with the increase in the Average Earnings Index for the preceding December**

**20.5 Approval of expenditure**

**20.5.1 Expenditure under this allowance may be authorised by the designated leader of a group or such other Assembly Member to whom such authority may be delegated by him/her.**