

# Part Five

## Councillors' Allowances Scheme

---

East Hampshire District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 has agreed the following Scheme after having regard to recommendations of the Independent Remuneration Panel (dated November 2023).

### **1 CITATION**

This Scheme may be cited as the East Hampshire District Council Members' Allowances Scheme, and has effect from the date approved by a meeting of Full Council.

### **2 INTERPRETATION**

#### **2.1 In this Scheme,**

2.1.1 "Member" means an elected representative of East Hampshire District Council who is a Councillor.

2.1.2 "Co-optee" means a person who is not a member of the Council but who has been appointed to serve as a member of a committee or sub-committee of the Council

2.1.3 "Year" means the period of 12 months ending on 31 March

### **3 BASIC ALLOWANCE**

3.1 A basic allowance of the amount specified in Appendix A is payable each Year to each Member. The basic allowance is inclusive of provision for IT allowances, all telephone and internet expenses (including mobile phone), office and all other expenses incurred in carrying out a Members' duties except where otherwise provided for in this Scheme or where facilities are provided free to Members by the Council.

### **4 SPECIAL RESPONSIBILITY ALLOWANCE**

4.1 A special responsibility allowance is payable to those Members who hold the special responsibilities in relation to the Council. The special responsibilities and the amounts of allowance payable are specified in Appendix A.

4.2 Only one special responsibility allowance is payable to each Member.

### **5 CHILDCARE AND DEPENDANT CARERS ALLOWANCES**

## PART FIVE – COUNCILLORS’ ALLOWANCES SCHEME

The conditions and rates are set out in Appendix A.

### **6 TRAVELLING AND SUBSISTENCE ALLOWANCES**

The conditions and rates are set out in Appendix A.

### **7 RENUNCIATION**

A Member or Co-optee may, by notice in writing to the Monitoring Officer, elect to forgo any part of their entitlement to the basic or special responsibility allowance under this Scheme. Any such decision will remain in force until a further notice in writing withdrawing it is made to the Monitoring Officer.

### **8 PART YEAR ENTITLEMENTS**

- 8.1 Where a Member holds the office of Member for less than a full year, the Member’s entitlement to the basic allowance will be calculated on a pro rata basis by reference to the number of days the Member holds the term of office to the total number of days in that particular year.
- 8.2 Where a Member holds an office of special responsibility for less than a full year, the Member’s entitlement to the special responsibility allowance will be calculated on a pro rata basis by reference to the number of days the Member holds the special responsibility to the total number of days in that year.
- 8.3 Appropriate adjustments will be made in respect of any basic or special responsibility allowance if any changes are made to the scheme during the year from which this scheme has effect.

### **9 CLAIMS AND PAYMENT OF ALLOWANCES**

- 9.1 Payments in respect of the basic and special responsibility allowances, will be made in instalments of one-twelfth of the amount of entitlement two weeks in arrears, 2 weeks in advance. Payment will be made through the payroll system on the same date as that applicable to employee salaries.
- 9.2 Claims for child carer and dependant carer, travel and subsistence allowances should be made on the approved forms, together with supporting receipts to Democratic Services by no later than six months from the date of the duty in respect of which the entitlement to the allowance arose.
- 9.3 All payments will be made through the payroll system and will be taxable.

### **10 ANNUAL REVIEW OF ALLOWANCE RATES**

- 10.1 The rates of allowance for the basic allowance and the special responsibility allowances shall be increased with effect from 1st April each year, until the next Independent Remuneration Panel review (within 4 years), in line with the percentage increase in staff salaries from the new tax year. The reserve formula for index-linking should be in line with the Consumer Price Index (CPI).

## Appendix A

### East Hampshire District Council

#### Local Authorities (Councillor Allowances) (Amendment)

#### Regulations 1998

In accordance with Section 26A(1) of the above regulations **details** are provided below of the Councillors’ Allowance Scheme approved by the Council on 11<sup>th</sup> January 2024 and updated from 1<sup>st</sup> February 2024.

	<b>Allowance</b>
Leader	£21,000.00
Deputy Leader	£12,000.00
Cabinet	£9,000.00
Chairman of the Council	£4,000.00
Portfolio Assistant	£2,500.00
Planning Committee Chairman	£6,260.00
Planning Committee Vice-Chairman	£2,500.00
Audit Committee Chairman	£4,000.00
Overview & Scrutiny Committee Chairman	£6,260.00
Standards Committee	£2,500.00
Licensing Committee Chairman	£2,500.00
Human Resources Committee Chairman	£2,500.00
Minority Group Leader	£450 per member
Basic Allowance (including IT allowance)	£7,000.00

The above table of allowances assumes that Councillors’ jobs can be ‘tiered’ into a pyramid of effort and contribution to the Council and that certain types of jobs can be grouped into similar levels of effort and contribution.

Each allowance level will be allocated an annual special responsibility allowance as follows, with allowance levels 1-6 being added to the basic allowance for all Councillors. Only one special responsibility allowance is payable to any Councillor.

Allowance Level 1. £21,000

Allowance Level 2. £12,000

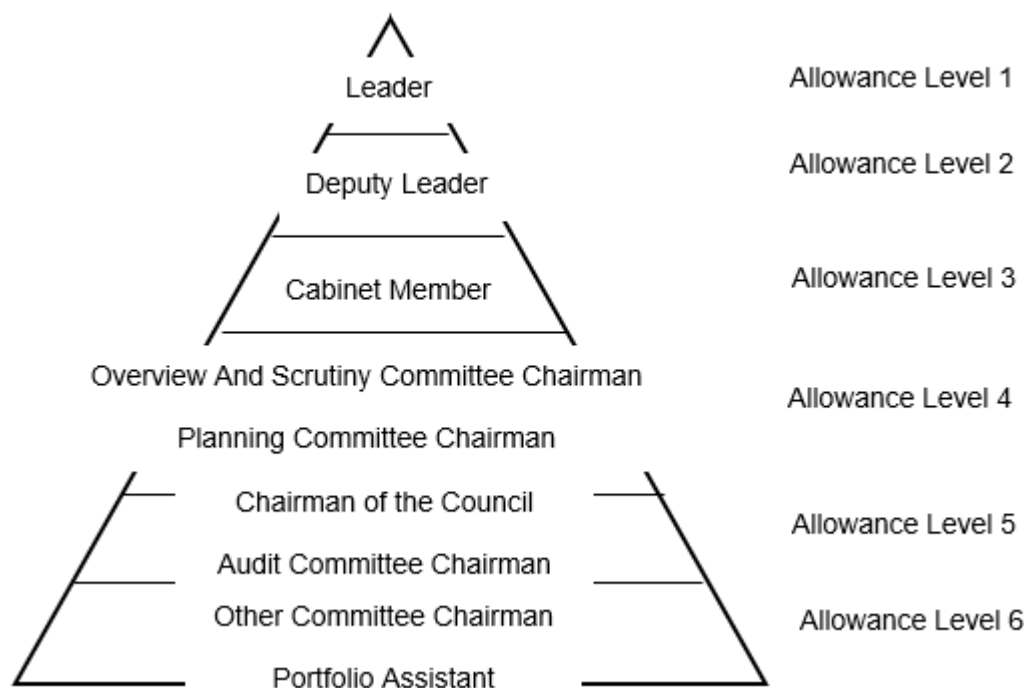
Allowance Level 3. £9,000

Allowance Level 4. £6,260

Allowance Level 5. £4,000

Allowance Level 6. £2,500

**Schematic of Proposed System of Councillors’ Allowances**



**Additional allowances**

**Mileage:** To be maintained in line with the HMRC rate, currently 45p per mile. Passenger and cycle rates set at 5p per passenger and 20p per mile respectively. Claims to be made within six months of the date of travel. Claims may only be made to cover travelling costs incurred whilst carrying out approved council duties as a Councillor. This does not include ward business or political activities, such as attending group meetings.

**Taxi/Rail:** There is a presumption in the scheme that, where practicable, Councillors will pre-book rail journeys for council business via the council. Where this is not practicable, then a valid receipt/train ticket must be presented, along with reason for that journey.

**Child care:** up to £11.00 per hour.

**Dependent relative care:** To be considered on an ad hoc basis when presented with care-giver receipts.

Claims for carers' allowances must be accompanied with a receipt stating the date, hours worked and cost. Claims may only be made to cover the carer costs incurred whilst carrying out approved council duties as a Councillor, such as attending council meetings.

**Subsistence (meal) allowances:** The council does not make subsistence allowances available for approved duties within the district. Maximum claims for meals to be maintained in line with the rates that can be claimed by officers, currently (2023/4):

- Breakfast = £5.73

## PART FIVE – COUNCILLORS’ ALLOWANCES SCHEME

- Lunch = £7.92
- Meal = £9.80

There is a presumption in the subsistence scheme that, where practicable, Councillors will pre-book meals and accommodation through the council. Where this is not practicable, then the above subsistence rates are the maximum reimbursements.

**IT allowance:** The costs of Councillor IT equipment remain within the recommended levels of Basic Allowance, with the exception of printer ink whereby claims are capped at £70 per annum.