

Appendix E - Members' Allowance Scheme 2018/19

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 2018.

2. **Basic Allowance**

With effect from 1 April 2018 a basic allowance per annum of £12,244 shall be paid to each elected Member of the County Council, £689 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, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board, 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

Dependents' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £18.00 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 25 and over.

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) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council. If Members make their own arrangements they should claim via ESS Lite for Councillors.
- (2) At home or abroad where a meal is paid for by Officers accompanying a Member 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 expenses. 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 months calculated from the beginning of the month in which the expenses are incurred. 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 2018/19	£ per annum
(i)	Basic Allowance for Members of the County Council	12,244
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	689
	Allowance for Co-opted Members of the Police and Crime Panel	689
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board	689
	*Allowance for Independent Persons, Localism Act	689
	*Allowance for Independent Remuneration Panel Members	689
(ii)	Special Responsibility Allowances (SRA)	

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
The Cabinet (Executive):	
Leader and Executive Member for Policy and Resources	29,547
Executive Member for Economic Development	17,727
Deputy Leader and Executive Lead Member for Children's Services	17,727
Executive Member for Education and Skills, Human Resources and Performance	17,727
Executive Member for Recreation and Heritage	17,727
Executive Member for Adults Social Care and Health	17,727
Executive Member for Public Health	17,727
Executive Member for Communities, Partnerships, and External Affairs including Brexit	17,727
Executive Member for Environment and Transport	17,727
Executive Member for Countryside and Rural Affairs	17,727

Leader of Political Group:

Leader of Liberal Democrat Group 12,453

Chairmen of Select Committees:

Policy and Resources 11,818

Children and Young People 11,818

Culture, Communities and Rural Affairs 11,818

Economy, Transport and Environment 11,818

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

Policy and Resources (2,960)

Children and Young People 2,960

Culture, Communities and Rural Affairs 2,960

Economy, Transport and Environment 2,960

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

Chairman 14,722

Vice-Chairman 3,685

Regulatory Committee:

Chairman 11,818

Vice-Chairman 2,960

Audit Committee:

Chairman 5,909

Vice-Chairman 1,478

Pension Fund Panel and Board:

Chairman 11,818

Vice-Chairman	2,960
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Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,484
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Children and Young People	5,484
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Culture and Communities	5,484
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Economy, Transport and Environment	5,484
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Health and Adult Social Care	5,484
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Regulatory Committee	5,484
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***Chairman and Vice-Chairman of the County Council:**

Chairman	18,752
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Vice-Chairman	9,603
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* NB. These allowances are payable under other legislation, 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).

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).

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)

(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

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 by reference to second class fares.

(b) 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

(ii) in any other case, the amount of the fare for travel by appropriate public transport

(i) The rate of travel by air shall be the ordinary fare or any available cheap fare for travel by regular air service or, 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**

Attendance at Local Government Association, County Councils' Network Council and South East England Councils' 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.