

Appendix E - Members' Allowance Scheme 2019/20

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 2019.

2. **Basic Allowance**

With effect from 1 April 2019 a basic allowance per annum of £12,489 shall be paid to each elected Member of the County Council, £703 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 2019/20	£ per annum
(i)	Basic Allowance for Members of the County Council	12,489
	Allowance for Co-opted Members of the Children and Young People Select (Overview and Scrutiny) Committee	703
	Allowance for Co-opted Members of the Police and Crime Panel	703
	Allowance for Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member)	703
	*Allowance for Independent Persons, Localism Act	703
	*Allowance for Independent Remuneration Panel Members	703
(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	30,138
Deputy Leader and Executive Member for Economy, Transport and Environment	18,082
Executive Lead Member for Children's Services and Young People	18,082
Executive Member for Education and Skills	18,082
Executive Member for Recreation and Heritage	18,082
Executive Member for Adults Social Care and Health	18,082
Executive Member for Public Health	18,082
Executive Member for Communities, Partnerships, and External Affairs	18,082
Executive Member for Commercial Strategy, Human Resources and Performance	18,082
Executive Member for Countryside and Rural Affairs	18,082

Assistant to the Executive:

Assistant to the Executive – Climate Change 4,521

Leader of Political Group:

Leader of Liberal Democrat Group 12,708

Chairmen of Select Committees:

Policy and Resources 12,055

Children and Young People 12,055

Culture, Communities and Rural Affairs 12,055

Economy, Transport and Environment 12,055

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

Policy and Resources (3,020)

Children and Young People 3,020

Culture, Communities and Rural Affairs 3,020

Economy, Transport and Environment 3,020

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

Chairman 15,017

Vice-Chairman 3,759

Regulatory Committee:

Chairman 12,055

Vice-Chairman 3,020

Audit Committee:

Chairman 6,028

Vice-Chairman 1,508

Pension Fund Panel and Board:

Chairman	12,055
Vice-Chairman	3,020

Minority Group Spokesperson:

Liberal Democrat Group:

Policy and Resources	5,612
Children and Young People	5,612
Culture and Communities	5,612
Economy, Transport and Environment	5,612
Health and Adult Social Care	5,612
Regulatory Committee	5,612

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

Chairman	19,127
Vice-Chairman	9,796

* 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

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**

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)

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, Assistant to the Executive, 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, or Executive Member, or Assistant to the Executive, 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.

**HAMPSHIRE COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME AMOUNTS
PAID IN ALLOWANCES IN 2019/2020**

The following amounts were paid to Members by way of allowances April 2019 –
March 2020

	Name	Basic Allowance (£)	Special Responsibility Allowance (£)	Chairman of HCC Allowance (£)	Expenses (£)	Care Allowance (£)
J	Bennison	12489.00			1177.20	
F	Birkett	12489.00				
M	Boiles	12489.00				
R	Bolton	12489.00	3020.00			
J	Branson	12489.00			933.80	
A	Briggs	12489.00			1667.25	
Z	Brooks	12489.00			432.45	
G	Burgess	12489.00	3020.00		1364.00	
A	Carew	12489.00				
F	Carpenter	12489.00			2050.10	
C	Carter	12489.00			3915.45	
R	Chadd	12489.00	17320.61		4834.25	10020.50
P	Chegwyn	12489.00	5612.00			
M	Choudhary	12489.00		17948.13	1675.80	
D	Clarke	12489.00				
A	Collett	12489.00	5612.00		539.60	
M	Cooper	12489.00	5612.00		298.80	
R	Cooper	12489.00			1166.40	
T	Craig	12489.00			100.80	
R	Dibbs	12489.00			466.20	
A	Dowden	12489.00			171.50	
P	Edgar	12489.00			576.50	
K	Evans	12489.00	6028.00		684.90	
A	Fairhurst	12489.00	18082.00		3707.10	
S	Forster	12489.00				
J	Frankum	12489.00			941.40	
A	Gibson	12489.00			3986.80	
J	Glen	12489.00	12055.00		2495.35	
J	Grajewski	12489.00	16179.08		1097.20	
D	Harrison	12489.00	5612.00		310.50	
M	Harvey	12489.00			597.60	
P	Hayre	12489.00			558.90	
E	Heron	12489.00	18082.00		1919.70	1392.18
D	Hiscock	12489.00				
G	Hockley	12489.00			410.85	
K	House	12489.00	12708.00		455.40	
G	Hughes	12489.00			661.95	
R	Humby	12489.00	18082.00		2739.60	
R	Huxstep	12489.00	15017.00		2043.90	

W	Irish	12489.00			435.30	
G	James	12489.00				
A	Joy	12489.00	18082.00		3016.51	
D	Keast	12489.00	3759.00		1382.40	
M	Kemp-Gee	12489.00	12055.00		1224.45	
M	Kendal	12489.00	2284.56	8558.40	1299.60	
R	Kyrle	12489.00				
P	Latham	12489.00	12055.00		1329.30	
K	Mans	12489.00	28614.80		5390.40	
A	McEvoy	12489.00	1508.00		847.65	
A	McNair Scott	12489.00	12055.00			
D	Mellor	12489.00			1069.60	
S	Mitchell	12489.00				
R	Mocatta	12489.00			1012.95	
K	North	12489.00	10531.89		502.20	
R	Oppenheimer	12489.00	12055.00		1391.95	
N	Penman	12489.00			675.90	
R	Perry	12489.00	3888.77		2827.35	
S	Philpott	12489.00			1001.25	
J	Porter	12489.00	5612.00			
R	Price	12489.00			1075.75	
L	Quantrill	12489.00	2638.48		1553.55	
S	Reid	12489.00	18082.00			
D	Simpson	12489.00	5612.00		1695.15	
P	Stallard	12489.00	18082.00		1939.55	
E	Still	12489.00		2468.01	295.20	
R	Taylor	12489.00			129.60	
B	Tennent	12489.00			1086.54	
T	Thacker	12489.00	3020.00			
M	Thierry	12489.00			97.20	
M	Thornton	12489.00				
M	Tod	12489.00				
R	Vaughan	12489.00			1407.15	
M	Wade	12489.00			630.45	
J	Warwick	12489.00	3184.15		925.94	
M	Westbrook	12489.00			537.30	
M	White	12489.00			1200.40	
W	Withers	12489.00			486.90	
S	Woodward	12489.00	18082.00		1803.60	

The following amounts, were paid to non-elected Members by way of allowances April 2019 – March 2020						
J	Abbott	703.00				
C	Allen	703.00				
V	Arrowsmith	585.9				
I	Brewerton	703.00			56.60	

M	Coombes	703.00			121.95	
M	Cronin	703.00				
G	Davis	703.00			26.09	
D	Heck	703.00				
M	James	703.00				
R	Kinch	703.00			9.30	
S	Manchester	703.00			423.60	
P	Moore	703.00				
R	Purkiss	703.00				
R	Snook	406.46				
K	Watson	281.18				