

## CHAPTER 2 – SUMMARY OF RECOMMENDATIONS

**Recommendations 1 to 5 inclusive:** That all salaries should remain at April 2009 levels over the next 2 financial years (2010-2012). – Pages 8, 10, 11 and 12.

**Recommendation 3:** That the senior councillor salary should continue to be based on the current formula linking it to that of the Leader. – Page 11.

**Recommendation 6:** That councillors, in Islands Councils, should be able to claim re-imbursement of receipted expenditure for “inter-island travel” for approved duties only. – Page 14.

**Recommendation 7:** That, where the Islands Council agrees that it is not feasible to claim re-imbursement of receipted expenditure for “inter-island travel,” councillors should be able to claim £2.00 per nautical mile for “inter-island travel” by private boat for approved duties only. – Page 14.

**Recommendation 8:** That councillors using their own boat may claim 25p per passenger per nautical mile, provided the councillor and passenger(s) are all undertaking approved Council duties. – Page 14.

**Recommendation 9:** That overnight subsistence rates should remain at a maximum of £131 per night (for London) and a maximum of £110 per night (for elsewhere in the UK) based on re-imbursement of actual receipted expenditure. – Page 15.

**Recommendation 10:** That meal subsistence rates should remain at a maximum of £8 for breakfast (where no overnight subsistence is claimed); a maximum of £12 for lunch; and a maximum of £25 for dinner based on re-imbursement of actual receipted expenditure. – Page 15.

**Recommendation 11:** That the existing structure for reclaiming Civic Head and Depute Civic Head expenses for civic duties undertaken by them, based on the limits set for each Council Banding, should continue. – Page 17.

**Recommendation 12:** That the Guidance should be revisited to clarify the purpose and use of the Civic Head expenses. – Page 17.

**Recommendation 13:** That the Scottish Government revise its schedule on the record of claims annual return published, in June each year, by Councils, as a minimum, to include the following: – Page 26.

- Name of councillor.
- Position held, e.g. convener of a named committee, leader of main opposition party etc.
- Salary.
- Car and van mileage expenses (sub-divided into 2 columns relating to those claimed by and re-imbursed to the councillor and those met directly by the Council e.g. for pooled cars and chauffeur driven cars (except where chauffeur driven cars have been used by the Civic Head or his/her Depute to enable him/her to undertake their civic duties on behalf of the Council)).
- Other travel (sub-divided into 2 columns relating to those claimed by and re-imbursed to the councillor and those met directly by the Council).
- Subsistence expenses (sub-divided into 2 columns relating to accommodation and meals).
- Training and conference expenses (sub-divided into 2 columns relating to those claimed by and re-imbursed to the councillor and those met directly by the Council).

- Telephone and Information Communication Technology (ICT) expenses, excluding capital costs where the equipment is supplied by the Council and the Council retains ownership of that equipment (sub-divided into 2 columns relating to those claimed by and re-imbursed to the councillor and those met directly by the Council).
- Other allowances and expenses (e.g. Civic Head expenses and staying with friends allowance).
- Total Expenses.
- Total Salary and Expenses.

**Recommendation 14:** That the Guidance stipulating what should be published by Councils should be clarified further. – Page 26.

**Recommendation 15:** That Local Authorities should make access to information on councillors' salaries, allowances and expenses published on their websites more transparent and more easily accessible to members of the public seeking such information from that source. – Page 26.