

## **Members' Allowances Scheme**

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 2021 (a period of four years)<sup>1</sup>.
- 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 2021/22 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 1<sup>2</sup>.
- 6** **Special Responsibility Allowance**
  - 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 time<sup>3</sup>.
  - 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 carer's and childcare allowance of up to £8.00 per hour is payable to support the expenses of those Members who may care for dependents, 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).
  - 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 allowance<sup>4</sup>.
  - 7.4 Payment can only be made on production of a receipt or invoice from the paid carer.

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<sup>1</sup> Independent Remuneration Panel (February 2016)

<sup>2</sup> Council March 2011

<sup>3</sup> Independent Remuneration Panel (November 2006)

<sup>4</sup> Independent Remuneration Panel (November 2006)

7.5 The Joint 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 absence<sup>5</sup>.

## **8 Renunciation**

A Councillor may, by notice in writing given to the Joint 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 subsistence<sup>6</sup>.

## **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.***

## **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.

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<sup>5</sup> Council March 2011

<sup>6</sup> Council March 2011

## **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 Councils' 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 Joint Joint 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 20<sup>th</sup> day of each month;
- ii. in respect of all other expenses claims, payment shall be made on the 20<sup>th</sup> day of each month in respect of claims received up to the day 14 days before that date.

## **20 Pensions**

With effect from 11 May 2026, Councillors and elected Mayors in England have access to the Local Government Pension Scheme. This is on an opt-in basis.

Therefore,

- i. Members are entitled to a pension in accordance with a scheme made under section 1 of the Public Service Pensions Act 2013, and
- ii. The basic allowance or special responsibility allowance (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.

## **21 IT Allowance**

In addition to the scheme an allowance of £250 in each municipal year is available to all Members for IT hardware, software and consumables payable against receipts for expenditure incurred. Where an item costing in excess of

£250 is purchased, members are entitled to draw down in advance the whole allowance for their anticipated term of office should they so choose.

**22 Subsidised 365 Leisure Card**

Subsidised rates for the 365 Leisure card shall apply to Members as per the staff scheme.

**23 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 salaries<sup>7</sup>. Tables are updated annually and published on the website.

**24 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 may only be obtained prior to the event.

**25 Where claims cannot be made**

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:

- a. Residents' interest and action groups
- b. Parish Council meetings
- c. Members' local surgeries
- d. Group meetings

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

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<sup>7</sup> Council March 2011