

APRIL 2002

(Approved by County Council on 14 February, 2002)

**HERTFORDSHIRE COUNTY COUNCIL
LOCAL GOVERNMENT ACTS 1972 & 2000
LOCAL GOVERNMENT AND HOUSING ACT 1989
LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) REGULATIONS 1991,
(AMENDMENT) REGULATIONS 1995
(MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2001**

SCHEME FOR MEMBERS ALLOWANCES 2002/2003

APRIL 2002 - MARCH 2003

The following allowances shall be payable from 1 April 2002 to 31 March 2003 inclusive:

BASIC ALLOWANCE (BA) (total cost : £554,400)

Basic Allowance of £7,200 shall be payable in monthly instalments to each member, unless they request not to receive it.

TRAVEL AND SUBSISTENCE ALLOWANCES (TSA)

(budgets : Mileage £70,042
Subsistence £4,536)

Travel and Subsistence Allowances at the rates set by the Secretary of State shall be payable to Members and Added Members for Approved Duties within this Scheme and for approved conferences and meetings within Section 175 of the Local Government Act 1972. Members shall claim monthly and payment will be by bank credit.

See Appendix 2 for rates payable.

TSA may be claimed in the following cases:-

- Duties listed in Appendix 1.
- Attendance by members at Town or Parish Council meetings in their Divisions to explain County Council business.

- Attendance by the Chairman and Vice-Chairman of the County Council for the purposes of undertaking the business of the Council and to represent the Council.
- Attendance by a Cabinet or Executive Committee Member or the Chairman or Vice-Chairman of a Committee or Select Committee, by the Chairman of a Standing Panel or Best Value Review Group, or "subject spokesman" at discussions with officers in connection with duties arising from those appointments, including briefings.
- Party Group Leaders and Secretaries coming to County Hall for the purpose of dealing with County Council business.

CHILDCARE & DEPENDANTS CARERS' ALLOWANCE (CA)
(budget £3,134)

This is an allowance for members who incur expenditure for the care of children or dependants whilst undertaking approved duties, namely:-

- a meeting of the Cabinet or a Panel thereof (including Best Value Groups)
- a meeting of the County Council
- a meeting of a committee or Scrutiny Committee of the County Council or Panel or Task Group thereof
- a meeting of some other body to which the County Council makes appointments or nominations, or a meeting of a committee or sub-committee of a body to which the County Council makes appointments or nominations
- a meeting which has been authorised by the County Council or any committee or panel, or by an officer acting under delegated authority from the Council, or by a joint committee of the authority and one or more other authorities, and to which representatives of more than one political group have been invited
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises

The sums claimed must not exceed the actual sum paid, or £3.50 per hour, whichever is the lesser.

SPECIAL RESPONSIBILITY ALLOWANCE (SRA)(total cost : £232,920)

Payable to holders of posts in accordance with the Schedule (Appendix 3) appended to this Scheme.

RULES OF THE SCHEME

Members shall claim monthly and payment will be by bank credit.

All subsistence claims for meals taken away from County Hall, where the claim amounts to more than 50% of the subsistence rate shall be accompanied by receipts.

All claims for taxi or public transport fares shall be accompanied, wherever possible, by receipts.

Claims made more than three months in arrears shall not be paid without specific authority of the County Secretary, after consultation with the Leader and Deputy Leader of the Council and the Leaders of the Opposition groups.

Any amendment to this Scheme may only be made by the County Council itself.

AUTHORITY

This Scheme was made by the County Council on 14 February 2002.

DUTIES QUALIFYING FOR TRAVEL & SUBSISTENCE ALLOWANCE & CARE ALLOWANCE

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

Conferences where the County Secretary has approved the duty in advance

All Panels, Topic Groups and Best Value Review Groups

All Forums

Member meetings on Community Government/Partnership meetings

(inc. local and joint member meetings)

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

Multi-group briefings called by an officer

Formal Member training

Political Group meetings, but only where an officer is present for at least 1 item of business

Children, Schools and Families

Advisory committees on Inspection of Children's Homes and Residential Schools

Early Years Development Partnership

Education Support Centres Management Committees

HCC/School Teachers' Associations Joint Committee

Music Reference Group

Pupil Performance Data Group

School Provision - local meetings

Snowdonia Management Committee

Visits to Children's Residential Homes

West Hyde Management Committee

Young People Advisory Panel

Environment

Aldenham Country Park Advisory Board

Development Control

Site meetings on Committee issues
'Cases for Concern' meetings

Community Information and Protection

Archives and Local Studies User Panel
Fire Brigades Union Joint Consultative Committee
Leisure Strategy Group
Library User Groups

Resources

Joint Staff Advisory Committees (APT & C and Manual Workers) including informal meetings
Catering Users Group
Consultation meetings with Business ratepayers

Adult Care Services

Adoption Panel
Advisory committees on Inspection of Residential Homes, Children's Homes & Residential Schools
Consultative Forum for accreditation of Home Care Services
Locality Planning Meetings
Review Panels - Residential Homes

2. WHERE THE MEMBER IS NOT A MEMBER OF A COMMITTEE, SELECT 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 naming that member personally 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. THE FOLLOWING OUTSIDE BODIES

Attendance, whether the member is appointed by the County Council or through the regional or national political process, at meetings of (and Committees and Working Groups thereof):-

Anglian Regional and Great Ouse Local Flood Defence Committee
Anti-Poverty Partnership
Archaeological Trust

Beds & Herts Tourism Ltd
Berkhamsted Town Hall Trust
Birchanger Trust
Borehamwood SRB Partnership Board
Building Preservation Trust

Careers Service (Limited) – Attendance as Director nominated by the County Council
Chiltern Open Air Museum Advisory Council
Chiltern Standing Conference
Citizens Advice Bureaux (Management Meetings) (not for persons on volunteer rotas)
City University - Court of
Community Development Agency
Community Health Councils – East, North, North-West and South-West Herts
Community Foundation
County Councils' Network
CPRE - the Hertfordshire Society
Crouchfield Trust

East of England Local Government Conference (and its Executive, Panels & Working Groups)
East of England Regional Assembly
East of England Forum (Fire and Rescue)
Eastern District Workers Education Association
Eastern Orchestral Board
Eastern Region Investment Agency
EETB/Regional Tourism Council
Elstree Airport Consultative Committee
Essex University - Court of

Governing Bodies of Special Schools
Governing Body St Elizabeth's School
Groundwork Trust

Health Authorities Local Liaison Forums
Health Authorities & Hertfordshire County Council Joint Consultative Committee
Hertford Museum - Board of Trustees
Hertfordshire & Bedfordshire Pastoral Foundation
Herts Action for the Disabled
Herts & Essex Border Liaison Group
Hertfordshire Arts Partnership
Hertfordshire Business Centre Ltd
Herts Education Foundation (HEF)
Herts Environmental Landfill Partnership
Hertfordshire Learning & Skills Council
Hertfordshire Local Government Association

Hertfordshire Police Authority
Hertfordshire Rural Forum

Leavesden Airfield Site Joint Member Group
Letchworth Heritage Foundation
Lee Valley Regional Park Authority
Library Association
Local Government Association
LGA Fire Service Forum
LGA Fire Service Executive
LGA Management Executive
LGA Social Affairs & Health Executive
LGA Strategic and Financial Forum
LGA Strategic Aviation Special Interest Group
LGA Urban and Rural Commissions
Luton Airport Consultative Committee

National Parking Adjudication Service
NHS Partnership - Joint Commissioning Partnership Board

Oaklands College Corporation

Pelham Steering Committee
Police Authority plus Consultative Committees/Community Partnership meetings
(NOT lay visiting)
Probation Committee (and Sub-Committees)

Queen Elizabeth the Queen Mother Centre Herts Autistic Trust Management Committee

Regional Employment Panel of the East of England Local Government Conference
Regional Planning Panel of the East of England Local Government Conference
Reserve Forces and Cadets Association for East Anglia
RESOURCE (See also Eastern)

School Organisation Committee
SNAP Theatre Company, Bishops Stortford
South East Museum Service/Executive Council
South Oxhey (and West Watford) Regeneration Advisory Group
SRB Partnership Boards
Standing Advisory Council on Religious Education (SACRE)
Standing Committee for Museums Services in Hertfordshire
Stansted Airport Consultative Committee
Stevenage Transport Forum
St Elizabeth's School, Much Hadham - governing body

Thames Regional Flood Defence Committee

Voluntary Aided Schools Appeal Committees (Admissions)

Waste Strategy Development Group
Watford and South West Area Partnership Board
Watford Sheltered Workshops
Welwyn Hatfield Area Regeneration Partnership (WHARP)
Wendover Trust
Worknet - Borehamwood

ALLOWANCES SCHEME
APPENDIX 2
(RATES EFFECTIVE FROM JUNE 2000)

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. However, this expenditure should be cleared first by the Assistant County Secretary (Ron Coxall, Room 221. Tel: 01992 - 555540).

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.

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.

v) Using private vehicles

The mileage rates payable, based on rates set by the Department of Environment Transport and the Regions 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 and Tri-Cars

Not exceeding 999 cc	34.6p
Exceeding 999 cc but not exceeding 1199 cc	39.5p
Exceeding 1199 cc	48.5p

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 duties which require them to be away from home for 4 hours or more.

- (a) Meals taken at County Hall will be provided free of charge up to the amounts set by the Department of Environment Transport and the Regions, listed 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, where 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 ACC 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 this allowance is not normally appropriate.)

SPECIAL RESPONSIBILITY PAYMENTS - 1 April 2002 - 31 March 2003

<u>Post</u>	<u>Payment £</u>
Leader of the Council	21,600
Cabinet Member who normally deputises for Leader / Resources	16,200
Portfolio	
Cabinet Member for:	
- Children, Schools & Families	14,400
- Environment	14,400
- Adult Care Services	14,400
- Community Information & Development (including IT)	14,400
- Protection & Registration	7,200
- Regeneration, the Region and Europe	7,200
- Best Value	7,200
- Without portfolio (assisting main CSF portfolio holder)	7,200
Chairmen of Scrutiny Committees:	
- Children, Schools & Families	7,200
- Adult Care Services	7,200
- Environment	7,200
- Community Information & Protection	7,200
- Resources, Prosperity, Partnership & Consultation	7,200
Chairmen of the following Cabinet Panels:	
- (Children, Schools & Families) Achievement	7,200
- (Children, Schools & Families) Resources	7,200
- (Children, Schools & Families) Strategy	7,200
- (Environment) Structure Plan	7,200
- (Environment) Transport	7,200
- (Resources) Property	7,200
Chairman of Development Control Committee	3,600
Chairman of Audit Committee	3,600
Chairman of the Council	7,200
Vice-Chairman of the Council	1,800
Leader of Labour Group	9,720
Leader of Liberal Democrat Group	3,600

NOTE: Members are restricted to one SRA each

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LOCAL GOVERNMENT ACTS 1972 & 2000
LOCAL GOVERNMENT AND HOUSING ACT 1989
LOCAL AUTHORITIES (MEMBERS ALLOWANCES) REGULATIONS 1991,
(AMENDMENT) REGULATIONS 1995
AND (MISCELLANEOUS PROVISIONS) REGULATIONS 2001**

SCHEME No. 2 FOR MEMBERS ALLOWANCES 2001/2002

JUNE 2001 - MARCH 2002

**RULES FOR CLAIMING ALLOWANCES/AMENDMENTS TO THE
SCHEME**

Members shall claim monthly and payment will be by bank credit.

All subsistence claims for meals taken away from County Hall, where the claim amounts to more than 50% of the subsistence rate shall be accompanied by receipts.

All claims for taxi or public transport fares shall be accompanied, wherever possible, by receipts.

Claims made more than three months' in arrears shall not be paid without specific authority of the County Secretary, after consultation with the Leader and Deputy Leader of the Council and the Leader of the Opposition.

Any amendment to this Scheme may be made by the County Secretary after consultation with the Group Leaders under the 1991 Regulations.

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COUNTY SECRETARY