

North Tyneside Council
Dependants' Carers' Allowance (Guidance Notes)

The Carers' Allowance is to cover "expenses" necessarily incurred to secure the care of children or dependants when fulfilling duties as a Councillor. This means that expenditure has either been incurred or the Councillor is contractually bound to cover the cost.

The expenses that may be reimbursed/recovered must be "necessarily incurred" which means unavoidably incurred i.e. that there is no other option to incurring such expenditure.

The expenses that may be reimbursed/recovered are available in respect of "arranging for the care of [Councillors'], children or dependants". Dependants are those who depend on the Councillor for maintenance or other support and rely on the Member for care.

The allowance is only available for the care of children under the age of 16.

Confirmation is required to support the expense request that care for dependants is required, for example, from the dependant person's GP or other appropriate health professional or if relevant their social worker.

Payment will be made with a financial limit equating to the minimum wage.

Travel time is paid to and from the venue / location up to a maximum of 1 hour, each way and will be rounded to the nearest quarter.

Where care is provided and expenses reimbursed to a Member this does not transfer responsibility for a child or dependant to the Council. For the purposes of clarity it is a Member's responsibility to source an appropriate carer for a child or dependant and the Council does not accept any responsibility or liability in respect of the suitability or otherwise of such a carer.

Timescales for claims, provision of receipts, and appropriate declaration that the expenses have necessarily been incurred to enable specified approved duties to be fulfilled, should be submitted within the policy of the Council's Financial Regulations (May 2006), i.e. claims should be submitted monthly and within the financial year to which they relate. Claims for March will be accepted during April of the next financial year.

Payment of carer expenses necessarily incurred by the Councillor in circumstances where they would not otherwise be eligible under the Scheme may be granted in exceptional circumstances at the discretion of the Head of Law and Governance. Any request that the discretion is exercised must be made in writing to the Head of Law and Governance with supporting information.

NB: The allowance is not available for payment to members of the family. The Council has already adopted a definition of a member of the family within the Council's Code of Conduct. In the Code a member of a councillor's family means a councillor's partner (i.e. their spouse, civil partner or anyone with whom they live in a similar capacity), the councillor's parent or parent in law, any child, step child or sibling of the councillor or their partner, the councillor's grandparent, grandchild, aunt, uncle, nephew or niece and the partners of any of those people.