

**HERTFORDSHIRE COUNTY COUNCIL
LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) ENGLAND REGULATIONS
2003**

SCHEME FOR MEMBERS ALLOWANCES 2008/2009

The following allowances shall be payable from 1 April 2008 to 31 March 2009.

1. BASIC ALLOWANCE (BA)

(total for the year: £738,276)

Basic Allowance of £9,588 per annum shall be payable to each elected member, unless they request not to receive it.

2. TRAVEL AND SUBSISTENCE ALLOWANCES (TSA)

Travel and Subsistence Allowances shall be payable to elected members and co-opted members in respect of duties set out in a Appendix 1. Rates payable are set out in Appendix 2.

3. DEPENDANTS' CARERS' ALLOWANCE (DCA)

This is an allowance for elected members who incur expenditure for the care of children or dependants whilst undertaking duties set out in Appendix 1.

The sums claimed must not exceed the actual sum paid, or £8.20 per hour, whichever is the lesser.

4. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

(fye total for the year: £424,436)

The posts qualifying for SRA payments from 1 April 2008 to 19 May 2008 shall be those set out in the Members Allowances Scheme made on 1 March 2007, but with an additional 2.5% applied to each payment. From 19 May 2008 to 31 March 2009 the posts and payments shall be those set out in the Schedule to this Scheme.

5. CO-OPTEE'S ALLOWANCE (COA)

Co-optees' Allowance shall be paid to the following members:-

Chairman of the Standards Committee (Independent member)	£1,438
Other 3 Independent members of Standards Committee	£1,199 each
4 Parent Governor Reps on the CSF Scrutiny Committee	£3,196 each

6. PENSIONS

All elected members under the age of 70 are entitled to pensions in accordance with a Scheme made under S99 of the Local Government Act 2000 and Regulations issued in 2003 (SI 2003/1022). Both BA and SRA will be treated as amounts in respect of which such pensions are payable.

7. RULES OF THE SCHEME

- (i) Any member may request in writing to the Proper Officer (the County Secretary) not to receive any allowance
- (ii) Members shall be paid monthly by bank credit. Expenses shall be claimed monthly. (BA, SRA and COA do not need to be claimed as they are paid automatically.)
- (iii) Expenses claims made more than three months in arrears shall not be paid without specific authority of the County Secretary, after consultation as necessary with the Leader and Deputy Leader of the Council and the Leaders of the Opposition groups. Any claims made relating to the preceding financial year must be submitted by 31 May, otherwise they shall not be paid.
- (iv) Where a term of office is otherwise than for a full year, the entitlement of any member to any allowance shall be the actual number of days during which the term of office subsists.
- (v) Where an elected member is suspended or partially suspended from their duties/responsibilities as a member in accordance with Part III of the Local Government Act 2000 (or regulations made thereunder) that part of any allowance paid to them during the period of suspension may be withheld, or subject to repayment if the allowance has already been paid.
- (vi) This Scheme may only be amended by authority of the County Council itself, and this may be done at any time during the year. The Scheme may only be revoked by the County Council itself at the beginning of the year to which the Scheme relates. If the Scheme is revoked then a new Scheme must be made by the Council before the revocation date, to take effect on the date of the revocation.
- (vii) If any amendment is made to the Scheme which affects an allowance payable for the year in which the amendment is made, the allowance payable may be backdated to a point not earlier than the beginning of the year in question.
- (viii) Where a member is also a member of another Authority they shall not receive allowances from more than one authority in respect of the same duty (e.g. a joint member meeting).

8. AUTHORITY

This Scheme was made by the County Secretary on 31 March 2008, acting under a decision taken by the County Council on 26 February 2008, who had regard to the recommendations of an independent Remuneration Panel.

**ALLOWANCES SCHEME
APPENDIX 1
APRIL 2008**

**DUTIES QUALIFYING FOR TRAVEL & SUBSISTENCE ALLOWANCE (TSA) &
DEPENDANTS' CARERS' ALLOWANCE (DCA)**

**1. WHERE THE MEMBER IS A MEMBER OF THE COMMITTEE OR BODY, OR
IS INVITED TO ATTEND:**

General

Meetings of the Cabinet
All Committees and Scrutiny Committees listed in the Constitution
Joint Health Scrutiny Meetings with other Authorities
Conferences where the County Secretary and the appropriate Group Leader
have approved the duty in advance
All Cabinet Panels, Topic Groups
All Forums
Member meetings on Community Government/Partnership
Joint (member) meetings with other local authorities and organisations
Meetings convened by the Council, or by any Committee or Panel, or by a Chief
Officer, provided that members of at least 2 political groups are invited.
Group Leader meetings
Group briefings called by an officer
Formal Member training
Political Group meetings where the Group is discussing Council business.

Specific Bodies

Adoption Panel
Advisory committees on Inspection of Residential Homes, Children's Homes &
Residential Schools
Aldenham Country Park Advisory Board
Archives and Local Studies User Panel
'Cases for Concern' meetings
Catering Users Group
Consultation meetings with Business ratepayers
Consultative Forum for accreditation of Home Care Services
Early Years Development Partnership
Education Support Centres Management Committees
Fire Brigades Union Joint Consultative Committee
HCC/School Teachers' Associations Joint Committee
Joint Staff Advisory Committees (APT & C and Manual Workers) including
informal meetings
Leisure Strategy Group
Library User Groups
Locality Planning Meetings
Music Reference Group
Pupil Performance Data Group
Review Panels - Residential Homes
School Provision - local meetings
Site meetings on Committee issues

Snowdonia Management Committee
Visits to Children's Residential Homes
West Hyde Management Committee
Young People Advisory Panel

2. WHERE THE MEMBER IS NOT A MEMBER OF A COMMITTEE, SCRUTINY COMMITTEE OR PANEL, BUT WHERE THAT MEMBER:

is attending as a substitute

is presenting a Topic Group or Panel report to a Scrutiny Committee or to the Cabinet.

attends a meeting where an item is considered which names that member as a local member.

attends a Scrutiny Committee meeting where the agenda includes discussion of a motion moved by that member, referred from full Council.

is a Cabinet Member attending a meeting of a Scrutiny Committee

is a member who represents the Council on an outside body and attends a Scrutiny Committee or panel at which an item relevant to/arising from that outside body is being discussed.

3. GENERAL

Attendance by members at Town or Parish Council meetings in their Divisions to explain County Council business.

Attendance by the Chairman, Vice-Chairman and Leader of the County Council for the purposes of undertaking the business of the Council and to represent the Council.

Attendance by a Cabinet Member or the Chairman or Vice-Chairman of a Committee or Scrutiny Committee; or by the Chairman of a Cabinet Panel or Group Spokesman on a particular matter, at discussions with officers in connection with duties arising from those appointments, including briefings.

Party Group Leaders (including Deputy Leaders when deputising) and Group Secretaries coming to County Hall for the purpose of dealing with County Council business.

4. OUTSIDE BODIES

Attendance at a meeting of any body, or of any Committee or Sub-Committee thereof, where a member is appointed by the County Council, or through the Regional or National political process.

**ALLOWANCES SCHEME
APPENDIX 2
APRIL 2008**

**MEMBERS' ALLOWANCES
RATES PAYABLE**

Travelling Allowances

In cases where a private vehicle is used, mileage allowances are paid. Otherwise, travelling allowances are in the form of reimbursement of actual costs borne subject to the rules set out below:-

(i) Rail

Standard Class rail fares should be claimed, except where some other class is needed to get a seat.

Additional expenditure on reservation of seats, deposit or portage of luggage is also payable.

Sleeping accommodation may be claimed where applicable; however, this will reduce the nightly subsistence allowance by one third.

(ii) Taxi

In cases of urgency, or where no public transport is available, the fare and reasonable gratuity may be claimed. In any other case, the amount of the fare for travel by appropriate public transport will be paid. All claims for taxi fares shall be accompanied, wherever possible, by receipts.

(iii) Hired Motor Vehicles

In cases of urgency (i.e. where a car has broken down) and where no alternative public transport is available, the actual cost of hiring a vehicle plus any petrol and oil expenses incurred may be claimed. Alternatively, the appropriate mileage allowance may be claimed.

(iv) Air

Where time saving is substantial, the ordinary air fare or amount paid may be claimed.

All exceptional expenditure under (i) to (iv) above should be cleared first with the Assistant County Secretary (Ron Coxall, Room 221. Tel: 01992 - 555540).

(v) Using private vehicles

The mileage rates payable per mile are:-

Motor Cycle

Motor cycle 150 cc or less <u>OR Pedal cycle</u>	8.5p
Motor cycle exceeding 150 cc but not exceeding 500 cc	12.3p
Motor cycle exceeding 500 cc	16.5p

Motor Cars

All motor cars 40p

An additional 3p per mile is allowed for a passenger to whom a travelling allowance would otherwise be paid under this scheme; and 2p per mile for a second or subsequent passenger (maximum 4 passengers).

Expenses on tolls, ferries, or parking fees may also be claimed.

NOTE

Passenger allowances may only be claimed where the passenger would be entitled to travelling allowance in their own right. The allowance is applicable only to travel by car.

Subsistence Allowance

This is only payable where members are performing approved duties as set out in Appendix 1.

- (a) Meals taken at County Hall will be provided free of charge up to the maximum amounts set out below.

In that event members taking their meals through the main cafeteria, the salad bar or the snack bar, are required to sign at the till to confirm the cost of the meal taken, rather than paying and claiming reimbursement.

- (b) Where meetings take place outside of County Hall, and meals are not provided, members will be entitled to claim subsistence for appropriate duties up to the following amounts:-

Breakfast	£4.92
Lunch	£6.77
Tea	£2.67
Dinner	£8.38

However, where the amount claimed exceeds 50% of these rates, payments will only be reimbursed if the claim is accompanied by an appropriate receipt.

Allowance for absence overnight from the usual place of residence is £79.82. For such absences in London or attending the annual conference of the LGA or other approved Association, the sum of £91.04 is payable.

(Note: Most conferences are paid for by the Authority on a 'full board' basis, therefore it is not normally appropriate for members to claim these allowances.)

SCHEDULE

SPECIAL RESPONSIBILITY ALLOWANCES 2008/9 (Payable pro-rata from 19 May 2008 to 31 March 2009)

<u>Post</u>	<u>Current Postholders</u>	<u>£ fye</u>
Leader of the Council	(Robert Gordon)	38352
Deputy Leader of the Council (also Performance & Resources Portfolio holder)	(David Lloyd)	28764
Cabinet Member for:		
- Education & Culture	(Keith Emsall)	19176
- Planning, External Relations & Waste	(Derrick Ashley)	19176
- Children's Services	(Jane Pitman)	19176
- Adult Care & Health	(Sally Newton)	19176
- Highways, Transport & Rural Affairs	(Stuart Pile)	19176
- Community Safety	(Richard Smith)	19176
- Corporate Strategy & Partnerships	(Richard Roberts)	19176
Leader of the Conservative Group	(Robert Gordon)	20048
Leader of the Labour Group	(Ian Laidlaw-Dickson)	6973
Leader of the Liberal Democrat Group	(Chris White)	6101
Chairman of Overview & Scrutiny Committee	(Alan Searing)	14382
Vice-Chairmen (2) of Overview & Scrutiny Committee	(John Metcalf)	4794
	(Stephen Giles-Medhurst)	4794
Chairman of Health Scrutiny Committee	(Bernard Lloyd)	9588
Vice-Chairman of Health Scrutiny Committee	(David Cullen)	7191
Labour Spokesmen (4) on:		
Environment -		4794
Corporate Services -		4794
Children, Schools & Families -		4794
Adult Care & Community Safety -		4794
Liberal Democrat Spokesmen (4) on:		
Environment -		4794
Corporate Services -		4794
Children, Schools & Families -		4794
Adult Care & Community Safety -		4794
8 Deputy Executive Members:		
Adult Care & Health	(Dave Hewitt)	9588
Education & Culture	(Richard Thake)	9588
Children's Services	(Steve Holmes)	9588
Highways Transport & Rural Affairs	(Clare Berry)	9588
Performance & Resources	(Tony Mitchell)	9588
Planning External Relation & Waste	(Richard Roberts / Richard Thake)	9588
Corporate Strategy & Partnership	(Tony Mitchell)	9588
Community Safety	(David Lloyd)	9588
Chairman of Audit Committee	(Seamus Quilty)	9588
Chairman of Development Control Committee	(Bryan Hammond)	9588
Chairman of the Council	(Nigel Brook)	9588
Vice-Chairman of the Council	(Roy Clements)	2397

ALSO: Casework, Appointments & Appeals Committee Chairmen & Members to be paid SRAs of £100 and £50 respectively per day per member when dealing with appeals from members of staff in relation to discipline & grievance procedures.

NOTE: Members are restricted to one SRA each (that of the highest value) excluding 'Appeals Committee' SRAs