

## **MEMBERS' ALLOWANCES SCHEME**

The payment of allowances to Members of the District Council will be made in accordance with this Scheme.

A Member may by written notice to the Director of Central Services elect to forego all or part of his or her entitlement to an allowance.

It is a condition of payment of all allowances that the duty for which they are paid will have been approved before it is undertaken. The Council cannot decide afterwards that an allowance should be paid.

### **1. Operation of Scheme**

This Scheme shall come into operation on 18th May 2011. Elected Members of Huntingdonshire District Council may claim the following Allowances as specified in this scheme:

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Travel and Subsistence Allowance
- ◆ Care Allowance.

### **2. Basic Allowance**

Each year a Basic Allowance shall be paid to each District Councillor. From 18th May 2011 the amount of the Basic Allowance shall be calculated at the rate of £4,235 per annum.

### **3. Special Responsibility Allowances**

Each year a Special Responsibility Allowance in the amount and to the District Councillors specified in Schedule 1 to this Scheme shall be paid. No District Councillor may receive more than one Special Responsibility Allowance other than ordinary Members of the Development Management Panel who will be entitled to receive an allowance of £620.00 per annum in addition to one other Special Responsibility Allowance.

### **4. Annual Adjustment**

The Basic Allowance and Special Responsibility Allowances in paragraphs 2 and 3 above respectively shall be adjusted annually with effect from the date of the Annual Council Meeting commencing in 2012 to reflect any increase in inflation using as an automatic index mechanism the percentage change for spinal column point 33 approved by the National Joint Council for Local Government Staff Services and negotiated as the pay award for local government employees. Such mechanism will be applied until 30th April 2015 or until such time as the Independent Remuneration Panel recommends otherwise.

## 5. Travel and Subsistence Allowances

### General

Travel Allowances shall be payable where they are necessarily incurred in performing the following duties -

- ◆ attending a meeting of the Council, Cabinet or any Panel, Committee, Sub-Group, Advisory Group or other appointed body;
- ◆ attending a meeting of any body to which the Council appoints representatives, when attending as the Council's appointed representative;
- ◆ attending any other meeting or joint meeting authorised by the Council provided that Members of at least two political groups have been invited to it;
- ◆ attending a meeting of any association, organisation or body of which the Council is a member;
- ◆ undertaking any duty (including training courses, seminars, workshops or other events) which a Member is invited to attend by a Director or Head of Service, provided that the duty has been approved previously by the Director of Central Services, or in his absence the Head of Democratic and Central Services;
- ◆ attending any approved Conference specified in Schedule 2 to this Scheme;
- ◆ undertaking any duty which a Member is required to undertake by virtue of their election or appointment to an office in accordance with the Council's Standing Orders, Code of Financial Management, Code of Procurement, Scheme of Delegation or other approved strategy, policy or procedure; and
- ◆ undertaking any other duty or class of duty previously approved by the Council in connection with the discharge of its functions.

Claims for travelling, Subsistence and motor mileage allowances will be payable at the rate in force on the day on which the qualifying duty is undertaken.

The following points should be noted:-

- ◆ The amount to be reimbursed in respect of qualifying duties is the actual amount spent; and
- ◆ Receipts must be produced in respect of all claims for expenses incurred otherwise claims may be returned to a Member unpaid.

### Travel

#### Public Transport

The rate of travel by public transport shall not exceed the amount of the standard class or ordinary fare or the most cost effective method that meets the needs of a Member's travel requirements.

The rate may be increased by supplementary allowances not exceeding expenditure actually involved.

- (a) On Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and

- (b) on sleeping accommodation engaged by the Member for an overnight journey, subject to a reduction by one third of any subsistence allowance payable for that night.

Should Members be required to take journeys for which the rates recommended above are not practical then approval for that journey must be sought in advance from the Director of Central Services, or in his absence, the Head of Democratic and Central Services and receipts provided for the reimbursement of any claims. Should prior approval not be practicable actual reasonable costs will be met on the production of receipts and approval by the Director of Central Services, or in his absence, the Head of Democratic and Central Services.

### **Taxi Cab or Hired Motor Vehicle**

The rate for travel by taxi cab shall not exceed:-

- ◆ in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- ◆ in any other case, the amount of the fare for travel by appropriate public transport.

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member and hired it, ie the private vehicle mileage.

### **Bicycle, Motor Cycles and Motor Cars**

Where Members travel by bicycle, motorcycle, or carry passengers to approved duties they shall be paid in accordance with the mileage rates published by Her Majesty's Revenue and Customs.

<b>Vehicle Type</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	40p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Two or more Members going by motor car to the same conference or meeting shall be expected, unless there are special circumstances, to car share. This similarly applies in the case of a Member travelling with an owner. The owner of the vehicle used will make the claim.

### **Air**

Air travel will require prior authorisation by the Director of Central Services or in his absence, the Head of Democratic and Central Services.

The rate for travel by air should not exceed the rate applicable to travel by appropriate alternative means of transport. Provided that where the Director of Central Services or in his absence the Head of Democratic and Central Services decides, that the saving in time is so substantial as to justify the payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no service is available or in case of urgency, the fare actually paid by the Member.

## 6. Subsistence Allowances

A Member shall be entitled to claim subsistence allowance on approved duties outside the authority area in accordance with advisory rates published by the East of England Regional Assembly as follows:-

Type of Allowance	Maximum Amount
Breakfast (more than 4 hours away before 11.00am)	£ 6.88
Lunch – (more than 4 hours away including noon – 2.00pm)	Actual amount up to £9.50 (receipt required)
Tea (more than 4 hours away including 3.00 – 6.00pm)	£ 3.76
Evening Meal (more than 4 hours away ending after 7.00pm)	£11.77

On those occasions when Members are required to attend conferences out of the District, reasonable actual expenditure incurred for subsistence shall be reimbursed subject to the production of the requisite receipts. For Members required to be absent from their usual place of residence overnight accommodation should be pre-booked by the Authority. In the event that it is not practical to make such arrangements in advance, reasonable actual costs shall be reimbursed on production of receipts. In both circumstances, the Director of Central Services, or in his absence the Head of Democratic and Central Services shall determine the reasonableness of claims submitted.

## 7. Care Allowances

With effect from 18th May 2011, Councillors who pay for childcare or for the care of elderly and/or disabled dependants while they are engaged on Council duty may claim the following -

- ◆ for the purpose of childcare<sup>1</sup> the operative rates are as follows:-
  - £5.80 - £5.93 an hour for workers aged 21 and over
  - £4.83 - £4.92 an hour for workers aged 18 - 20
  - £3.57 - £3.64 an hour for workers aged 16 – 17
- ◆ for the purpose of care of elderly or disabled dependents - an allowance calculated by reference to an hourly rate paid by Cambridgeshire County Council to home care assistants.

## **8. Co-opted Members**

Co-opted Members and the Parish Council representatives who serve on the Standards Committee shall receive a basic allowance of £231.00 per annum and shall be entitled to claim travel, subsistence and care allowances in accordance with this scheme. Allowances shall also be paid for attendance at appropriate training events and seminars under the scheme. An independent Member acting as Chairman and Vice-Chairman of the Standards Committee shall receive a Special Responsibility Allowance equivalent to that payable to an elected Member elected to that post.

## **9. Withholding of Allowances**

The Standards Committee shall be authorised to determine whether to withhold payment of the basic, special responsibility, and travel and subsistence allowances payable to Members or co-opted Members suspended or partially suspended under Part III of the Local Government Act 2000 for the period for which and the responsibilities of duties from which s/he is suspended or partially suspended.

## **10. Pensions**

District Councillors shall not be entitled to join the Local Government Pension Scheme.

## **11. Members IT Support**

District Councillors shall be entitled to IT and telephone support to assist them in their roles as Members of the authority. Such support shall include ICT, telephone equipment and consumables which shall be issued in accordance with the guidelines appended to this scheme.

## **12. Claims and Payments**

Basic and Special Responsibility Allowances shall be paid in 12 instalments on the 15th of each month by BACS transfer, except in the year that a Councillor is re-elected when the payment for May will be made in June (or in a different month of the date of annual elections is changed for whatever reason).

Travelling, Subsistence and Care Allowances will be paid by BACS transfer on the 15th day of each month for claims received by the first day of that month.

Claims for Travelling, Subsistence and Care Allowances shall be made in writing on a form provided by the Director of Central Services within two months of the date on which the approved duty arises. The claim shall include a disclosure that no other claim will be made in respect of that duty.

## **13. Revocation**

All earlier Schemes relating to the payment of Members' Allowances are revoked with effect from 17th May 2011.

**Notes:**

- <sup>1</sup> *Childcare allowances will only be paid to childminders who are not members of the immediate family.*

## SCHEDULE 1

### SPECIAL RESPONSIBILITY ALLOWANCES

	Remuneration per annum £
<b>SPECIAL RESPONSIBILITY ALLOWANCES<sup>1</sup></b>	
<b>The Executive</b>	
Executive Leader	14,010.00
Deputy Executive Leader	10,537.00
Other Cabinet Members	8,394.00
<b>Chairmen</b>	
Overview and Scrutiny Panels	5,604.00
Development Management Panel	6,311.00
Council	3,763.00
Licensing and Protection Panel/Committee	6,311.00
Employment Panel	2,779.00
Corporate Governance Panel	1,968.00
<b>Vice-Chairmen</b>	
Overview and Scrutiny Panels	2,242.00
Development Management Panel	2,837.00
Council	1,563.00
Licensing and Protection Panel/Committee	2,837.00
Employment Panel	927.00
Corporate Governance Panel	649.00
<b>Opposition Group</b>	
Leader – Principal Opposition	7,005.00
Deputy Leader	2,837.00
<b>Leader – Minor Opposition<sup>2</sup></b>	
Group Leader	723.00
<b>Development Management Panel</b>	
Ordinary Members <sup>3</sup>	620.00
<b>Standards Committee</b>	
Chairman <sup>4</sup>	2,779.00
Vice-Chairman <sup>4</sup>	927.00
<b>Co-Optees Allowances</b>	
Each co-opted Member and parish council representative on the Standards Committee	231.00
<b>Dependant Carer's Allowance</b>	
Each qualifying District Councillor with children or elderly/disabled dependant	Up to a maximum of 7.5 hours per week at the minimum wage level in the case of childcare and for an elderly or disabled dependant at the County Council's recommended "home carer" rate.

## Notes

1. No Member may receive more than one Special Responsibility Allowance.
2. Subject to the party having a minimum of five Members (or at least 10% of the Council's membership) and being registered as a political group.
3. Excluding the Chairman and Vice-Chairman of the Panel and any Cabinet Member appointed to the Panel.
4. An Independent Member (non-elected) acting as Chairman/Vice-Chairman of the Standards Committee shall receive a special responsibility allowance equivalent to that payable to a Member elected to that post.



## SCHEDULE 2

### SCHEDULE OF APPROVED CONFERENCES AND DELEGATES

#### DELEGATES

Unless otherwise stated, the delegate(s) to the following approved conferences will be determined by the Chief Executive, or in his absence the Director of Central Services, after consultation with the Leader and Deputy Leader:

#### **Local Government Association**

- ◆ **Annual Meeting and Conference**
- ◆ **Tourism, Culture and Sports Conference**
- ◆ **Housing Conference**
- ◆ **Rural Conference**

**Annual Conference of the Chartered Institute of Public Finance and Accountancy**

**Annual Conference of the Chartered Institute of Housing**

**Annual Conference of National Housing and Town Planning Council**

**Royal Town Planning Institute: Town and Country Planning Summer School**

Two Members to be determined by the Director of Operational Services  
(after consultation with the Chairman of the Development Control Panel)

**Town and Country Planning Association Weekend School for Councillors on Development Control**

Two Members to be determined by the Director of Operational Services  
(after consultation with the Chairman of the Development Control Panel)

**Royal Town Planning Institute Annual Conference**

Two Members to be determined by the Director of Operational Services  
(after consultation with the Chairman of the Development Control Panel)

**Institute of Leisure and Amenity Management Annual Seminar and Exhibition**

**Environmental Health Congress and Exhibition**

**Home Office Emergency Planning College Conferences**

**Federation of Economic Development Authorities:  
Annual Meeting and Regional Study Tours**

**Tidy Britain Group: People and Places Conference**

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## **MEMBERS' IT AND TELEPHONE SUPPORT: GUIDELINES**

### **1. General**

- 1.1 This note summarises the support provided for Members of the Council to assist them in their roles as Councillors. It prescribes Members entitlement to ICT, telephone equipment and consumables.
- 1.2 These guidelines will be reviewed after twelve months operation (August 2011).

### **2. New Councillors**

- 2.1 Whilst there are several equipment options for Members to take advantage of, all require compliance with the Council's e-mail, internet and mobile 'phone protocols and written confirmation that the equipment will be returned or purchased at an agreed rate when the Member ceases to become a Councillor. Notwithstanding, the Council will supply each Member with -

- ◆ a standard build desk top PC or 'My Office' remote connection which enables the use of a personal computer at home;
- ◆ a TFT monitor;
- ◆ a black/white laser jet printer;
- ◆ a BT 'phone line and handset and broadband connection or HDC standard Nokia 6303i\* mobile 'phone, if the Member already has a personal broadband connection.

\*subject to Vodaphone specification changes.

\*\* Only one mobile phone will be supplied per Member. Should this be lost or damaged, the Member would be responsible for its replacement.

See [New Members IT & Telephony Equipment Options flowchart](#)

- 2.2 In the event that a Member already has broadband installed at their home address and prefers that arrangement to continue, that Councillor is eligible to receive an allowance towards reimbursement of their home broadband cost of £10\* per month.

\*current rate

- 2.3 Similarly, should a Member indicate that they wish to retain their home telephone number, that Councillor would be eligible to receive an allowance of £8.92 per month (current rate) towards use of their home telephone for Council business.

2.4 Consideration will be given to the supply of a laptop PC or a mobile phone should a Member be able to demonstrate a reasonable need for, or the cost effectiveness of, this alternative provision. The reasonableness of this request will be determined by the Head of Democratic and Central Services after consultation with the Members' IT Support Officer.

2.5 Each Member will be supplied with an e-mail address as follows -

firstname.lastname@huntsdc.gov.uk

### **3. Consumables**

3.1 Where a black/white printer has been supplied by the Council, Members will be entitled to receive a maximum of two replacement cartridges per year free of charge.

3.2 In the event that Members continue to use their own personal printer, two replacement cartridge sets will be supplied per year.

3.3 Consumables and paper can be obtained from the Chairman's Secretary, Karen Pauley (01480) 388014 or Democratic Services (01480) 387049 on request. A record of consumables supplied will be maintained.

3.4 Members are encouraged to request Democratic Services to arrange for the printing of large documents via the Document Centre at Eastfield House.

### **4. Support**

4.1 Members have a dedicated Members' IT Support Officer - Colin Chesterton (01480) 388236. Colin is part of the IMD Help Desk Team -(01480) 388121. He will supply and maintain the Members' Council IT equipment, as well as giving general and specific IT training on the computer operating system, Microsoft Office and other Council Systems either at PFH or at the Members' homes.

4.2 **Advice on a messaging service for BT and mobile 'phones.** It is recommended that use be made of the BT 1571 Service, so callers can leave a message when a Member is not available to take a call. Similarly, where applicable, Members should use the Vodafone Voicemail

system to enable callers to leave a message. Colin Chesterton can offer advice on the setting up of both these services.

## 5. **Other Issues**

- ◆ Members are not permitted to install any software on a PC or laptop allocated to them by the Council without prior approval by the Council;
- ◆ The District Council will register each Councillor as a "data controller" with the Information Commissioner and will pay the annual fee for registration. This will cover the Councillors' use of a PC for District Council work.
- ◆ The mobile phone or telephone line provided by the Council shall be used for Huntingdonshire District Council or ward business only; and
- ◆ In the case of telephone lines and mobile phones supplied by the Council, the Council will meet the cost of all ongoing calls. In the case of Members retaining their own telephones and receiving the allowance of £8.92 per month, no additional remuneration is made available to meet the costs of the calls.

# New Members IT & Telephony Equipment Options

## Equipment and Services costs (July 2010)

Dell Desktop Computer (PC)	-£540
Dell Standard 17" Monitor (TFT)	-£115
Dell Standard Laptop	-£780
HP LaserJet B&W Printer (LJ)	-£60
HP LaserJet Replacement Toner	-£40
BT Phone Line (Install - one off cost)	-£100
BT Phone Line (Rental - Monthly)	-£12pm
BT Phone (Analogue Handset)	-£20
BT Phone (Call Charges - variable)	-£??pm
Vodafone Mobile (Standard Handset)	-£90
Vodafone Mobile (Rental - Monthly)	-£2pm
Vodafone Mobile (Call Charges - variable)	-£??pm
BT Broadband	-£15pm/£20pm
MyOffice (Signify Token & Licence(s))	-£100pa
HDC Broadband Allowance	-£10pm
HDC Phone Allowance	-£8.92pm

