

Annex A

**Report of the Independent Body
on a review of
Remuneration and Allowances
for the
Elected Members of Legislative Council, the Speaker and the Deputy Speaker**

The review was undertaken during May and June 2021 and completed July 2021

Recommendations are presented to the Governor in accordance with the provisions of the
Constitution of St Helena, Ascension and Tristan da Cunha, 2009

1. Foreword

In accordance with section 72(2) of the Constitution of St Helena, Ascension and Tristan da Cunha, His Excellency the Governor appointed a short term Independent Body (IB) to recommend appropriate levels of remuneration and other allowances and benefits for all Councillors, Speaker and Deputy Speaker.

The Independent Body comprised of:

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|----------------|-------------|
| Anne Dillon | Chairperson |
| Helena Bennett | Member |
| Shayla Ellick | Member |
| Paul Gasteen | Member |

The role of the IB was twofold i.e.

1. To make recommendations for appropriate levels of remuneration and other allowances and benefits for Executive and Legislative Councillors, Speaker and Deputy Speaker under the existing governance arrangement; and
2. To make recommendations for appropriate levels of remuneration and other allowances and benefits for Chief Minister, Ministers, Legislators(Backbenchers), Speaker and Deputy Speaker should the Privy Council endorse a Ministerial governance arrangement for the territory.

There is no budget ceiling assigned to the revised Legislative Council (remuneration and allowances) but all costs are to be borne from SHG's recurrent budget.

2. Methodology

The IB gathered data from the following sources:

- Governance Commission Report and discussion with members of the Commission at our inaugural meeting;
- Data on remuneration, benefits and allowances for Ministers, from other UK Overseas Territories with particular attention to Montserrat, Anguilla and the Falkland Islands which shared many similarities to St Helena;
Salary scales for Chief Executive Officers in the private sectors companies and State Owned Entities on the Island;
- Salary scales for Heads of Service and above within SHG;
- Discussions with key stakeholders including, Councillors, Portfolio Directors, Speaker, Deputy Speaker and a previous member of the Youth Parliament.
- CPA News Members Remuneration Report June 2021.

The IB used the existing framework within Schedules 1 and Schedule 2 as presented in the Legislative Council (Remuneration and allowances) Ordinance, 2010 1

When considering each recommendation, the underlying rationale for IB decisions was based on:

- Encouraging and attracting individuals of the highest calibre to consider applying for political roles
- Cognisance of the work load involved
- Cognisance of the levels of accountability
- Cognisance of the levels of responsibility
- the need for the reduction of administrative time employed to manage the remuneration, benefits and other allowances.

3. Recommendations

The IB's recommended changes to each of the items listed within the Schedules are stated in Table 1 below. All other items remain unchanged and should be included as part of our recommendations. For ease of reference, Appendices A & B are included as presented within the Ordinance.

Our justification for the recommendations is as follows:

3.1 Existing form of Governance.

Remuneration of Members, Speaker and Deputy Speaker

The IB was of the view that there should be an increase in salary levels for all Elected Members (EM). The increase would take into account the following:

- that the volume of work has increased over time and since the last review;
- cognisance of the level of responsibility and accountability as compared with Coordinator level within SHG;
- to make salary levels commensurate with management roles within SHG;
- absorption of telecoms costs which would reduce administration input;
- encourage a wider range of persons possessing the required calibre to consider becoming an EM;
- that the level of workload, accountability and responsibility for ExCo members were greater than those for LegCo members, hence the revised differential.

The IB felt that whilst the remuneration for the Speaker was pitched at an acceptable level, in contrast, the differential to that of the Deputy Speaker was too great. It was recognised that whilst the Deputy Speaker is not always required to fulfil official duties, he/she could be called upon to do so as very short notice. There is therefore the inherent requirement within the Deputy role to keep fully abreast of all that the Speaker is doing in real time for succession purposes. EMs also raised the point that the Speaker and Deputy are needed in office for various matters and support and currently this is not happening. The IB recommendations were therefore calculated based on a daily rate (rounded to the nearest thousand) of against that of the recommended LegCo salary with the proviso that the Speaker and Deputy Speaker spend at least the equivalent of two days in office each week.

The IB also felt that the revised recommended salaries particularly that for Deputy Speaker would encourage wider interest for potential candidates.

Members allowances and benefits

- 1 Internet. It was noted that the internet and telephone is available for all EMs at their office. As with the majority of all other public and private sector employees, expenses incurred for the use of the internet and telephone when working from home is borne by the employee. It was felt that EMs should be no different. Incorporating telecoms costs within the recommended salary would remove the administration costs involved with dealing with it as a separate allowance.
- 4c Travel to and from airport. The IB felt that this was too prescriptive to account for any changes to destination airports. It was therefore recommended that any transfers could be booked online prior to departure from the Island. This would also provide comfort to EMs that this aspect of their journey has been catered for.

As is common practice, all claims for reimbursement should be accompanied by receipts for accounting and auditing purposes.

3.2 Ministerial Governance arrangement

Remuneration of Members, Speaker and Deputy Speaker

The IB based much of the justification for their recommendations on what is envisaged as the workings of this arrangement from the Commission Report and associated literature published during the Public Consultation period earlier this year. The actual workings are still to be finalised.

It is the view of the IB that the salary levels for Ministers should be higher than that recommended for ExCo Members under the existing arrangement of governance. The IB recognised that Ministers would sit physically in office within each Portfolio, and work closely with the Portfolio Director on all matters related to strategic policy and legislation. Ministers though would individually have full accountability and responsibility for political matters and in the event of underperformance could be removed from this role through the democratic process. Ministers would therefore have access to clerical support as well as other resources including telecoms.

It is for these reasons that the level of salary pitched for Ministers was set to a level comparable to the Head of Service level within SHG and Assistant CEOs within the private sector. Portfolio Directors would still be responsible for the operational management of the department, as well as coordinating the groundwork and background checks for policy and legislation. In terms of volume of work they would still be accountable and responsible for all operations within the Portfolio. As a prerequisite they would also need to have the required professional qualifications, knowledge, skills and experience.

The IB saw that the Chief Secretary would be the public service equivalent for the Chief Minister. However, as for the reasons just previously mentioned, the salary of the Chief Minister was pitched at a level similar to that of Directors and CEOs within public and private sectors.

The salary levels of the Legislators (Backbenches) was therefore set a level below that of the Ministers and pitched at higher-end of management salaries within public and private sectors. In comparison to the requirements of ExCo members who make collective decisions, the IB felt that in terms of salary, Legislators should sit just above the existing ExCo Members salary. They will have individual responsibility and accountability for their respective future Constituency engagement; work associated to their roles on a Scrutiny Committee and the Public Accounts Committee; and will provide challenge on matters of policy and legislation for the Ministers.

The salary levels for all Ministers and Legislators were seen as being attractive enough to incentivise and encourage high calibre of persons into political roles, as well as signify the status, degree of responsibility and accountability for these new political roles.

From the data available at the time of the review, the IB had difficulty with ascertaining exactly what the requirements of Speaker and Deputy Speaker were within the ministerial form of Governance. As the Ministerial form of Governance is a new one , the IB envisages that additional time initially would be needed to work through the new process and there is likely to be additional time in office to support the new Ministers and Legislators as well as chairing Ministers Question Time. The IB therefore used the same calculation as for the existing governance arrangement and based the recommended salary based on an additional day in office, i.e. three days per week.

Members' allowances and benefits

In terms of other allowances and benefits, the IB recommends the same changes as stated above in the section 3.1 Existing form of Governance.

Table 1

| | Salary for CM | Salary for ExCo/Minister | Salary for non ExCo/Legislator | Salary for Speaker | Salary for Deputy Speaker | Internet costs & telephone | Computer Equipment | Mileage | Overseas costs |
|---|---|--|--|--|---|----------------------------|--|---|---|
| Committee System of Governance | N/A | £25K (based on senior manager salary scales within public and private sectors. Commensurate with duties and level of responsibility and accountability, and attractive to prospective high calibre candidates) | £18K (based on higher end of coordinator salary scale within public sector and higher-end manager posts in private sector. Commensurate with duties and attractive to prospective high calibre candidate) | £10,000 (pro-rated from ExCo rate of £25K and based on two days per week in office) | £7,000 (pro-rated from non ExCo rate of £18K and based on two days per week in office. Note: significant increase due to level of research/ knowledge required; and requirement to deputise for Speaker on short notice) | Included in salary | Laptop, printer and reasonable consumables provided. Access to office facilities during normal working hours | Home to duty cost is covered within salary. Mileage can be claimed for all official travel within and outside normal working hours. Taxi fees (where use of a taxi is justified) can be reimbursed for official journeys, where mileage would normally be paid) | Payable in addition to salary which will include flights, transfers, accommodation, subsistence, local travel and internet costs. Where possible, bookings to be made in advance of departure from St Helena by office administrator using best VFM option. |
| Ministerial System of Governance | £50K (Based around senior official salary scales ie Portfolio Director within the public sector and also aligns with Directors of private sector organisations. Set higher than Minister's salaries to differentiate between higher level of responsibility and accountability, and attractive to prospective high calibre candidates) | £35K (based around Head of Service level within public service and private sector assistant CEO's. Reflects accountability and responsibility and set to attract high calibre candidates) | £20K (based around higher-end management salaries in public and private sectors and deemed commensurate for level of duties, ie challenging Ministers, dealing with constituency matters, additional scrutiny. Attractive to prospective candidates) | £15,000 (based on day rate of £95.79 – same day rate as in Committee system. It was felt that the level of accountability would not increase, our review determined that Speaker will be in office more, this rate specifies a three day working week) | £11,000 (based on day rate of £68.97 – same day rate as in Committee system. It was felt that the level of accountability would not increase, our review determined that Dep. Speaker will be in office more, this rate specifies a three day working week) | Included in salary | Laptop, printer and reasonable consumables provided. Access to office facilities during normal working hours | Home to duty cost is covered within salary. Mileage can be claimed for all official travel within and outside normal working hours. Taxi fees (where use of a taxi is justified) can be reimbursed for official journeys, where mileage would normally be paid) | Payable in addition to salary which will include flights, transfers, accommodation, subsistence, local travel and internet costs. Where possible, bookings to be made in advance of departure from St Helena by office administrator using best VFM option. |

4. Further considerations

It was apparent during our exploratory work that whilst there is a general awareness of how the ministerial form of Governance will work, there is still much uncertainty surrounding actual roles function and process at all levels amongst directorates, constituents, and other public officials. This, coupled with the apparent level of apathy amongst the Constituency and their appetite to vote, prompted the IB to make suggestions which are additional to the remit undertaken.

Further recommendations:

The IB suggest that there be a comprehensive public information campaign running prior to elections that adequately educates the public on the changes to the roles and responsibilities of potential Ministers and Legislators. The IB anticipates that the increased knowledge will provide the impetus for eligible persons to register and vote.

A robust code of conduct/TORs be produced for Legislators and Speakers to allow for a higher level of understanding of their own roles and responsibilities and which also allows constituents to hold them to account. Education is also key here.

A vigorous training programme for Legislators, Speakers and government personnel on the new ministerial government to ensure there is harmony in working on legislation and policies.

Anne Dillon Chairperson

Helena Bennett Member

Shayla Ellick Member

Paul Gasteen Member

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Dated: drafted 29 June 2021, completed 15 July 2021

Appendix A

APPENDIX A EXISTING GOVERNANCE ARRANGEMENT

| "Item | Description | Amount |
|-------|--|---|
| 1 | Remuneration of an Elected Member, except where item 2 or item 3 applies | £18,000 per annum |
| 2 | Remuneration of an Executive Member | £25,000 per annum |
| 3 | Remuneration of a temporary member of the Executive Council, appointed under section 35(3)(a) of the Constitution | Payment pro-rata at an annual rate of amount in Item 2 from day 5 onwards |
| 4 | Remuneration of the Speaker | £10,000 per annum |
| 5 | Remuneration of Deputy Speaker, except where paragraph 6 applies | £8,000 per annum |
| 6 | Remuneration of the Deputy Speaker when deputising for Speaker | Payment pro-rata at an annual rate of amount in Item 4 |
| 7 | A contributory pension will be paid on behalf of Elected Members in line with the St Helena Government staff policy and the pension rules as applicable at the time that the relevant Elected Member entered Council". | |

| Item | Description of Allowance or Benefit |
|------|--|
| 1 | Internet: N/A Included within salary |
| 2 | Computer Equipment: Members will be provided at public expense with a laptop computer (with mouse and printer) and reasonable quantities of consumables such as paper and ink. |
| 3 | Mileage and transport |
| | (a) Subject to the following provisions, Members will be paid an allowance at the rate of 60 pence per mile for journeys made by car to and from home to attend meetings or carry out other official duties (other than home to duty journeys). If the Member is travelling from Jamestown having been at his or her place of work immediately before the meeting, the allowance will be paid for the journey from Jamestown to the meeting. NB for the avoidance of doubt, home to duty transport is included within the salary |

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| | (b) | This allowance is payable only to the Member who owns or drives the vehicle, and is at the specified rate irrespective of the number of persons in the vehicle. |
| | (c) | The allowance may be claimed by Elected Members for attendance at Constituency Meetings and other meetings outside Jamestown or to carry out official duties outside Jamestown in connection with their role as Elected Members. |
| | (d) | The Speaker and Deputy Speaker may claim the allowance in paragraph (a) to attend meetings outside Jamestown or to carry out official duties outside Jamestown. |
| | (e) | A Member, the Speaker or Deputy Speaker may, in lieu of any allowance to which he or she is entitled under paragraph (a) to (d), claim the cost of a taxi upon proof of payment for purposes of any attendance referred to in paragraph (c) or (d), as the case may be, if there are exceptional circumstances to justify the use of such taxi. |
| 4 | Overseas Travel & Subsistence | |
| | (a) | Members who travel overseas on official business will be provided with travel, accommodation, and allowances on the basis set out in the several sub-items of this Item. Publicly funded travel and accommodation is limited to the Member; additional costs for a spouse or partner must be paid by the Member. Similarly, if a Member travelling alone prefers more expensive travel or accommodation, the additional cost will be the responsibility of the Member. |
| | (b) | Travel, appropriate to the purpose of the journey, will be arranged at public expense, on the basis (subject to availability) of air travel by economy class (or equivalent, depending on airline). |
| | (c) | Travel to and from airport: (i) Transfers to and from the airport, where possible, will be arranged and booked prior to departure from the Island, using best value for money options. |
| | (d) | Hotel accommodation: To be provided at the maximum rate of £140 per night. If no hotel is available at that rate in the area where the meeting or conference is to be attended, the Member will be provided accommodation at an hotel in that area (at the best available rate) for the night before the meeting or conference until the day after the meeting or conference ends. |
| | (e) | Members may elect to stay with family or friends, instead of in an hotel; in such event, Members may claim an allowance of £30.00 per day on account of their contribution towards the cost of their accommodation and meals. |

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| (f) | <p>Subsistence:</p> <p>Except where the meals are included in the hotel rate or where a conference or meeting provider caters for the meals, Members staying in hotels may claim allowances up to:</p> <p>(i) £10 per day for breakfast;</p> <p>(ii) £15 per day for lunch;</p> <p>(iii) £30 per day for dinner; and</p> <p>(iv) £5.00 per day for incidental expenses such as laundry.</p> <p>Each meal claimed should be of a reasonable cost.</p> |
| (g) | <p>Local Transport: Members may claim the vouched cost of local transport within the city they visit; this will be limited to bus or (standard class) rail/underground unless there are exceptional circumstances to justify the use of a taxi. For local travel in and around London, Members will be required to use an Oyster card.</p> |
| (h) | <p>Internet access: Up to 5 hours of internet access per working day (Monday to Friday) will be reimbursed.</p> |
| (i) | <p>In relation to paragraphs (c), (f), (g) and (h), Members will receive money in advance to the estimated sum required. Members must provide receipts upon return to St Helena and any money provided in excess of that spent must be returned. If insufficient money had been provided in advance as evidenced by receipts, the Member will be reimbursed accordingly (provided that in the case of paragraph (f), the cost reimbursed will not exceed the amounts listed in that paragraph).</p> |
| (j) | <p>Travel Insurance will be provided for Members when travelling overseas on official business as follows:</p> <ul style="list-style-type: none"> (i) Whilst travelling through Ascension, medical insurance up to £500,000. At all other times medical insurance up to £75,000. (ii) The laptop provided for work will be insured. (iii) Up to £500 of personal possessions will be insured. |

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APPENDIX B MINISTERIAL GOVERNANCE ARRANGEMENT

| "Item | Description | Amount |
|-------|--|---|
| 1 | Remuneration of a Legislator , except where item 2, 3 or item 4 applies | £20,000 per annum |
| 2 | Remuneration of a Minister | £35,000 per annum |
| 3 | Remuneration of a Chief Minister | £50,000 per annum |
| 4 | Remuneration of a temporary member of the Minister or Chief Minister , appointed under section 35(3)(a) of the Constitution | Payment pro-rata at an annual rate of amount in Item 2 from day 5 onwards |
| 5 | Remuneration of the Speaker | £15,000 per annum |
| 6 | Remuneration of Deputy Speaker, except where paragraph 6 applies | £11,000 per annum |
| 7 | Remuneration of the Deputy Speaker when deputising for Speaker | Payment pro-rata at an annual rate of amount in Item 5 |
| 8 | A contributory pension will be paid on behalf of Elected Members in line with the St Helena Government staff policy and the pension rules as applicable at the time that the relevant Elected Member entered Council". | |

| Item | Description of Allowance or Benefit | |
|------|---|--|
| 1 | Internet: N/A Included within salary | |
| 2 | Computer Equipment: Members will be provided at public expense with a laptop computer (with mouse and printer) and reasonable quantities of consumables such as paper and ink. | |
| 3 | Mileage and transport | |
| | (a) | Subject to the following provisions, Members will be paid an allowance at the rate of 60 pence per mile for journeys made by car to and from home to attend meetings or carry out other official duties (other than home to duty journeys). If the Member is travelling from Jamestown having been at his or her place of work immediately before the meeting, the allowance will be paid for the journey from Jamestown to the meeting. NB for the avoidance of doubt, home to duty transport is included within the salary |

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| | (b) | This allowance is payable only to the Member who owns or drives the vehicle, and is at the specified rate irrespective of the number of persons in the vehicle. |
| | (c) | The allowance may be claimed by Elected Members for attendance at Constituency Meetings and other meetings outside Jamestown or to carry out official duties outside Jamestown in connection with their role as Elected Members. |
| | (d) | The Speaker and Deputy Speaker may claim the allowance in paragraph (a) to attend meetings outside Jamestown or to carry out official duties outside Jamestown. |
| | (e) | A Member, the Speaker or Deputy Speaker may, in lieu of any allowance to which he or she is entitled under paragraph (a) to (d), claim the cost of a taxi upon proof of payment for purposes of any attendance referred to in paragraph (c) or (d), as the case may be, if there are exceptional circumstances to justify the use of such taxi. |
| 4 | Overseas Travel & Subsistence | |
| | (a) | Members who travel overseas on official business will be provided with travel, accommodation, and allowances on the basis set out in the several sub-items of this Item. Publicly funded travel and accommodation is limited to the Member; additional costs for a spouse or partner must be paid by the Member. Similarly, if a Member travelling alone prefers more expensive travel or accommodation, the additional cost will be the responsibility of the Member. |
| | (b) | Travel, appropriate to the purpose of the journey, will be arranged at public expense, on the basis (subject to availability) of air travel by economy class (or equivalent, depending on airline). |
| | (c) | Travel to and from airport: (ii) Transfers to and from the airport, where possible, will be arranged and booked prior to departure from the Island, using best value for money options. |
| | (d) | Hotel accommodation: To be provided at the maximum rate of £140 per night. If no hotel is available at that rate in the area where the meeting or conference is to be attended, the Member will be provided accommodation at an hotel in that area (at the best available rate) for the night before the meeting or conference until the day after the meeting or conference ends. |
| | (e) | Members may elect to stay with family or friends, instead of in an hotel; in such event, Members may claim an allowance of £30.00 per day on account of their contribution towards the cost of their accommodation and meals. |

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| (f) | <p>Subsistence:</p> <p>Except where the meals are included in the hotel rate or where a conference or meeting provider caters for the meals, Members staying in hotels may claim allowances up to:</p> <p>(i) £10 per day for breakfast;</p> <p>(ii) £15 per day for lunch;</p> <p>(iii) £30 per day for dinner; and</p> <p>(iv) £5.00 per day for incidental expenses such as laundry.</p> <p>Each meal claimed should be of a reasonable cost.</p> |
| (g) | <p>Local Transport: Members may claim the vouched cost of local transport within the city they visit; this will be limited to bus or (standard class) rail/underground unless there are exceptional circumstances to justify the use of a taxi. For local travel in and around London, Members will be required to use an Oyster card.</p> |
| (h) | <p>Internet access: Up to 5 hours of internet access per working day (Monday to Friday) will be reimbursed.</p> |
| (i) | <p>In relation to paragraphs (c), (f), (g) and (h), Members will receive money in advance to the estimated sum required. Members must provide receipts upon return to St Helena and any money provided in excess of that spent must be returned. If insufficient money had been provided in advance as evidenced by receipts, the Member will be reimbursed accordingly (provided that in the case of paragraph (f), the cost reimbursed will not exceed the amounts listed in that paragraph).</p> |
| (j) | <p>Travel Insurance will be provided for Members when travelling overseas on official business as follows:</p> <p style="padding-left: 40px;">(iv) Whilst travelling through Ascension, medical insurance up to £500,000. At all other times medical insurance up to £75,000.</p> <p style="padding-left: 40px;">(v) The laptop provided for work will be insured.</p> <p style="padding-left: 40px;">(vi) Up to £500 of personal possessions will be insured.</p> |

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Annex B – Listing of Schedule 1 instructions to Attorney General’s Chambers

Schedule 1

Remuneration of Members

| Item | Description | Amount |
|-------------|--|--|
| 1 | Remuneration of an Elected Member of the Legislative Council, except where item 2, 3, 4 or 5 applies | £20,000 per annum |
| 2 | Remuneration of a Minister as an elected member of the Executive Council | £35,000 per annum |
| 3 | Remuneration of a temporary member of the Executive Council deputising for a Minister under section XXXX of the Constitution | Payment pro-rata at an annual rate of amount in item 2 from day 5 onwards |
| 4 | Remuneration of the Chief Minister | £50,000 per annum |
| 5 | Remuneration for a Minister deputising for the Chief Minister under section XXXX of the Constitution | Payment pro-rata at an amount rate of amount in item 4 from day 5 onwards |
| 6 | Remuneration of the Speaker | £15,000 per annum |
| 7 | Remuneration of the Deputy Speaker, except where item 8 applies | £11,000 per annum |
| 8 | Remuneration of the Deputy Speaker when deputising for the Speaker | Payment pro-rata at an annual rate of amount in item 6 |
| 9 | A contributory pension will be paid on behalf of an Elected Member | Payment will be in line with the St Helena Government staff policy and the pension rules as applicable at the time the relevant Elected Member entered Council |

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Annex C - Listing of Schedule 2 instructions to Attorney General's Chambers

Schedule 2

Members' Allowances and Benefits

| Item | Description of Allowance or Benefit |
|------|---|
| 1 | Internet: No separate provision. Cost of internet included in the remuneration payments listed in Schedule 1. |
| 2 | Computer Equipment: An Elected Member will be provided at public expense with a laptop computer (with mouse and printer) and reasonable quantities of consumables such as paper and ink for the conduct of their duties as an Elected Member. |
| 3 | Mileage and Transport |
| a | Elected Members will be paid an allowance at the rate of 60 pence per mile for journeys made by car to and from home to attend meetings or to carry out other official duties. Note: for the avoidance of doubt, home to office transport is included within the salary. |
| b | This allowance is payable only to the Elected Member who owns or drives the vehicle, and is at the specified rate irrespective of the number of persons in the vehicle. |
| c | The allowance may be claimed by an Elected Member for attendance at Constituency Meetings and other meetings outside Jamestown or to carry out official duties outside Jamestown in connection with their role as an Elected Member. |
| d | The Speaker and Deputy Speaker may claim the allowance in paragraph (a) to attend meetings outside Jamestown or to carry out official duties outside Jamestown. |
| e | An Elected Member, the Speaker or Deputy Speaker may, in lieu of any allowance to which he or she is entitled under paragraph (a) to (d), claim the cost of a taxi upon proof of payment. The journey must be for purposes of any attendance referred to in paragraph (c) or (d), as the case may be, if there are exceptional circumstances to justify the use of a taxi. |
| 4 | Overseas Travel and Subsistence |
| a | An Elected Member who travel overseas on official business will be provided with travel, accommodation, and allowances on the basis set out in the several sub-items of this Item. Publicly funded travel and accommodation is limited to the Elected Member; additional costs for a spouse or partner must be paid by the Elected Member. Similarly, if an Elected Member travelling alone prefers more expensive travel or accommodation, the additional cost will be the responsibility of the Elected Member. |
| b | Travel, appropriate to the purpose of the journey, will be arranged at public expense, on the basis (subject to availability) of air travel by economy class (or equivalent, depending on airline). |
| c | Travel to and from airport: |

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| | <p>For Brize Norton: Travel by taxi allowed within 100 miles from Brize Norton. When travelling to or from a destination outside the 100-mile radius, a taxi must be taken to the nearest train station for onward travel by train and a taxi then be taken from the destination station to the hotel or Brize Norton.</p> <p>For all other airports:</p> <ul style="list-style-type: none"> i) Between hours of 6am and 11pm: Travel by public transport to and from station nearest to the hotel and travel by taxi between that station and the hotel; ii) Between the hours of 11pm and 6am: Travel by taxi to and from hotel. <p>Transfers to and from an airport, where possible, should be arranged and booked prior to departure from the Island, using best value for money options.</p> |
| d | <p>Hotel accommodation: To be provided at the maximum rate of £140 per night. If no hotel is available at that rate in the area where the meeting or conference is to be attended, the Elected Member will be provided accommodation at an hotel in that area (at the best available rate) for the night before the meeting or conference until the day after the meeting or conference ends.</p> |
| e | <p>Elected Members may elect to stay with family or friends, instead of in an hotel; in such event, Elected Members may claim an allowance of £30.00 per day on account of their contribution towards the cost of their accommodation and meals.</p> |
| f | <p>Subsistence: Except where the meals are included in the hotel rate or where a conference or meeting provider caters for the meals, Members staying in hotels may claim allowances up to:</p> <ul style="list-style-type: none"> i) £10 per day for breakfast; ii) £15 per day for lunch; iii) £30 per day for dinner; and iv) £5.00 per day for incidental expenses such as laundry. <p>Each meal claimed should be of a reasonable cost.</p> |
| g | <p>Local Transport: Elected Members may claim the vouched cost of local transport within the city they visit; this will be limited to bus or (standard class) rail/underground unless there are exceptional circumstances to justify the use of a taxi. For local travel in and around London, Elected Members will be required to use an Oyster card or equivalent London Transport mobile telephone payment app.</p> |
| h | <p>Internet access: Up to 5 hours of internet access per working day (Monday to Friday) will be reimbursed unless the hotel provides free internet access. This does not apply when Elected Members are staying in London as internet can be accessed at the St Helena's UK Representatives Office.</p> |

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OPEN AGENDA

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| i | In relation to paragraphs (c), (f), (g) and (h), Elected Members will receive money in advance up to the estimated sum required. Elected Members must provide receipts upon return to St Helena and any money provided in excess of that spent must be returned. If insufficient money had been provided in advance as evidenced by receipts, the Elected Member will be reimbursed accordingly (provided that in the case of paragraph (f), the cost reimbursed will not exceed the amounts listed in that paragraph). |
| j | Travel Insurance: Insurance will be provided for Elected Members when travelling overseas on official business as follows: <ul style="list-style-type: none"><li data-bbox="363 524 1388 595">i) Whilst travelling through Ascension, medical insurance up to £500,000. At all other times medical insurance up to £75,000.<li data-bbox="363 595 1388 629">ii) The laptop provided for work will be insured.<li data-bbox="363 629 1388 665">iii) Up to £500 of personal possessions will be insured. |

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