

Summary of Assembly Member Allowances – April 2008

Office Costs Allowance

1. Members are entitled to claim an Office Costs Allowance of up to £15,000 to cover the costs to them of furnishing and maintaining an office where those costs are wholly, exclusively and necessarily incurred in connection with their duties as an Assembly Member.
2. Members may also claim an additional amount of Office Costs Allowance in respect of any expenditure of more than £2,000 in any financial year in respect of safety precautions and improved access for their offices.

Additional Costs Allowance

3. The Additional Costs Allowance reimburses Members for expenses necessarily incurred in staying overnight away from their main home for the purpose of performing their duties as a Member.
4. Members whose main home is located within one of the following constituencies may claim up to £4,100 payable in respect of the costs of any overnight stay away from home.

Caerphilly	Cardiff Central	Cardiff North
Cardiff South and Penarth	Cardiff West	Newport East
Newport West	Pontypridd	Vale of Glamorgan

5. Members whose main home is not located within one of these constituencies listed may claim up to £13,000 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 covering items such as furniture, mortgage interest and rent.

Travel

6. 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 on Assembly business by Assembly Members within Wales.
7. Members may also travel elsewhere in the UK at public expense on Assembly business provided that the reason for the journey has been approved in advance and 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 relevance as a general constituency interest
8. In any year each Member is entitled to make a total of three return journeys between the United Kingdom and any of the European Community Institutions in Brussels and one return journey to any one of the European Community Institutions in Luxembourg or Strasbourg or the national parliament of another European Union member state. In either case, the principal purpose of the visit must be undertaken for purposes in connection with the responsibilities of the Member as an Assembly Member.
 9. A Member may apply to the Presiding Officer for permission 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 to any one of the European Community Institutions in Luxembourg or Strasbourg or the national parliament of another European Union member state.
 10. Travel by car, motor cycle and bicycle is paid at the HM Revenue & Customs Approved Mileage Rates as follows:

	Up to 10,000 miles	Over 10,000 miles
Motor Mileage Allowance	40 p per mile	25 p per mile
Motor Cycle Allowance	24 p per mile	24 p per mile
Bicycle Allowance	20 p per mile	20 p per mile

11. A Member may also claim for the cost of his/her partner and any child under the age of eighteen making 12 single journeys in each year by public transport or car between Cardiff and the constituency, or Cardiff and the Member's main home.

Assembly Member Support Staff

12. A Member is entitled to claim a Staff Salaries Allowance to cover the costs to them of people 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 duties as a Member of the Assembly. This allowance covers the salary and related Employer's National Insurance Contributions for up to 3.0 full-time equivalent staff. No more than 1.0 full-time equivalent staff may come from Band 1 as defined below. No more than 1.0 full time equivalent staff may come from Band 2 and the remainder from Band 3.

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

13. The full time equivalent salary scales for these posts are as follows:

BAND	Point 1	Point 2	Point 3	Point 4	Point 5
1	£20,512	£22,398	£24,457	£26,706	£29,162
2	£17,444	£19,238	£21,218	£23,402	£25,810
3	£15,747	£17,006	£18,364	£19,830	£21,414

14. Members may claim an additional amount not exceeding £5,600 to cover the costs of overtime, training, travel, bonuses etc (including the additional Employer's National Insurance Contributions relating to any such payments)
15. Members may also claim an allowance in respect of the cost to him/her of contributions made to the personal pension plan of any staff paid from the Staff Salaries Allowance or Office Costs Allowance in respect of directly employed cleaning staff of 10% of the salary paid to the relevant member of staff. The payment is made directly to the pension provider by the Assembly on behalf of the Member.
16. Members may also claim a Temporary Staffing Allowance to meet the costs of any additional expenses wholly, exclusively and necessarily incurred in respect of his/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 or adoptive leave from providing such assistance.
17. In addition, 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.

Party Leaders' Allowance

18. Groups of 3 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.
19. Groups may elect to have the allowance calculated by either of the following methods.

20. In the first option:

- (a) each group shall be entitled to an amount (the basic amount) not exceeding £108,350;
- (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 £63,750

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 £26,100.

21. Staff employed under this option must be appointed to one of the following Bands and be subject to the following scale minima and maxima

Band	Posts covered	Minimum	Maximum
1	Office Managers	£20,512	£29,162
2	Senior Secretaries Senior Caseworkers Research Assistant Press Officer	£17,444	£25,810
3	Caseworker Junior Secretary	£15,747	£21,414
4	Senior Researcher	£27,780	£34,045

22. In the second option:

- (a) 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) 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.

- (c) A group of more than 10 Members which is not represented by a Member in the Assembly Cabinet for each additional 5 Members of the group (or part thereof) may appoint the staff set out in (b) and 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.

23. The full time equivalent salary scales for these posts are as follows:

BAND	Point 1	Point 2	Point 3	Point 4	Point 5
1	£20,512	£22,398	£24,457	£26,706	£29,162
2	£17,444	£19,238	£21,218	£23,402	£25,810
3	£15,747	£17,006	£18,364	£19,830	£21,414
4	£27,780	£29,229	£30,754	£32,357	£34,045

24. Party groups may claim an additional amount of Staff Salaries Allowance 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.

25. The additional amount shall be calculated as follows:

- (a) each group shall be entitled to an amount (the basic amount) not exceeding £9,900;
- (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 £5,800

For groups of more than 10 Members, the above amount plus for each additional 5 Members (or part thereof) an additional amount of £2,400.

Resettlement Grant

26. Former Members may claim a Resettlement Grant if they are serving as an AM 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,

27. The amount of the grant is expressed as a percentage of yearly salary and is determined by age (at the election) and length of service as a Member of the Assembly before the election.

28. Assembly Members who are also Members of Parliament or Members of the European Parliament and who have their Assembly salary reduced by two-thirds in accordance with the National Assembly for Wales (Assembly Members and Officers) (Salaries) Determination 2008 will have their Resettlement Grant calculated by reference to the unabated salary level.
29. The relevant percentages are shown in the following Table.

Age	Length of service						
	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

30. Assembly Members who have at any time during their period of service held a salaried office (e.g. Presiding Officer or Committee Chair) receives an additional payment by way of Resettlement Grant. This additional payment is 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.
31. Any Member whose health precludes their continued participation as a Member of the Assembly is entitled to claim an Ill Health Retirement Grant on ceasing to be a Member. The level of grant payable is calculated on the same basis as a claim for a Resettlement Grant.

Winding Up Allowance

32. A former AM (or the personal representative of a deceased AM) is entitled to claim an allowance in respect of the cost of bringing their Assembly affairs to a close. 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 currently in force and the actual salaries in payment to staff employed by the former Member on the day he/she left the Assembly.

33. These payments will typically include the staff, office and travel costs necessarily incurred on Assembly duties that remain outstanding. It is used to pay for the orderly termination of staff contracts, office leases etc and covers expenditure which would previously have been met from the Staffing Allowance and Office Costs Allowance, together with specific expenses resulting from leaving the Assembly, such as removal expenses and the disposal of confidential waste.