

# Appendix D - Members' Allowance Scheme 2011/12

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 2011.

## **Basic Allowance**

2. With effect from 1 April 2011 a basic allowance per annum of £12,003 shall be paid to each elected Member of the County Council, £675 to each Co-opted Member of the Children and Young People Select (Overview and Scrutiny) Committee, £675 to each Independent member of the Standards Committee and £225 to each Independent Remuneration Panel member.

## **Special Responsibility Allowance**

3. (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 Appendix 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.

## **Remuneration**

4. 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.

## **Part-Year Payment**

5. (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 Appendix, 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 Appendix 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.

### **Pensions**

6. Basic and special responsibility allowances are pensionable for all County Councillors under the age of 75.

### **Childcare and Dependents' Carers' Allowances**

7. Childcare and dependents' carers' allowances are paid at a rate of £6.00 per hour for childcare and £8.00 per hour for dependents' carers. Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance.

### **Suspension of Allowances**

8. When a Member of the County Council is suspended from all duties, all allowances, including travel, childcare and dependents' carers' allowances, will be withheld for the period of suspension. Where a Member is partially suspended, any special responsibility allowance relating to any duties from which the member is wholly suspended will be withheld for that period. For other cases of partial suspension, it is expected that such Members will agree to a voluntary suspension of their allowances as appropriate.

### **Recovery of Allowances Paid**

9. Any allowance that has been paid to a Member whilst on suspension or any allowance after a Member has ceased to be a member of the County Council shall be recovered.

### **Duplication**

10. Where a Member is a member of two or more authorities, they will not receive more than one allowance for the same duties.

### **Financial Loss Allowances**

11. 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.

### **Travelling Allowances**

12.
  - (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.

### **Subsistence – overnight stays in the U.K. and abroad**

13.
  - (1) When abroad, for Members' convenience arrangements will be made where possible for the County Council to be invoiced for the cost of accommodation or, given that Officers will normally be present, for the County Council to pay direct and for the Members' budget to be recharged accordingly. Where direct payment by the County Council is not practicable then foreign currency will be issued up to the maximum permitted by the Secretary of State. Any balance must be returned afterwards and expenditure accounted for. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable expenses will be paid.

When carrying out approved duties in the U.K. which require an overnight stay the same principles will apply other than in relation to any cash advance.

- (2) At home or abroad the overnight allowance covers accommodation and all meals taken in a day. Where a meal is paid for by Officers, therefore, 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 if Members have to make their own travel arrangements. 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.

### **Claims and Payments**

14. (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 six months of the date of the meeting/conference or seminar.