

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

**SCHEME N<sup>O</sup>. 2 FOR MEMBERS ALLOWANCES 2003/2004**

**The following allowances shall be payable from 1 August 2003 to 31 March 2004 inclusive. That part of the Scheme made on 1 April 2003 relating to the period 1 August 2003 to 31 March 2004 is hereby revoked.**

**1. BASIC ALLOWANCE (BA) (total budget for the year: £646,800)**

Basic Allowance of £700 per month (£8,400 per annum) shall be payable to each member, unless they request not to receive it.

**2. TRAVEL AND SUBSISTENCE ALLOWANCES (TSA)  
(budget for the year: Mileage - £72,493  
Subsistence - £4,695)**

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) (budget: £6,000)**

This is an allowance for 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 £6 per hour, whichever is the lesser.

**4. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)  
(total for the year: £307,020)**

Payable as set out in Appendix 3.

**5. PENSIONS**

All elected members under the age of 70 are entitled to pensions in accordance with a Scheme made under S7 of the Superannuation Act 1972. Both BA and SRA will be treated as amounts in respect of which such pensions are payable.

## **6. RULES OF THE SCHEME**

1. Any member may request in writing to the Proper Officer not to receive any allowance
2. Members shall be paid monthly by bank credit. Expenses shall be claimed monthly. (BA and SRA do not need to be claimed as they are paid automatically.)
3. Expenses 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.
4. 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.
5. 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.
6. This Scheme may only be amended by 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.
7. 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.
8. 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.

## **7. AUTHORITY**

This Scheme was made by the County Council on 15 July 2003 having had regard to the recommendations of an independent Remuneration Panel.

**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:**

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 Cabinet 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  
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 Services**

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 and Health**

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, 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 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. 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, by the Chairman of a Cabinet 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 (including Deputy Leaders when deputising) and Secretaries coming to County Hall for the purpose of dealing with County Council business.

### **4. OUTSIDE BODIES**

The attendance at a meeting of any body, or of any committee of sub-committee thereof where a member is appointed by the County Council, or through the Regional or National political process.

**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 portorage 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
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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 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 member to claim these allowances.)

**Appendix 3**  
**ALLOWANCES SCHEME SCHEDULE 2003/4**

**SPECIAL RESPONSIBILITY ALLOWANCES**

<u>Post</u>	<u>Postholders</u>	<u>Payment</u> <u>1 Aug 2003</u> <u>to 31 March</u> <u>2004</u>	<u>Full Year</u> <u>Equivalent £</u>
Leader of the Council	(Robert Ellis)	19,600	29,400
Cabinet Member who normally deputises for Leader / Resources Portfolio	(David Beatty)	16,800	25,200
Cabinet Member for:			
- Children, Schools & Families	(Robert Gordon)	14,000	21,000
- Environment	(Derrick Ashley)	11,200	16,800
- Adult Care	(Jane Pitman)	11,200	16,800
- Community Services	(Iris Tarry)	11,200	16,800
- Partnerships	(Michael Janes)	11,200	16,800
- Efficiencies & I.T.	(Alan Searing)	11,200	16,800
Leader of the Labour Group	(Bob Mays)	7,000	10,500
Leader of the Liberal Democrat Group	(Chris White)	3,360	5,040
Chairmen of Scrutiny Committees (5)	(Jane Hobday)	5,600	8,400
	(Tanis Kent)	5,600	8,400
	(Ian Laidlaw-Dickson)	5,600	8,400
	(Roma Mills)	5,600	8,400
	(Chris White)	5,600	8,400
Vice-Chairmen of Scrutiny Committees (5)	(Ken Coleman)	4,200	6,300
	(Seamus Quilty)	4,200	6,300
	(Gerald Game)	4,200	6,300
	(Mary Bayes)	4,200	6,300
	(Bill Storey)	4,200	6,300
Chairmen of the following Cabinet Panels:			
- (Children, Schools & Families) Achievement	(Richard Smith)	4,200	6,300
- (Children, Schools & Families) Schools' Resources	(David Lloyd)	4,200	6,300
- (Children, Schools & Families) Children & Families Panel	(Nigel Brook)	4,200	6,300
- (Environment) Structure Plan	(Bill Storey)	4,200	6,300
- (Environment) Transport	(Roy Clements)	4,200	6,300
- (Resources) Property	(Bernard Lloyd)	4,200	6,300
Chairman of Development Control Committee	(Bryan Hammond)	4,200	6,300
Chairman of Audit Committee	(Paul Goggins)	2,800	4,200
Chairman of the Council	(Keith Emsall)	5,600	8,400
Vice-Chairman of the Council	(Gerald Game)	1,400	2,100

**NOTE: Members are restricted to one SRA each (that of the highest value)**