Dependant Carer Allowance Scheme

1. The Scheme is open to all elected Council Members and co-opted members of Council committees.

2. The Scheme covers the care of dependants whether children, elderly people or people with disabilities for whom those listed in 1 above have responsibility.

3. The rate payable is up to a maximum of £5.00 per hour, up to a maximum of 5 hours in any 24 hour period.

4. The Scheme covers care provided for a Member’s/co-opted member’s dependant(s) whilst they are carrying out any ‘approved duties’, including travel time. The Council’s definition of approved duties is attached.

5. Carers must be over the age of 16 and not be a member of the claimant’s own household.

6. Where the provision is for childcare, it is recommended that a registered childminder / nursery or an approved child carer is used. However, it is ultimately the parents' responsibility to make adequate provision for their childcare needs.

7. Claims should be made on the Members' Business Expense claim forms, supported by valid receipts. Co-opted members of committees should submit their receipts with a covering letter to the Member Services Officer, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ.

8. Receipts should contain the date the care was provided, length of time the care was provided, the ‘approved duty’ covered, the cost per hour and should be countersigned by both the carer and claimant. Claimants may wish to use the attached sample receipt as a standard format.

9. Provided there is no profit element involved, this allowance is not taxable.
APPROVED DUTIES

The list of "Approved Duties" under the new regulations for which the Travel and Subsistence Allowances and Dependents' Carers' Allowance is payable, are as follows:

- a meeting of the Council;
  - a meeting of the Cabinet;
  - a meeting of a committee of the Cabinet;
  - a meeting of a committee or sub-committee of a committee of the Council;
  - a meeting of some other body to which the Council makes appointments or nominations (i.e., Outside Bodies);
  - a meeting of a committee or sub-committee of a body to which the Council makes appointments or nominations;
  - a meeting of a local authority association of which the Council is a member (e.g., Local Government Association, Association of Councils of the Thames Valley Region);
  - duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
  - duties undertaken on behalf of the Council in pursuance of any Procedure Rule requiring a councillor or councillors to be present while tender documents are opened;
  - duties undertaken on behalf of the Council in connection with arrangements made by the Council for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996;
  - a meeting which has been:
    - both authorised by the Council, a committee, or a sub-committee of the Council and one or more other authorities, or a sub-committee of a joint committee, and
    - to which representatives of more than one political group have been invited or to which two or more Councillors have been invited;
  - any other duty approved by the Council in connection with discharging the duties of the authority or its committees or sub-committees.
Dependant Carers' Allowance

Data care provided: ......................... Duty covered: .........................
Time from:  ......................... Time to:  .........................
Total hours:  .........................
Cost per hour:  ......................... Total:  ..............................
Name of Carer:  ..............................
Signature of Carer:  ..............................
Name of Claimant:  ..............................
Signature of Claimant:  ..............................