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MEMBERS' ALLOWANCES SCHEME

1. Introduction

By virtue of Section 18 of the Local Government and Housing Act, 1989 and the provisions of The Local Authorities (Members' Allowances) Regulations 1991, 1995 and 2001 the Council: -

- (a) must make a scheme providing for the payment of a basic allowance for every Member of the Authority who is a Councillor;
- (b) may make a scheme providing for the payment of a special responsibility for any Member who has such special responsibilities in relation to the Authority as may be so specified or determined; and
- (c) may make a scheme which includes the payment of a childcare and dependent carers' allowance to those councillors who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties.

2. Effective Date of Scheme

At its meeting on 17th July 2001 the Council approved the making of a scheme in accordance with the Act and Regulations which may be cited as the "Borough of Broxbourne Members' Allowances Scheme". The details of the scheme are set out below and in Appendix 1 hereto. The scheme shall have effect for the year commencing on 28th July 2001 and subsequent years.

3. Basic Allowance

The annual basic allowance, as specified in Appendix 1 hereto, will be paid on a proportionate basis to each Councillor on the 25th day of each month by direct bank credit and the first such payment of the relevant year will be made on 25th April.

Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of the relevant year, his/her entitlement shall be reduced pro rata in accordance with the proportion of the period during which he/she held office.

4. Special Responsibility Allowances

Special responsibility allowances shall be paid annually to those Councillors holding positions which the Council has determined have special responsibilities. The amount of the special responsibility allowances and the positions in respect of which they are payable are specified in Appendix 1 hereto.

The allowances will be paid on a proportionate basis on the 25th day of each month by direct bank credit and the first such payment of the relevant year will be made on 25th April.

Where a Councillor takes up or relinquishes a position, as entitles him/her to a special responsibility allowance otherwise than at the beginning or end of the relevant year, his/her entitlement shall be reduced pro rata in accordance with the proportion of the period during which he/she held such position.

5. Travelling and Subsistence Arrangements

Travelling and subsistence allowances as indicated in Appendix 1 hereto can be claimed where a Councillor necessarily incurs expenditure on travelling or subsistence for the purpose of enabling him/her to perform an approved duty as indicated in Section (i) below.

- (i)
 - (a) attendance at a meeting of the Council or Cabinet or of any Committee or Sub-Committee of the Council provided that the attendance allowance shall only be payable to appointed Members of the bodies concerned and to those Members specifically requested to attend a particular meeting by the Leader of the Council, or in his/her absence, the Deputy Leader of the Council or the Chairman of the Scrutiny Committee; the Leader, Deputy Leader or the Chairman of the Scrutiny Committee shall notify the Head of Member Services forthwith in writing of any such requests.
 - (b) attendance at any other meeting authorised by the Council or Cabinet or by a Committee or Sub-Committee exercising delegated powers (but not by an Officer of the Council) including seminars and working parties to which representatives of more than one political group have been invited.
 - (c) attendance at the conferences detailed in the Estimates Booklet.
 - (d) attendance at any meetings arranged by statutory bodies to which the Council is invited to make appointments or nominations and which the Council deems appropriate to attend.
 - (e) attendance for the purpose of being present while tenders are opened.
 - (f) attendance at approved inter-authority meetings where the member is attending as this Council's official representative, subject to only one attendance from the Cabinet or a committee being payable under the scheme.
 - (g) attendance by Members of the Council as the Council's representatives at meetings of the bodies listed below and any forums or seminars or similar meetings arranged by such bodies:

- B3 Living
- Broxbourne Arts Forum
- Citizens' Advice Broxbourne
- Community Sports Network
- Enfield, Essex and Hertfordshire Border Liaison Group
- Groundwork Hertfordshire
- Hertford Regional College
- Herts Waste Partnership
- Lee Valley Regional Park Authority
- Local Enterprise Partnership
- Local Government Association (national and county bodies)
- Next Step
- Stansted/Cambridge Corridor Group
- Traffic Penalty Tribunal
- V&E Park Youth Club

- (h) attendance by appointed Members of the bodies concerned and those Members specifically requested to attend by the Leader of the Council, or in his absence, the Deputy Leader of the Council, at any site visit and/or inspection within or without the Borough, arrangements for which have been previously authorised by the Council, Cabinet, Committee or Sub-Committee of the Council and being for the purpose of or in connection with any function of the Council.
- (i) notwithstanding the foregoing, the Chief Executive, in consultation with the Leader of the Council, is authorised to approve the payment of an allowance under the scheme as and when necessary in the interests of the Council and community.
- (ii) Such allowances can also be claimed in connection with attendance at the Council Offices or other establishments by the following for the purposes specified:-
 - (a) the Mayor (or with his/her authority the Deputy Mayor) at either (i) an agenda briefing with Officers of the Council prior to a meeting of the Council or (ii) some special or particular meeting with an Officer or Officers of the Council to discuss matters having a close connection with the work of the Council.
 - (b) the Leader of the Council and/or the Leader of the Opposition (or, in their respective absence, some other Member of the Council nominated by the absent Leader for the purpose on that occasion) for meetings with an Officer or Officers of the Council to discuss matters having a close connection with the work of the Council.
 - (c) the Chairman of any Committee or Sub-Committee (and/or, with his/her authority, Officers of the Council prior to meetings of his/her particular Committee or the Vice-Chairman or some other Member of the Council nominated by the Chairman for the purpose) (i) at agenda briefings with the Sub-Committee; and (ii) when his/her special or particular attendance is required in connection with the work of his/her particular Committee or Sub-Committee.
 - (d) any Member of the Council (i) for the purpose of consulting an Officer or Officers of the Council on matters having a close connection with the work of the Council where the officer(s) concerned has previously indicated to the member that his/her specific attendance at the offices would be necessary or (ii) attending any hearing at the request of the local Ombudsman.

6. Income Tax

Basic and special responsibility allowances are subject to deduction of income tax. This will usually be by application of the recognised PAYE procedure and the Council will arrange for tax code numbers to be issued by H.M. Inspector of Taxes. If, however, a Member objects to the operation of PAYE he or she may opt to have tax deducted at the basic rate by notifying H.M. Inspector of Taxes accordingly.

7. National Insurance

Basic and special responsibility allowances may be subject to deduction of national insurance contributions, even if a Member has other employment, should the total allowances paid average out at or above the minimum weekly level which attracts contributions. Information on national insurance liability is available from the Department for Work and Pensions.

8. Benefits

As these may be subject to earnings rules a Member claiming allowances when in receipt of any benefit should ascertain the possible effect on such benefit. If there is any doubt as to how a particular benefit may be affected the Member is advised to contact the Department for Work and Pensions or the body providing that benefit.

9. Travelling, Subsistence and Other Allowances

Details of travelling, subsistence and other allowances are set out in Appendix 1 hereto.

10. Election to Forgo Allowances

Where a Member has no intention of claiming the basic, special responsibility, travelling and/or subsistence allowances they are invited to complete an "Instrument of Surrender" form. This formal indication of a renunciation of entitlement enables a more realistic estimate to be framed of the Council's overall expenditure on allowances. It is not intended that the surrender be irrevocable and in the event of a Member wishing to revoke the surrender document this would receive sympathetic consideration.

11. Further Information

Your attention is also drawn to the guidance notes contained in Appendix 2 hereto which give further details of the operation of the allowances scheme. If you have any doubts or questions please do not hesitate to contact the Head of Support Services.

APPENDIX 1

ALLOWANCE RATES

1. Basic Allowances

The basic allowance payable to each Member effective from 15 May 2018 onwards is £4,918.

2. Special Responsibility Allowances

The annual special responsibility allowances shown below are payable to the holders of the offices indicated effective from 14 May 2019 onwards.

Leader of the Council	£17,213
Deputy Leader of the Council	£7,377
Leader of the Opposition	£3,443
Cabinet Members	£6,148
Deputy Cabinet Members	£2,459
Committee Chairmen	£6,148
Committee Vice Chairmen	£2,459
Chairman of Sub Committee	£2,459
Mayor	£6,148
Deputy Mayor	£1,230
Member of statutory licensing committee or panel	£25

Only one special responsibility allowance is to be paid to any member.

3. Travelling Allowances

(vide Full Council 22/7/03 w.e.f. 1/8/2003)

Public Transport - 1st class fare

Private Cars – the allowance scheme shall provide for the payment of 45p per mile (with effect from 26 July 2011) for approved Council duties to and from a member's home address or where applicable the payment of mileage from a member's workplace where this is within the county area or an adjoining area to Hertfordshire.

When a Member carries passengers who would otherwise be entitled to claim an allowance he may claim an extra 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers. The names of passengers, where appropriate, should be shown on the claim form.

The allowance scheme shall provide for the claiming of taxi fares for approved Council duties where a member does not have access to or is unable to use a private vehicle and where there is no public transport reasonably available. The cost of air travel, pullman and sleeping car accommodation, portage, etc., can be claimed in certain circumstances. Also actual expenditure incurred on tolls, ferries or parking fees and, in the case of absence overnight from the usual place of residence, garaging can be claimed. Special rates apply to motorcycles and details of these rates can be obtained on request.

4. Subsistence Allowances

Subsistence costs are reimbursed at actual cost when supported by receipts and when costs are incurred during the following times:-

- (a) Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11am);
- (b) Lunch allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm);
- (c) Tea allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3pm to 6pm);
- (d) Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7pm).

Absence overnight £79.82

Absence overnight in London, or in attending certain conferences approved by the Minister not more than £91.04

Note: The only approved conference for this purpose is the Local Government Association.

Meals provided free of charge

The overnight allowance is deemed to cover a continuous period of absence of 24 hours. If meals are supplied free, the allowance is reduced, the amount of the reduction being determined by the Council having regard to the cost of supplying the meals.

5. Dependent Carer's Allowance

A dependent carer's allowance at a maximum rate of £8.00 per hour for childcare (excluding payments to partners of members) and £10.00 per hour for adult care is available to members with caring responsibilities. The allowance is to be paid to reflect actual expenditure only. Payment can be made to extended family but not to the partners of members. For adults the carer should be appropriately registered and qualified.

APPENDIX 2

GUIDANCE NOTES ON ALLOWANCES

1. Approved Duties

Travel and subsistence allowances may only be claimed in respect of "approved duties" as prescribed in section 5. The underlying principle governing the right to claim allowances is that approval must precede performance of the duty and cannot be given retrospectively.

2. Submission of Claims

Claims for allowances shall be submitted for payment to the Head of Support Services by the 1st of the month and will be paid by direct bank credit on the 25th of the month. Claims received after this date will be paid by direct bank credit on the 25th of the following month.

Claims for allowances under the scheme must be made within two months of the date on which the duty in respect of which entitlement to the allowance arises is carried out, although the Council is authorised to exercise discretion in this matter. Such discretion, if any, will be exercised by the Head of Support Services following consultation with the Leader of the Council.

3. Claim Forms

All claims for allowances should be completed in full by the Member concerned on the forms provided ("Members' travel and subsistence claim form"). Claims are open for public inspection, which are published on an annual basis in accordance with the Regulations. It is therefore necessary to ensure that no claim can be challenged by reason of missing or incorrect entries. Should a claim be received which is incomplete or is otherwise incorrect the claim may have to be returned. A claim would not be acceptable, for example, if it is unsigned or it lacked the required information to enable the allowances claimed to be checked. It is, therefore, most essential that claims should be given a final scrutiny before submission to make certain that they are fully completed. All mileage claim forms must be accompanied by a VAT receipt.

Where, however, an allowance appears to have been misclaimed/claimed in error, the amendment may be made by the Head of Support Services and the alteration will become evident to the Member as a copy of the actioned claim is always returned on settlement. The payment will be made direct to the Member's bank and details of the bank account should be entered in the top left-hand corner of the claim form. Further supplies of claim forms may be obtained from the Head of Support Services.

4. Duplicate Claim

Allowances may not be claimed from more than one body, nor under more than one Act, for the same duty.