

## **UPRATING OF EXPENSES PROVISION FOR FINANCIAL YEAR 2019-20**

### **Executive Summary**

1. The SPCB is invited to agree the indices to be used to increase the Members' Expenses Provisions and the Party Leaders' Allowance for the financial year 2019-20.

### **Issues and Options**

2. Provision is made under paragraph 1.2.4 of the Reimbursement of Members' Expenses Scheme and Rule 6(1) of the Party Leaders' Allowance Scheme to increase the provision made on the 1<sup>st</sup> April each year having regard to such indices as the SPCB considers appropriate. Paragraph 1.2.5 of the Members' Expenses Scheme also determines that any increased expenses limit for the major expense categories will be rounded up to the nearest £100 at each uprating.
3. The SPCB reviewed the indices to be used for future uprating in June 2017 and agreed in principle to continue to increase the Office Cost Provision and other expenses provisions in line with the January All Items RPI figure whilst the Staff Cost Provision would be increased by the Annual Survey of Hours and Earnings (ASHE), which is also used to uprate Members' salaries.
4. In terms of the Office Costs Provision, applying the January All Items RPI figure would mean an increase of 2.50%, raising the annual maximum limit from £19,200 to £19,700 at 1 April 2019, an increase of £500 (representing an actual increase of 2.60% when rounded up to the nearest £100).
5. In terms of the Staff Cost Provision applying the Annual Survey of Hours and Earnings (ASHE), the Staff Costs Provision at 1 April 2019 would increase by 2.30%. An increase of 2.3% will mean increasing the Staff Cost Provision to £91,200, an increase of £2,100 (representing an actual increase of 2.36% when rounded up). Details of the application of the increases on all provisions are listed at Annex A.
6. As part of increasing the Staff Cost Provision, the minimum and maximum points of the current agreed pay ranges will require adjusting in line with the increase. The new minimum and maximum amounts are detailed at Annex B for consideration. The SPCB will wish to note that it would be proposed that an automatic increase be applied for all Members' staff who are currently situated on the minimum of the pay range but that any other salary increases are, as usual, at the discretion of the Member within the agreed minimum and maximum points of the pay ranges.
7. In accordance with the Scheme, the different mileage rates are set in accordance with the rate determined by the Income Tax (Earnings and

Pensions) Act 2003. There has been no increase in these rates and as such the rates previously paid remain unaltered at 45 pence per mile for motor mileage. Details again are provided at Annex A.

8. The uprating of the Party Leaders' Allowance (PLA) also requires to be considered. Using the same combination of indices previously adopted results in the PLA being set at £31,330 for 2019-20, an increase of £715 (2.35%), for the Leader of a party with thirty or more Members and £16,383 an increase of £376 (2.35%), for the Leader of a party with fifteen Members but not more than twenty-nine.

### **Resource Implications**

9. The approved 2019-20 budget contains adequate provision for the indexation of Members' expenses in line with the standard uprating provisions of the Scheme. The proposed changes to the capped expense provisions equate to an overall increase of approximately £490k.

### **Publication Scheme**

10. This paper will be published in line with the SPCB's Publication Scheme.

### **Decision**

11. The SPCB is invited to agree the uprating arrangements to be applied to the Members' Expenses provisions for the financial year 2019-20 on 1<sup>st</sup> April 2019.

**Financial Resources**  
**26 February 2019**

## Annex A

## EXPENSES RATES 2018-19

Provision	Current Level	Proposed Increase	Proposed New Rate	Actual % Increase
Office Cost Provision	£19,200	RPI – 2.50%	£19,700*	2.60%
Staff Cost Provision	£89,100	ASHE – 2.30%	£91,200*	2.36%
Edinburgh Accommodation Provision	£14,800	RPI – 2.50%	£15,200*	2.70%
Edinburgh Accommodation Provision – Overnight Rate	£163	RPI – 2.50%	£168	3.06%
Overnight UK (excluding Greater London)	£163	RPI – 2.50%	£168	3.06%
Overnight (Greater London, Brussels, Strasbourg)	£190	RPI – 2.50%	£195	2.63%
Surgery Advertising	£1,881	RPI – 2.50%	£1,929	2.55%
Telecommunications	£1,427	RPI – 2.50%	£1,463	2.52%
Winding Up	£6,400	One third of OCP	£6567	2.60%
Party Leaders Allowance 30+ members	£30,415	Combined Indices +	£31,130	2.35%
Party Leaders Allowance 15 to 29 Members	£16,007	Combined Indices +	£16,383	2.35%
Motor Mileage	45p per mile for first 10,000 miles and 25p per mile thereafter		45p per mile for first 10,000 miles and 25p per mile thereafter	
Motor Cycle Mileage	24p		24p	
Pedal Cycle Mileage	20p		20p	
Staff Travel Provision	74		74	

\* Rounded up to nearest £100 in accordance with the provision made in the Reimbursement of Members' Expenses Scheme.

+ Calculated as 24% office costs and 76% staff costs

## Pay Ranges

## Annex B

<b>Job Groups</b>	<b>Current Minimum</b>	<b>New Minimum £</b>	<b>Current Maximum</b>	<b>New Maximum £</b>
Administration level 1 - Admin Assistant	17,582	<b>17,987</b>	21,611	<b>22,108</b>
Administration level 2 - Admin Officer	22,658	<b>23,180</b>	25,850	<b>26,445</b>
Casework level 1 - Caseworker	21,140	<b>21,626</b>	25,850	<b>26,445</b>
Casework level 2 - Senior Caseworker	27,105	<b>27,729</b>	33,594	<b>34,367</b>
Communications level 1 - Communications/Press Officer	21,140	<b>21,626</b>	25,850	<b>26,445</b>
Communications level 2 - Communications Manager	27,105	<b>27,729</b>	33,594	<b>34,367</b>
Research level 1 - Researcher	23,233	<b>23,768</b>	30,036	<b>30,727</b>
Research level 2 - Senior Researcher	31,501	<b>32,226</b>	37,152	<b>38,007</b>
Management level 1 - Office Manager	27,105	<b>27,729</b>	34,431	<b>35,223</b>
Management level 2 - Head of Office	36,152	<b>36,983</b>	42,385	<b>43,360</b>