

Members Allowances

Hart District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended), hereby makes the following scheme:

- 1 This scheme may be cited as the Hart District Council Members' Allowances Scheme and shall have effect from 1 April 2017.
- 2 The Scheme shall continue up to and including May 2027 (a period of four years)¹.
- 3 In this scheme, "Councillor" means an elected Member of Hart District Council.
- 4 Notwithstanding this scheme no allowance shall be paid at a rate exceeding the allowance payable under this Scheme of Members' Allowances for 2022/23 until otherwise agreed by the Council.

5 Basic Allowance

Subject to paragraphs 7 and 8, for each year a basic allowance shall be paid to each Councillor as set out in Table 1².

6 Special Responsibility Allowance (SRA)

- 6.1 For each municipal year, a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities listed in Table 1.
- 6.2 Subject to paragraphs 7 and 8, the amount of each such allowance shall be that specified in Table 1.
- 6.3 No Councillor shall be entitled to receive more than one special responsibility allowance at any time³.
- 6.4 Co-optees Allowance – this allowance applies to Independent Members and the Parish Representative on the Standards Committee

7 Basic and Specialist Care - Carer's and Childcare Allowances

- 7.1 A carers and childcare allowance of up to £8.00 per hour is payable to support the expenses of those Members who may care for dependants, whether children, elderly persons or people with disabilities, whilst the Member is attending meetings of the Council, a Committee, or is on Council business which is considered an approved duty (paragraph 18).

¹ Independent Remuneration Panel (February 2016)

² Council March 2011

³ Independent Remuneration Panel (November 2006)

- 7.2 The allowance is not payable for the employment of a member of the claimant's household.
- 7.3 No councillor should be entitled to more than £1,600 per annum for a carer and childcare allowance⁴.
- 7.4 Payment can only be made on production of a receipt or invoice from the paid carer.
- 7.5 The Chief Executive has delegated powers to increase both the hourly rate and the annual cap in special cases involving the care of disabled dependents where these rates are not adequate to meet the cost of providing care during the member's absence⁵.

8 Renunciation

A Councillor may, by notice in writing given to the Chief Executive, elect to forego any part of his or her entitlement to an allowance under this scheme.

9 Part-year entitlements

Where the term of office of a Councillor begins or ends other than at the beginning or end of a municipal year, entitlement to the basic allowance shall be calculated by reference to the number of days during the year for which that Member held office.

- 10** Where entitlement to a special responsibility allowance begins or ends other than the beginning or end of the municipal year, the allowance shall be calculated by reference to the number of days during the year for which that Member held a position of special responsibility.

11 Subsistence (In Authority)

Members are not entitled to claim subsistence⁶.

12 Travel (In-Authority)

For in-authority travel to approved duties (set out in section 17 below) , the appropriate amounts for travel should be reimbursed at the Inland Revenue (HMRC) allowed rates and any subsistence rates should be in accordance with those of Officers.

It is important that Members try to arrange meetings, whenever possible, to coincide with other meetings at the Council Offices.

⁴ Independent Remuneration Panel (November 2006)

⁵ Council March 2011

⁶ Council March 2011

13 Members carrying other Members to meetings in their vehicles

A Member may claim an additional 5p per mile for taking another Member to the same approved duty in his/her car. This rate will be increased in line with the changes to the Inland Revenue rate referred to in section 11 above.

14 Members living outside the District

In respect of a Member living outside the District boundary, mileage expenses will only be paid from the District boundary to the destination within the District. Any travel for destinations outside the District will be deemed to begin from the Civic Offices unless the actual mileage is less.

15 Members using Public Transport

Where Members use public transport to travel to approved duties the cost should be claimed at standard rates, or cheap day rates whenever possible and receipts must be provided. However, if there are exceptional circumstances when it is difficult to utilise public transport at standard rates or otherwise then a Member must obtain prior agreement from the Council to use other forms of transport, such as taxis.

16 Travel (Out Authority)

When Members travel out of the authority, on approved duties or to attend conferences or seminars, the costs will either be met by the authority, or reimbursed at the level of approved costs. Members must seek the most cost-effective method of travel. Travel warrants are available. Approved costs must be supported by receipts.

17 Withholding Allowances

No allowance shall be payable in respect of any period during which the Member concerned is:

- 17.1 ceases to be a member of the authority; or
- 17.2 is in any way not entitled to receive the allowance in respect of that period.

18 Approved duties - for the purpose of payment of Travel Expenses and Childcare/Dependent Carers' Allowances

The Scheme provides for the payment of an allowance to Members of the authority for duties undertaken in connection with or relating to those specified in the scheme and which are within one or more of the following categories:

- 18.1 The attendance of appointed representative(s) at a meeting of the authority or of any Committee or Sub-Committee of the authority, or of any other body to which the authority makes appointments or nominations (Table 2 Outside Bodies), or of any Committee or Sub-Committee of such a body.

- 18.2 The attendance of appointed representative(s) at any other meeting (the holding of which is authorised by the authority) or a Committee or Sub-Committee of the authority and one or more local authority within the meaning of section 270 (1) of the Local Government Act 1972, or a Sub-Committee or such a joint Committee provided that –
- i where the authority is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited, or
 - ii if the authority is not so divided, it is a meeting to which at least two Members of the authority have been invited;
- 18.3 The attendance at a meeting of Cabinet (including Cabinet Briefings) or a meeting of any of the Council's Committees, Sub-Committees, Panels, Boards or working groups to which the Member has been appointed.
- 18.4 The carrying out of any other duty approved by the authority, or duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its Committees or Sub-Committee. An indicative list of duties falling within this clause is attached at Table 3 Approved Duties, below. Whilst this list is not exhaustive, it indicates those types of duties considered acceptable for the claim of expenses. In the event that arbitration is required, the final decision rests with the Chief Executive as Proper Officer in this respect.
- 18.5 Official Planning site visits by members of the Planning Committee and which are accompanied by officer(s)
- 18.6 The official opening of tender documents at the request of Committee Services.

No expenses will be payable against:

- 18.7 Mileage for journeys carried out within a Councillor's own ward.
- 18.8 In connection with the above members should as far as possible follow the guidance set out below:
- (i) Meetings to resolve issues and problems relating to a constituent or a committee, should whenever possible be pre-arranged to coincide with other meetings (Council or Committee or other) at the Council Offices.
 - (ii) All issues and problems that can be resolved by use of the telephone, correspondence or e-mail should be so resolved.
 - (iii) Travel warrants should be obtained for journeys using public transport wherever possible.

18.9 Administration of the Scheme will be as follows:

- (i) Authorisation of expense claims shall be by the Elections Manager.
- (ii) In the event there are concerns about excessive mileage claims by one or more Councillors, this will be referred to the Standards Committee to review and assess.

19 Claims and payments

19.1 Any claim for carer's/childcare or travel allowance under this scheme shall be made in writing **within three months** of the date of the meeting for which entitlement to the allowance arises.

19.2 Expenses claims shall include, or be accompanied by, a statement by the Councillor claiming the allowance, that he or she has not made, and will not make, any other claim in respect of the matter to which his or her claim relates. (This is included in the standard claim form).

19.3 Payments shall be made:

- (i) in respect of the basic allowance and special responsibility allowance, it shall be paid in instalments which shall be one-twelfth of the amount specified in this scheme, on the 20th day of each month;
- (ii) in respect of all other expenses claims, payment shall be made on the 20th day of each month in respect of claims received up to the day 14 days before that date.

20 Pensions

Members are not permitted to join the Local Government Pension Scheme⁷.

21 Annual review of allowance rates

Index linking for the Basic Allowance and for Special Responsibility Allowances should be at the same rate as that applied to staff salaries⁸.

22 Ad Hoc Meetings

Where a Member wishes to attend an ad-hoc meeting or an official event on behalf of the Council, which is not listed in table 2, authorisation for travel/mileage only may be obtained prior to the event.

23 Where claims cannot be made

⁷ Council March 2011

⁸ Council March 2011

Allowances are only payable for the specific duties listed and not for any other activity, even though it may be linked to Council business. No allowance is payable in respect of duties in connection with any of the following including:

- (i) Residents' interest and action groups
- (ii) Parish Council meetings
- (iii) Members' local surgeries
- (iv) Group meetings

N.B Further details are set out in Table 3 below. Neither list is exhaustive.

Table 1**Basic and Special Responsibility Allowances****Members Allowances**

	2023/24 (with pay award) Allowances £
Basic Allowance	5,064
Leader of the Council	17,729
Deputy Leader of the Council	8,863
Cabinet Members	7,978
Chairman of the Council	4,432
Chairman of Planning Committee	5,320
Vice Chairman of Planning Committee	1,171
Chairman of Overview and Scrutiny Committee	3,545
Chairman of Staffing Committee	1,774
Chairman of Licensing Committee	1,774
Chairman of Audit Committee	2,660
Main Opposition Leader	2,660
Other Minority Leaders	111 Per member of the group
Chairman Standards Committee	1,762
Co-opted Members Standards Committee	260

Approved by Council February 2016 to come into effect April 2017
Annual uplifts as awarded to staff.

Table 2

Outside Bodies for which Members may claim allowances 2023/24

For which Members may claim carers and childcare allowance (if applicable),
travelling and subsistence.

- Basingstoke Canal Joint Management Committee
- Blackbushe Airport Consultative Committee
- Blackbushe Metals Liaison Panel
- Blackwater Valley Advisory Committee for Public Transport
- Blackwater Valley Recreation and Countryside Management Committee
- Citizens Advice Bureau Hart – Management Committee
- Crookham Almshouse Charity
- District Health and Wellbeing Forum
- Enterprise M3 Leaders Board
- Farnborough Aerodrome Consultative Committee (FACC)
- Fleet Business Improvement District
- Fleet Crondall and Crookham Welfare Trust
- Fleet Pond Society
- Hampshire Police and Crime Panel
- Hart Voluntary Action
- Local Government Association General Assembly (Annual Event)
- Local Government Authorities Hants and Isle of Wight and District Councils Network
- Military Community Covenant Group
- North-East Hampshire CPRE
- North Hampshire Road Safety Council
- Project Integra Strategy Board
- Safer North Hampshire Community Safety Partnership
- South-East England Councils (SEEC)
- Thames Basin Heaths Strategic Access Management and Monitoring Project Board
- Vivid Housing Association

This list is updated annually by Cabinet.

Table 3

Indicative list of approved duties under Clause 18F

Approved Duties under Clause 18F

Whilst this list is not comprehensive, it indicates those types of duties considered acceptable for the claim of expenses. In the event that arbitration is required, the final decision rests with the Chief Executive as Proper Officer in this respect.

- Training – all Members or members of committees invited;
- Pre-meetings of O&S Committee, Planning, Staffing etc. (By invitation of a senior officer);
- Interviews with External Audit / Audit Commission;
- Liaison meetings with HDC (Hart District Council) key partner organisations;
- Member working groups which have been set up by a committee of the Council;
- Meetings where members have been specifically invited to participate by a senior officer.

Examples of visits to the Council where expenses are not claimable include:

- Outside Bodies to which the member has not been appointed.
- Political Group Meetings
- Officer working groups
- Residents' interest and action groups
- Parish Council meetings
- Members' local surgeries