

# Appendix E - Members' Allowance Scheme 2017/18

1. This scheme is made by Hampshire County Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2017.

2. **Basic Allowance**

With effect from 1 April 2017 a basic allowance per annum of £12,003 shall be paid to each elected Member of the County Council, £675 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, Co-opted Members of the Police and Crime Panel, Independent Persons under the Localism Act 2011, and each Independent Remuneration Panel Member.

3. **Special Responsibility Allowance**

- (1) Subject to paragraph 5 and sub-paragraph (2) below, a special responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.

- (2) Provided that any Member who for the time being holds more than one office of special responsibility shall be entitled to receive the higher allowance attached to one office only.

4. **Remuneration**

A Member may give notice to the Chief Executive to elect to forego all or any part of his/her entitlement to any of the allowances payable under this scheme.

5. **Part-Year Payment**

- (1) If this scheme is amended during any year to change the amounts to which a Member is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.

- (2) If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be

calculated by reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that member held office.
- (4) Where any Member ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Member held a position of special responsibility.

## **6. Childcare and Dependents' Carers' Allowances**

Childcare and dependents' carers' allowances are paid at a rate of £6.00 per hour for childcare and £8.00 per hour for dependents' carers. Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

## **7. Recovery of Allowances Paid**

Any allowance that has been paid to a Member after a Member has ceased to be a member of the County Council shall be recovered.

## **8. Duplication**

Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

## **9. Financial Loss Allowances**

Financial loss allowances are payable only to Independent Appeal Panel Members at the following rates:

- (1) for a period not exceeding four hours - £34.16
- (2) for a period exceeding four hours, but not exceeding 24 hours - £68.33
- (3) for a period exceeding 24 hours, the aggregate of £66.50 and such amount specified in (1) and (2) above as is appropriate to the number of hours by which the period exceeds 24 hours.

## **10. Travelling Allowances**

- (1) Travelling allowances payable to Members shall be in accordance with the HMRC rate (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter).
- (2) Travelling allowances payable to Independent Appeal Panel Members shall be 57.8p per mile.

#### **11. Subsistence – overnight stays in the U.K. and abroad**

- (1) When abroad, for Members' convenience arrangements will be made where possible for the County Council to be invoiced for the cost of accommodation or, given that Officers will normally be present, for the County Council to pay direct and for the Members' budget to be recharged accordingly. Where direct payment by the County Council is not practicable then foreign currency may be issued. Any balance must be returned afterwards and expenditure accounted for. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable expenses will be paid.

When carrying out approved duties in the U.K. which require an overnight stay the same principles will apply other than in relation to any cash advance.

- (2) At home or abroad where a meal is paid for by Officers or is otherwise provided as part of the exercise of an approved duty, Members are reminded that they should reduce any claim they make to reflect that. Where accommodation arrangements are made for Members and paid for by the County Council, no claims should be made other than for travelling if Members have to make their own travel arrangements. At all times where the County Council pays for accommodation members must pay for their incidental expenditure, such as newspapers, personal telephone calls, refreshments etc.

#### **12. Claims and Payments**

- (1) Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the last day of each calendar month.
- (2) Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- (3) All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three calendar months of the date of the

meeting/conference or seminar. All claims should be made via ESS Lite for Councillors.

# Annex to Appendix E

## HAMPSHIRE COUNTY COUNCIL

### THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A	MEMBERS ALLOWANCES SCHEME 2017/18	£ per annum
(i)	<b>Basic Allowance for Members of the County Council</b>	<b>12,003</b>
	<b>Basic Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee</b>	<b>675</b>
	<b>Basic Allowance for Co-opted Members of the Police and Crime Panel</b>	<b>675</b>
	<b>Basic Allowance for Independent Persons, Localism Act</b>	<b>675</b>
	<b>Basic Allowance for Independent Remuneration Panel Members</b>	<b>675</b>
(ii)	<b>Special Responsibility Allowances (SRA)</b>	

Only one special responsibility allowance is payable to any Member under the scheme. The allowances in brackets will not be paid which would otherwise be paid under this scheme whilst the current post holder receives a higher special responsibility allowance in respect of another post.

	£ per annum
<b>The Cabinet (Executive):</b>	
Leader and Executive Member for Policy and Resources	28,967
Executive Member for Economic Development	17,379
Deputy Leader and Executive Lead Member for Children's Services	17,379
Executive Member for Education	17,379
Executive Member for Culture, Recreation and Countryside	17,379
Executive Member for Human Resources and Performance	17,379
Executive Member for Public Health	17,379
Executive Member for Communities, Partnerships and External Affairs including Brexit	17,379
Executive Member for Environment and Transport	17,379
Executive Member for Adult Social Care and Health	17,379
<b>Assistant to the Executive:</b>	
Assistant to the Executive – Rural Affairs Champion	4,345

**Leader of Political Group:**

Leader of Liberal Democrat Group 12,201

**Chairmen of Select Committees:**

Policy and Resources 11,586

Children and Young People 11,586

Culture, Communities and Rural Affairs 11,586

Economy, Transport and Environment 11,586

**Vice-Chairmen of Select (Overview and Scrutiny) Committees:**

Policy and Resources (2,901)

Children and Young People 2,901

Culture, Communities and Rural Affairs 2,901

Economy, Transport and Environment 2,901

**Health and Adult Social Care Select (Overview and Scrutiny) Committee:**

Chairman 14,433

Vice-Chairman 3,612

**Regulatory Committee:**

Chairman 11,586

Vice-Chairman 2,901

**Audit Committee:**

Chairman 5,793

Vice-Chairman 1,449

**Pension Fund Panel and Board:**

Chairman 11,586

Vice-Chairman 2,901

**Minority Group Spokesperson:**

**Liberal Democrat Group:**

Policy and Resources	5,376
Children and Young People	5,376
Culture and Communities	5,376
Economy, Transport and Environment	5,376
Health and Adult Social Care	5,376
Regulatory Committee	5,376

**\*Chairman and Vice-Chairman of the County Council:**

Chairman	18,348
Vice-Chairman	9,414

\* NB. These allowances are payable under the Local Government Act 1972, and do not form part of the Members' Allowances Scheme

## Rates of Travelling Allowances payable to Members of the Council and its Committees and Sub-Committees, all Co-opted Members, all Independent Members, Members of the Independent Remuneration Panel and Independent Appeal Panel Members

### 1. **Cycle Allowance**

The rate for travel by a Member's own cycle/ electric cycle or one provided for his/her use	HMRC rate (currently 20p per mile).
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### 2. **Motor cycle allowance**

The rate for travel by a member's own solo motor cycle or one provided for his/her use	HMRC rate (currently 24p per mile).
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### 3 **Motor vehicle allowance**

(a) The rate for travel by a member's own private Motor vehicle, or one belonging to a member of per his/her family or otherwise provided for mile his/her use, other than a solo motor cycle:	HMRC rate (currently 45p for the first 10,000 miles and 25p per mile thereafter)
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(b) The rate for travel by an Independent Appeal Panel Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle:	57.8p per mile
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The rates specified in paragraph 3 may be increased by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

### 4 **Rates for travel by public transport or taxi**

(a) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.



- (b) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
  - i) on Pullman car or similar supplements, reservation of seats and deposit or portage of luggage; and
  - ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him for that night;
- (c) The rate for travel by taxi cab shall not exceed:
  - (i) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any other reasonable gratuity paid; and
  - (ii) in any other case, the amount of the fare for travel by appropriate public transport
- (d) The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the body approves, the rate may be increased to an amount not exceeding the actual cost of hiring.
- (e) The rate of travel by air shall not exceed the rate applicable to travel by appropriate means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air. Provided that where the body resolves, either general or specifically, that the saving in time if so substantial as to justify payment of the fare for travel by air, these may be paid an amount not exceeding:
  - (i) the ordinary fare or any available cheap fare for travel by regular air service; or
  - (ii) where no such service is available or in case of urgency, the fare actually paid by the Member.

# List of duties specified as “approved duties” for the purposes of the payment of travelling expenses and childcare and dependents carers’ allowances

With effect from 1 October 2003 for the purposes of claiming travelling expenses and childcare and dependents’ carers’ allowances, approved duties shall be taken to include:

## **1 The County Council, the Executive and Committees etc**

Attendance at meetings of the County Council and, provided the Member has been appointed by name or attends by virtue of Standing Order 18.4, attendance at meetings of the executive or the Council’s Standing Committees, Sub-Committees and panels.

## **2 Executive Members**

Attendance individually for the purpose of making Executive Member decisions.

## **3 Meetings with an Executive Member**

Attendance at the invitation of an Executive Member to meet with the executive member in connection with the discharge of the County Council’s functions, the Executive Member to notify the Chief Executive in advance of every invitation.

## **4 Other County Council Meetings**

Attendance at meetings in connection with the discharge of the County Council’s functions to which Members of more than one political group have been formally invited by the Chief Executive or other Chief Officer.

## **5 With the Chairman’s Concurrence**

With the Chairman’s concurrence, attendance by a Member to speak on business in connection with his/her duty as a Member of the County Council or as a local Member at meetings of the Executive or Committees, Sub-Committees and Standing Panels to which the member has not been appointed by name.

## **6 Political group Meetings**

Attendance at political group meetings before County Council meetings authorised by the relevant political group leader, plus any other political group meetings authorised by the relevant political group leader, subject

to notification to the Chief Executive, up to a total overall number of eleven meetings per year.

**7 Executive Decision Days**

Attendance by the Executive Member and Chairman, Vice-Chairman and Political Group Spokesmen of the appropriate Select (Overview and Scrutiny) Committee.

**8 Meetings with Officers**

Attendance at formally arranged meetings with Officers in connection with the discharge of the functions of the County Council provided that, for each occasion, either the Member or Officer concerned makes the arrangements at least the day before the meeting takes place.

**9 Meetings of other Local Authorities and Residents' Associations**

Attendance at meetings of district and parish councils and recognised residents' associations, provided that the member is specifically and formally invited to attend as a representative of the County Council.

**10 Head-teacher Interview Panels**

Attendance at Interview Panels to appoint head-teachers, provided that the member's attendance is as a representative of the County Council and not as a school governor.

**11 Opening Ceremonies and VIP occasions etc.**

Attendance by the Chairman and/or Vice-Chairman of the County Council, and/or Executive Members and/or the Chairman and/or Vice-Chairman of the appropriate Committee(s) at V.I.P visits, launches, or the official opening of premises for the purpose of, or in connection with, the discharge of the functions of the Council or any Committee of the Council or similar occasions, due to their holding that particular office. Committee Members or other nominated Members may also claim provided that the invitation is formally extended by the relevant Committee Chairman or Chief Officer.

Note: This does not apply to County Council receptions, the Civic Service or similar events.

**12 Hampshire Ambassadors' Events**

Attendance as a member of the Executive or the Policy and Resources Select (Overview and Scrutiny) Committee, on the invitation of the Director of Environment, at Hampshire Ambassador events.

**13 Duties of Executive Members, Chairmen, Vice-Chairmen and Deputy Chairmen**

Attendance following consultation with the appropriate Chief Officer, for the purpose of duties arising from the holding by a Member of the office of Chairman or Vice-Chairman of the County Council, of Executive Member or Chairman, Vice-Chairman or Deputy Chairman of a Committee, Sub-Committee or Standing Panel of the County Council.

**14 Conferences, Seminars and Courses**

Attendance authorised by the Chief Executive, after consultation with the Leader or other appropriate Executive Member at any conference, seminar or course, details to be reported quarterly by the Chief Executive to the Executive.

**15 Outside Bodies**

Attendance at business meetings of any outside body to which a Member has been formally appointed by the County Council, and at conferences, seminars, courses and other meetings arranged by the outside body, provided that, for each occasion, either the Member or outside body concerned makes the arrangements at least the day before the meeting takes place. This authority shall not constitute approval by the County Council to meet the cost of any conference, seminar or course attendance fee; in this respect the preceding paragraph applies.

**16 Local Government Association/County Councils Network Council/South East England Councils/South East England Development Agency**

Attendance at Local Government Association County Councils' Network Council, South East England Councils and the South East England Development Agency meetings provided that the Member has been duly appointed as a representative of his/her political county or national group.

**Note**

- (i) The terms "Chief Executive" and "Chief Officer" include their representative(s).
- (ii) Where the exercise of an approved duty requires a Member to be away from home overnight and provided that the County Council does not meet any of the costs direct, then the Member may claim for actual expenses incurred on accommodation and meals up to the prevailing maximum overnight rate permitted by the Secretary of State.

- (iii) This scheme also applies to non County Councillors appointed to represent the County Council or outside organisations.