



CONSTITUTION OF THE CITY COUNCIL

PART 6 - MEMBERS' ALLOWANCES SCHEME

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1. BACKGROUND

An Independent Remuneration Panel, appointed by the Council under the provisions of the Local Government Act 2000, from time to time makes recommendations to the Council as to the contents of its Allowances Scheme.

In its second report, the Panel made recommendations regarding the levels of allowances for 2003/04 and beyond (Reports CAB580 and CL9 refer). Consequently, at its meeting held on 26 February 2003, the Council approved further amendments to the Scheme to take effect for the Municipal Year 2003/04 and beyond.

New Regulations issued in 2003 required all councils to review their schemes in accordance with new provisions that also allowed Panels to consider issues related to pensions, co-optees allowances, travel and subsistence.

During July 2003, the Independent Remuneration Panel undertook a comprehensive review of the Members Allowances Scheme and produced its third report in September 2003. The recommendations of the Panel were submitted to Cabinet on 1 October 2003 and Council on 29 October 2003 (Reports CAB717 and CAB724). Minor amendments were made to the Panel's recommendations (as set out in the minutes of those meetings) and the following Scheme is the final version approved by Council for implementation from 1 November 2003. This Scheme revokes the previous Scheme.

Any subsequent amendments to the Scheme take effect from the date stated on the re-issued pages. The approved scheme sets out the only categories of duties for which payment is eligible. The Scheme does not cover every duty that is carried out by Members.

1.1. Legislative Framework for Scheme

The Council is currently empowered to remunerate Members under the Local Authorities (Members Allowances) Regulations 2003, as amended (SI Nos 1021 and 1692 of 2003) (the Regulations). These Regulations are made under the provisions of the Local Government Act 2000 and the Local Government & Housing Act 1989. The Local Government Act 2000, made provision for an Independent Remuneration Panel to be established to make recommendations upon the Scheme and provided for statutory guidance to be issued by the Secretary of State. The Council has had regard to the report of the Panel and the statutory guidance in producing this Scheme.

The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 (SI No 1022) also permit Members to be admitted to the Local Government Pension Scheme. These provisions can only be applied if the Independent Remuneration Panel so recommend. In its September 2003 Report the Panel made recommendations that would have allowed the Council to have made a Scheme permitting both Basic and Special Responsibility Allowances for all Members to be included as pensionable, provided the Member was otherwise eligible under the Regulations. However, the Council decided not to implement these recommendations. For this reason, this Scheme does not

make provision for any pension entitlement for Members under the Local Government Pension Scheme.

This document contains details of the formal statutory scheme, comprising of Basic Allowance and Special Responsibility Allowances, as set out in Section 2 below and the relevant part of the Schedule. The Dependant Carers Allowances, Co-optees Allowances, travel and subsistence provisions also form part of the Scheme.

1.2. Definitions

Under the Scheme, a year is defined as commencing 1 April and concluding 31 March.

Any period of 24 hours shall be treated as having commenced at 3 am on the day in question.

For the purposes of this Scheme, the phrase 'Political Group' shall have the same meaning as regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.

2. BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES FOR COUNCILLORS

2.1. Basic Allowance

A Basic Allowance is payable. The current rate is set out in Schedule 2.

The Basic Allowance is a flat rate payable to all Members, regardless of individual duties, and is primarily intended to reflect Members' constituency role.

It is also intended to cover the standard incidental costs that Members incur as part of their general duties. In particular it covers the cost of telephone calls from Members houses, printing leaflets for constituency surgeries, minor office equipment and use of their homes for Council duties. However, it does not negate the current level of provision and access by Members to those services provided as Member Services such as, inter alia, IT home login and equipment where required, corporate stationery, car parking permit and ongoing Member Development Training Programmes.

The existing policy of allowing free use of sheltered housing schemes for Members Surgeries continues outside the Members Allowances Scheme, but Members are required to make a contribution to the Tenants Social Fund for such use.

2.2. Special Responsibility Allowances

Some duties undertaken by Members are eligible for a Special Responsibility Allowance (SRA). The eligible duties and amounts payable are set out in Schedule 2.

A Member is only entitled to claim one SRA Allowance at any one time. If the Member holds more than one position which is eligible for such an allowance,

he/she will notify the City Secretary and Solicitor as to the SRA that will be claimed.

The Band 6 SRA set out in Schedule 2 provides for the Council to identify Chairmen of task and finish and/or ad hoc working groups/panels with significant impact as being eligible for the allowance. These posts are not specifically identified within the Scheme itself but are, in accordance with the recommendations of the Independent Remuneration Panel, identified by resolution of the Council from time to time. However, no more than 50% of the Council (28) may receive an SRA at any one time. This provision limits the number of posts that can be allocated a Band 6 SRA allowance in this category. It also means that if the take up of all SRA's for the other positions specifically allocated in the Scheme changes, this may affect the total number of SRA's payable at any one time. In these circumstances, the Council will have to reconsider which of the task and finish etc allowances can still be paid.

2.3. Part-year Entitlement to Basic and Special Responsibility Allowances

- a) Where a Councillor is elected, or resigns as a Councillor part way through the year, the amount of *Basic Allowance* payable is calculated by dividing the annual sum of the basic allowance (set out in Schedule 2) by 365 and multiplying the product by the number of days that the duty was undertaken.
- b) Where a Councillor commences or ceases to carry out a *Special Responsibility*, as defined above, part way through the year, the amount payable is calculated by dividing the annual sum of the Special Responsibility Allowance (set out in Schedule 2) by 365 and multiplying the product by the number of days that the duty was undertaken.
- c) In the event that the Council revokes a Scheme during the Municipal Year, then an appropriate adjustment shall be made in respect of any Basic Allowance or Special Responsibility Allowance which:-
 - (i) has already been paid under the previous scheme in respect of the remainder of the year from which the further Scheme has effect, or
 - (ii) is to be paid in respect of any part of the year during which the previous Scheme had effect.
- d) In the event of an amendment to the amount of Basic or Special Responsibility Allowance part way through the year, the entitlement shall be calculated by reference to dividing each annual sum by 365 and multiplying the product by the number of days during which each level of allowance was payable.

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| <p>Example:</p> | <p>Basic Allowance £ 5,448 per annum £5,448 divided by 12 = £454 per month Basic Allowance Member commences duty 2 September 29/30ths of £454 = £438.86 Basic Allowance paid for September £454 per month paid thereafter for each full month in office.</p> |
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3. TRAVEL AND SUBSISTENCE

3.1. Travel

Travel costs are payable in respect of approved duties in accordance with the criteria set out in Schedule 1. In some instances, the Schedule makes distinctions between rates that can be claimed for travel within the administrative boundaries of Winchester City Council and for travel outside those boundaries. Travel costs also apply to payments to Co-opted Members in the circumstances set out in paragraph 4 below. Claims can be made for the following:

(a) Car, Van or Motor Cycle Mileage:

These rates are set out in Schedule 2. The rates may be increased by a supplementary rate when carrying passengers; these rates are also set out in Schedule 2. This rate applies to all passengers up to a maximum of four. Supplementary claims may also be made in respect of expenditure necessarily incurred on tolls, and parking fees. Where possible receipts for such supplementary claims should be obtained and attached to travel claim forms.

(b) Cycle Mileage

At the rates as set out in Schedule 2.

(c) Bus fares

Shall not exceed the amount of ordinary fare or any available cheap fare. Where possible receipts should be obtained and attached to travel claim forms.

(d) Rail & Ferry

When more than one class available, rate by ferry is economy class, and by rail second class, subject to supplementary payments for seat reservation fees, deposit, luggage portage costs, and sleeping accommodation where appropriate on overnight trains/ferries. Reduced rate tickets should be used where practicable. Where possible receipts should be obtained and attached to travel claim forms.

(e) Taxi/Private Hire

When it is difficult to utilise public transport at standard rates or otherwise, and the prior approval of the City Secretary and Solicitor has been obtained, the actual fare for travel by taxi/private hire vehicle, together with reasonable gratuity will be paid. Where possible receipts should be obtained and attached to travel claim forms.

When taxi/private hire is used out of choice and without prior approval, the reasonable alternative fare for public transport referred to in (c) and (d) above applies.

(f) Car Hire

When hiring a vehicle, the normal mileage rates that apply for private car use; or when it is difficult to utilise public transport at standard rates or otherwise, and the prior approval of the City Secretary and Solicitor has been obtained, the actual cost of hire. In these circumstances receipts should be obtained and attached to travel claim forms.

(g) Air Travel

When travelling by air, the rates shall not exceed the rates for alternative means of transport (e.g. train fare), unless the City Secretary and Solicitor has agreed that the saving in travelling time justified the payment of the actual air fare. Where possible receipts should be obtained and attached to travel claim forms.

The Independent Remuneration Panel has indicated that when Members are travelling outside the Council's administrative boundary on approved duties, they should choose the most cost effective method of travel that meets the reasonable needs of their travel requirements.

3.2. Subsistence

Subsistence is only payable in respect of duties as set out in Schedule 1, sections 1 & 2A. It also applies to payments to Co-opted Members, in the circumstances set out in Paragraph 4 below. The rates are set out in Schedule 2, and subject to the following criteria:

- (a) in the case of an absence, not involving an absence overnight from the usual place of residence:-
 - (i) Breakfast Allowance (more than 4 hours away from the usual place of residence, before 11am)
 - (ii) Lunch Allowance (more than 4 hours away from the normal place of residence, including the lunchtime, between 12 noon and 2pm)
 - (iii) Tea Allowance (more than 4 hours away from the normal place of residence, including the period 3pm to 6pm)
 - (iv) Evening Meal Allowance (more than 4 hours away from normal place of residence, ending after 7pm)

These rates should be reduced by an appropriate amount if any meal is provided free of charge by the Council or the outside body. e.g. If a Member takes the Council provided refreshments at meetings then no claim should be made.

- (b) Whenever possible in relation to accommodation and related subsistence for meetings outside the authority, the Member will ask the City Secretary and Solicitor to make the booking and make the necessary payments at such reasonable rates as he may determine.

Otherwise a separate allowance rate is payable in respect of an absence overnight from the usual place of residence, which is set out in Schedule 2. These rates cover a continuous period of absence of 24 hours, and should be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body during the period to which the allowance relates, or in respect of any accommodation for which the Council is making a direct payment.

- (c) Where meals are taken on a train or elsewhere during the periods falling within the categories set out in (a) (i-iv) above on travel outside the Council's administrative boundaries, reimbursement for reasonable actual costs of the meals will be given in lieu of subsistence allowances on production of receipts.

4. DEPENDANT CARERS' ALLOWANCE

An allowance can be claimed to reimburse childcare/dependant carers' expenses in respect of the internal duties set out in Section 1 to Schedule 1. This does not apply to External Meetings (Section 2) or any other activity.

The Allowance can be claimed in respect of *paid* care for:

- (a) Children up to and including 14 years old;
- (b) Elderly, disabled or mentally handicapped relatives requiring care and not able to be left on their own;

Provided that they normally reside with the claimant, and the paid carer is not a member of the claimant's immediate family or household.

In order to claim the Allowance, the Member must lodge a written declaration with the City Secretary and Solicitor, outlining the circumstances which entitle him/her to make a claim.

The allowance payable shall be the actual fee by hour of the carer, as set out in Schedule 2, with no maximum set figure for the number of hours subject to the general reasonableness of the claim.

As a guide for reasonableness, this allowance may be claimed for the duration of the meeting, together with up to one hour travelling time to and from the meeting, plus a short period for instruction/hand over with the carer.

Payment can only be made on production of a receipt or invoice from the paid carer.

5. CO-OPTEE'S ALLOWANCES

Co-optees' Allowances are only payable to Co-opted Members, as Basic/Special Responsibility Allowance is not payable. The former Financial Loss Allowances for such members have been abolished by law.

This Allowance currently applies to Co-opted Members of the Housing Performance Improvement Committee, and in relation to their duties on that

Committee or any of its informal groups or those established by Cabinet. It also applies where these Co-opted Members have been invited by the Chairman to address Cabinet or other committees under Council Procedure Rule 35. It does not apply to any other informal meetings, or TACT meetings.

The Co-optees' Allowance also applies to the Independent Members and Parish Representatives on the Standards Committee.

The current rates for Co-optees' Allowances are set out in Schedule 2.

In the event that the Scheme is amended or revoked during the year, or a Member holds office for only part of the year, then the Co-optees' Allowance shall be adjusted in the same manner as for Basic and Special Responsibility Allowances – see Para 2.3 above.

The Travel and Subsistence Scheme applies to these duties.

6. RENUNCIATION

A Councillor may, by written notice to the Director of Finance, choose to forego all or any part of his/her entitlement to any allowance under this scheme.

7. ROLE OF THE STANDARDS COMMITTEE – WITHOLDING OR REPAYMENT OF ALLOWANCES

Where any Member is suspended or partially suspended from responsibilities or duties in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the Standards Committee may determine that any of the following allowances:

- (a) the part of Basic Allowance payable in respect of the period of suspension or partial suspension
- (b) the part of Special Responsibility Allowance payable in respect of the responsibilities or duties during the period of suspension or partial suspension
- (c) any travel or subsistence payable in respect of the responsibilities or duties during the period of suspension or partial suspension
- (d) any Co-optees' Allowance in respect of the responsibilities or duties during the period of suspension or partial suspension

may be withheld.

Where payment of any allowance has already been made in respect of any period during which the Member concerned is:

- (a) suspended or partially suspended from responsibilities or duties in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a Member or

- (c) is in any other way not entitled to receive the allowance in respect of that period

the Standards Committee may require that such part of the allowance that relates to any such period be repaid to the Council.

8. MEMBERSHIP OF MORE THAN ONE AUTHORITY

Where a Member is a member of another authority, then that Member may not receive allowances from more than one authority in respect of the same duties.

9 INFLATION INDEX

In the event that the Council decides that it is not necessary for the Scheme to be reviewed by the Independent Remuneration Panel in any year from 2004/5 onwards, then the amounts of the Basic, Special Responsibility, Co-optees' and Dependant Carers Allowances together with subsistence rates will be adjusted for inflation by the lower of the following indices:

- (a) the amount of the percentage increase in the nationally agreed pay increase for local government employees (linked to Spinal Column Point 49 of the NJC Scheme) on 1 April (commencing 2004), or
- (b) the percentage change in the Retail Prices Index at 1 April from that which applied 12 months previously (commencing 2004)

for implementation from the commencement of the new Municipal Year starting with the date of the Annual Council Meeting in the following May/June (also commencing 2004).

In the event that the Council decides that it is not necessary for the Scheme to be reviewed by the Independent Remuneration Panel in any year from 2004/5 onwards, then the amounts of the mileage allowances in the Travel Scheme will be indexed to the Inland Revenue AMAP rates applicable at the date of the Annual Council Meeting each year.

The Council will consider whether the inflation index should be used in lieu of a review by the Panel before the start of the relevant financial year. However, Regulation 10(5) of the 2003 Regulations (SI No 1021) provides that the Council cannot rely on an index for a period of longer than four years before seeking a further recommendation from the Independent Remuneration Panel.

In the event that the Council decides to operate such an index, rather than re-convening the Panel, it shall comply with the provisions of the relevant Regulations for the time being in force and ensure that an updated table of allowances with the actual amounts payable, is published annually and available for public inspection.

10. ADMINISTRATIVE PROCEDURES

10.1. Making Payments

Automated payments

The Basic Allowance, Special Responsibility Allowance, and Co-optees' Allowance where applicable, are administered through the payroll, and are paid automatically into Members' bank accounts using the Bank Automated Clearing System (BACS). Payments are made on a monthly basis on the last working day of each month. Payments are subject to deduction of National Insurance and Income Tax (where applicable).

Making a Claim – Other Allowances

Other Allowances have to be claimed by Members and must be submitted within two months of the approved duty to the City Secretary and Solicitor, who will check the claim before onward transmission to the Finance Department. Claims received no later than the fifteenth day of the month will be paid on the last working day of that month. The Council has discretion as to whether any late claims should be paid.

It is strongly recommended that claims are made on a monthly basis, for the previous month. This is because the liability for National Insurance payments is dependent on when claims are made, and not when entitlement to the payment arose. If claims over a period of time are stored up and submitted together, the total claimed that month may exceed National Insurance payment thresholds.

Claims should be made in writing and on the standard claim form, and signed to confirm that the duty has been carried out and that no other claim has been made for that duty. If claims can also be made from an outside body, then Members are encouraged to claim from that body rather than the Council. Where the travel and subsistence scheme requires the submission of receipts then these should be attached to the claim form.

Claims for the Dependant Carers Allowance must be accompanied by a receipt or invoice from the paid carer. The Member also has to notify the City Secretary and Solicitor as to the reasons why he/she is eligible to make a claim before regular claims are made.

Forms can be obtained from the General Office, City Secretary and Solicitor's Department, Second Floor, City Offices (Telephone 01962 848264), or from the Exchequer Section, Financial Services Department, Ground Floor, City Offices (01962 848158). Forms are available on the Intranet, though have to be signed in writing when submitted.

For the purpose of paying Members' Allowances, it is important that the Council's Director of Finance is notified as soon as possible of new Members' National Insurance numbers and details of their nominated bank or building society accounts to which all allowances and other expenses will be paid. New Members who currently do not have a National Insurance number are asked to obtain one from their local Benefits Agency office. Members who have a number but are uncertain as to what it is can obtain confirmation from this same source.

When submitting a claim form, it is important to check against the categories in Schedule 1 to this scheme, to ensure that the duty is eligible for travel and/or subsistence allowance. If in doubt, you are recommended to contact the Assistant City Secretary (Administration) (01962) 848284, prior to submitting the claim. It is the responsibility of the Member to ensure the accuracy of any claim made.

10.2. Queries over Entitlement

Occasionally, a claim may be made that is considered by officers not to be in accordance with the agreed criteria. In such cases, no payment will be made. If a Member wishes to dispute the decision of the officers, they are requested to appeal in writing to the City Secretary and Solicitor, who will give reasons for refusing to authorise the payment. If the matter is not resolved, it can be referred to Cabinet to make recommendations to Council.

10.3. Tax and National Insurance Implications

Income Tax and National Insurance will be deducted as appropriate from Members' Allowances in accordance with Inland Revenue regulations. Basic Allowance, Special Responsibility Allowance, Co-optees' Allowance and Dependant Carers Allowance are taxable and may also be subject to National Insurance contributions if the monthly threshold is exceeded. In general, travelling expenses incurred in the performance of official duties are not taxable as the Scheme is based upon the maximum Inland Revenue AMAP rates below the NI/Income Tax threshold. Subsistence expenses may in some instances be subject to deductions of tax or National Insurance. Members should be aware that benefits received from other authorities or bodies in the pursuance of their duties are taxable in exactly the same way as if benefits had been provided by the Council. Members who are over state pension age or have the right to pay reduced rate National Insurance Contributions should obtain the relevant certificate from their local Benefits Agency office, and forward it to the Exchequer Section of the Finance Department.

In certain circumstances, Members may be entitled to claim tax relief for some expenses incurred in the course of their duties, where these expenses are not re-claimable from the Council. A document is available for inspection for any Member who may be affected.

Entitlement to certain State Benefits can be reduced by the receipt of Member Allowances, and any Member affected should discuss this with the Benefit Office. The entitlement may be affected even if the Member decides not to claim the allowances. In limited circumstances, some Members may be entitled to Statutory Sick Pay if the illness is likely to prevent the undertaking of duties for four or more days. This is only likely to apply if National Insurance is deducted on a regular basis. If a Member thinks that this might apply to their circumstances, further advice should be sought.

Any queries regarding the payment of Members' Allowances should be referred to Team Leader (Exchequer), Finance Department (telephone 01962 848157).

10.4. Amendments to Allowance Levels and to Eligibility Criteria

The actual amounts paid under the Scheme and changes to eligibility criteria (particularly in relation to outside bodies) are more likely to be revised on a regular basis than the overall policy of the Scheme. For this reason, the information is contained in the Schedules at the back of the document, and can therefore be updated and reissued to Members as appropriate.

10.5. Publicity of Scheme

Keeping Records of Payments

A record of all payments to individual Councillors under the Scheme will be kept and made available for public inspection.

The City Secretary and Solicitor will record the names of Members attending meetings called by the Chief Executive or the City Secretary and Solicitor. For other meetings called by Directors, such as Member training, the Officer calling the meeting will record the names of Members in attendance and submit this to the City Secretary and Solicitor.

Advertisement of Scheme

In the event of the Scheme being revoked or amended, publicity shall be given in accordance with Regulation 16 of the 2003 Regulations (SI No. 1021). Any change in allowance rates due to use of an index must also be published annually under Regulation 16(2).

The Scheme must also be advertised in accordance with regulation 15(3) of the same Regulations as soon as possible in each year, setting out the following information:

- (a) The payments that were made to each individual in respect of Basic, Special Responsibility, Co-optees', and Dependant Carers Allowances together with travel and subsistence allowances, during the preceding financial year.
- (b) An annual report is also made on the possible and actual number of formal meetings attended by each Member of the Council. This will also be published annually.
- (c) The Council will also make available a Statement of Members Activities, compiled by each Member, on its web-site and for inspection at the City Offices. This Member Accountability Statement will commence at a date to be determined by the Council during the 2003/04 Municipal Year.

SCHEDULE 1 - ELIGIBILITY OF DUTIES

1. INTERNAL MEETINGS

Travel and Subsistence are payable in the following cases:-

- (a) A Councillor attending Council, or a Councillor attending as a member of Cabinet, or Member or substitute of a Committee, Sub-Committee, Informal Working Group etc. which is convened by the Chief Executive or the City Secretary and Solicitor.
- (b) A Chairman and/or Vice Chairman and a spokesperson for each of the other political Groups attending a Group Representatives Briefing for Cabinet, a Committee or Sub-Committee with officers (not including Pre-Agenda Meetings attended by Chairmen).
- (c) Where a Chairman (or in his/her absence Vice Chairman), Portfolio Holder or Cabinet Member has been invited to meet with a Director.
- (d) A Councillor attending a tour of the District or a Councillor appointed to attend a site visit accompanied by officers, in both cases which Cabinet, a Committee, Sub-Committee or Working Group has resolved should be made.
- (e) A Councillor appointed by Cabinet or a Committee or given prior approval by the City Secretary and Solicitor to attend an official meeting with other local authorities.
- (f) A Councillor attending a meeting where a minimum of two political groups are invited to attend, called by the Director, subject to the prior approval of the City Secretary and Solicitor.
- (g) A Councillor attending a meeting of Cabinet or a Committee they do not serve on and to which ALL Members of the Council have been invited to attend.
- (h) Any Member attending a formal meeting, where they have been permitted to speak by the Chairman under Council Procedure Rule 35(4).
- (i) Tender Opening - where a Member has been invited by the City Secretary and Solicitor to be present in accordance with Contract Procedure Rule 5.2 (a).
- (j) Member Training - subject to the event being arranged by an appropriate officer as a training seminar with a formal invitation sent or prior approval given by the City Secretary and Solicitor.

2. EXTERNAL MEETINGS

PLEASE NOTE THAT FOR CATEGORIES A TO C BELOW, IF ANY PAYMENT HAS BEEN RECEIVED FROM THE HOST ORGANISATION FOR TRAVEL OR SUBSISTENCE, THEN NO PAYMENT CAN LAWFULLY BE MADE UNDER THIS SCHEME FOR THE CATEGORY FOR WHICH THE HOST ORGANISATION HAS MADE A PAYMENT.

WHERE PAYMENT IS PERMITTED UNDER THE FOLLOWING CATEGORIES, ALL MEMBERS APPOINTED BY COUNCIL, CABINET, A COMMITTEE, SUB-COMMITTEE OR WORKING GROUP TO ATTEND A DUTY ARE ELIGIBLE TO CLAIM, EXCEPT WHERE A LIMITATION ON THE NUMBERS RECEIVING PAYMENT HAS BEEN AGREED, WHICH IS REFERRED TO BY EACH ITEM.

2A. Category "A" - Travel and Subsistence Payable

Association of Hampshire and Isle of Wight Local Authorities
- Main Group Meetings and Internal Sub-Group Meetings

Central Hampshire Transportation Strategy Members' Panel (CHARTS)

Forest of Bere and Eversley Joint Members Working Group

Local Government Association General Assembly.
(Up to two appointed representatives)

(NB: The LGA has its own Members' Allowance Scheme and payment is made direct, including for attendance at LGA committees. Appointed Members will receive details of this separately. Travel costs will be reimbursed by the City Council).

Local Government Association - Political Group Meetings of
(Group Leader or deputy of each political Group, subject to prior approval by the Chief Executive)

Hampshire County Council Highway Management Advisory Panel

Health for All
(Five representatives to be appointed by Cabinet)

Local Government Employers Organisations:

- i) Southern Provincial Council for Local Authorities' Services.
- ii) South East Employers, including associated Committees.

National Parking Adjudication Joint Committee

Project Integra Management Board

Project Integra Policy Review and Scrutiny Committee

continued.....

Public Transport Fora
(Chairman appointed for respective meetings)

River Hamble Harbour Management Sub-Committee

River Park Leisure Centre User Group

Stockbridge Oilfield Liaison Panel

South East England Regional Assembly (SEERA)

Southern Tourist Board.

Winchester District/Parish Councils Joint Consultative Committee
(to be appointed by Cabinet)

Winchester Movement and Access Plan Joint Members' Panel (WMAP)

2B. Category "B" - Where Subsistence is NOT Payable, but Travel is Payable

Any outside body appointments made by the Association of Hampshire and Isle of Wight Local Authorities, where a Member of the City Council has been appointed as the Association's representative:

Age Concern (Winchester)

Bishops Waltham Citizens Advice Bureau

Community Action (Hampshire)

East Hampshire AONB - Joint Advisory Committee

Fareham Police & Community Liaison Group

Hampshire County Arts Forum

Hampshire Archaeological Society

Hampshire County Council Annual Meeting with Parish and District Councils
(re. transport issues)

Havant & District Citizens Advice Bureau

Health Overview and Scrutiny Panel (Portsmouth City Council)

Henry Smith Charity (St Johns)

Henry Smith Charity (St Peters)

Henry Beaufort School Community Committee

continued.....

Hospital of St. Cross and Almshouses of Noble Poverty

Relate

Southampton International Airport Consultative Committee

St Johns Winchester Charity

Stanmore Youth Centre (Carroll Youth Centre)

Theatre Royal Board

Tower Arts Management Committee

Trinity Centre Management Committee

Twyford Waterworks Trust Management Board

Whiteley Community Association

Winchester Allotment Holders' Society

Winchester Area Community Action (WACA)

Winchester Charity School Education Foundation

Winchester Citizens Advice Bureau - Management Committee

Winchester City Centre Management Limited

Winchester Detached Youth Work Project

Winchester District Board of the Council for the Protection of Rural England

Winchester Group for Disabled People

Winchester Police & Community Liaison Group

Winchester Road Safety Council Committee

Winchester Welfare Charities

2C. Category "C" - Can be Approved on an Ad-Hoc Basis Either Travel and Subsistence, or Travel only.

Where a Member wishes to attend an ad-hoc meeting or an official event on behalf of the Council which is not listed in categories A or B in the Scheme, then authorisation, either for travel and subsistence, or travel/mileage only, may be obtained prior to the event through the City Secretary and Solicitor, in exercise of delegated authority taking account of the eligible list of approved duties in regulation 8(1) of the 2003 Regulations (SI No 1021).

A request can only be approved under this provision for the same meeting on up to two separate occasions. Otherwise the matter will be referred to Cabinet for recommendation to Council as to whether it is suitable for inclusion on either the Category A list or Category B list.

2D. Category "D" - No Travel or Subsistence is Payable

Remuneration is only payable for the specific duties listed in the categories of the Scheme, and not for any other activity, even though it may be linked to Council business. The following list of duties not eligible for payment is not an exhaustive list, but includes duties where a policy decision has been taken not to include them on the above lists.

No allowance is payable in respect of duties in connection with any of the following:

- Universities, Colleges and Schools
- Residents' interest and action groups
- Parish Council public meetings

Schedule 2

BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES
(with effect from 1/11/03)

| Post | Maximum No of SRAs Suggested ¹ | Basic Allowance | Special Responsibility Allowance | Total Allowance per Member | SRA Totals |
|---|---|-----------------|----------------------------------|----------------------------|--------------------|
| Basic Allowance | | | | | |
| All Members | | £5,448 | | £5,448 | |
| Band One | | | | | |
| Leader | 1 | £5,448 | £14,892 | £20,340 | £14,892 |
| Band Two | | | | | |
| Deputy Leader with a Portfolio | 1 | £5,448 | £8,934 | £14,382 | £8,934 |
| Band Three | | | | | |
| Deputy Leader without a Portfolio | Not in current use | £5,448 | £7,446 | Not in current use | Not in current use |
| Cabinet Member with a Portfolio | 6 | £5,448 | £7,446 | £12,894 | £44,676 |
| Chairman of Principal Scrutiny Committee | 1 | £5,448 | £7,446 | £12,894 | £7,446 |
| Chairman of Planning (Development Control) Committee | 1 | £5,448 | £7,446 | £12,894 | £7,446 |
| Leader of Principal Opposition Group | 1 | £5,448 | £7,446 | £12,894 | £7,446 |
| Band Four | | | | | |
| Cabinet Member without Portfolio | Not in current use | £5,448 | £5,957 | Not in current use | Not in current use |
| Band Five | | | | | |
| Chairman of Standards Committee | 1 | £5,448 | £4,464 | £9,912 | £4,464 |
| Chairman of Personnel Committee | 1 | £5,448 | £4,464 | £9,912 | £4,464 |
| Chairman of Licensing & Regulation Committee | 1 | £5,448 | £4,464 | £9,912 | £4,464 |
| Chairman of WDLP Committee | 1 | £5,448 | £4,464 | £9,912 | £4,464 |
| Band Six | | | | | |
| Chairman of the Council | 1 | £5,448 | £2,232 | £7,680 | £2,232 |
| Chairmen of Task & Finish &/or Ad Hoc Working Groups/Panels with Significant Impact | 3 ² | £5,448 | £2,232 | £7,680 | £6,696 |
| Other Group Leaders | 3 | £5,448 | £2,232 | £7,680 | £6,696 |
| Vice Chairman of Planning (Development Control) Committee | 1 | £5,448 | £2,232 | £7,680 | £2,232 |
| Band Seven | | | | | |
| Chairmen of Performance Improvement Committees | 5 | £5,448 | £1,489 | £6,937 | £7,445 |
| Sub Total Payable | | £310,536 | | | £133,997 |
| Total Sum Payable | | | | | £444,533 |

¹ The maximum number of SRAs listed in the second column is for illustrative purposes only. The number of recommended SRAs that are payable at any one time to various post holders will vary in some instances depending on what SRAs are in effect based on changing political structures. The Panel has taken on board the statutory advice that no more than 50 per cent of the membership should be in receipt of a SRA at any one time. It has also adopted the principle that a Member can only draw down one SRA regardless of the number of posts held. For instance, if Council appoints the Leader of the Principal Opposition Group as Chairman of the Principal Scrutiny Committee (which has occurred in the past) he/she can only draw one SRA of his/her choice. This would be the relevant committee SRA or Opposition Group Leader SRA but not both. The variation in the number of SRAs being claimed at one time will affect the number of Task and Finish and/or Ad Hoc Working Groups and/or Panels that the Council can award a Band 6 allowance. There is a ceiling of no more than 28 Members in receipt of a SRA.

² The number of Chairmen of Task and Finish Groups/Panels that have been deemed by the Council to have significant impact could increase if one or more of the ascribed SRAs are not taken up.

OTHER ALLOWANCES

| Type of Allowance: | | (£) |
|--|--|---|
| <i>Travel</i> | | |
| Travel within District | Cars and Vans | 40p a mile |
| | Motor Cycles | 24p a mile |
| | Bicycles | 20p a mile |
| Travel outside District | Cars and Vans | 40p a mile (subject to most effective mode of transport for reasonable needs of Member) |
| | Air Travel | Not to exceed public transport (eg train fare) unless prior approval obtained |
| All Journeys | Ferry | Economy class fare or reduced rate |
| | Rail | 2 nd class fare or reduced rate |
| | Taxi or Private Hire | Fare and reasonable gratuity (bus or train rate if use of taxi/private hire optional) |
| | Hired car | Prior approval - actual cost. Otherwise normal mileage rates |
| | Bus | Ordinary or cheap rate fare |
| | Car Parking | Actual cost |
| | Additional mileage rate for Members carrying other Members in their vehicles | 5p a mile (per passenger up to 4 max.) |
| <i>Subsistence</i> | | |
| Subsistence within District | Breakfast | 4.92 |
| | Lunch | 6.77 |
| | Tea | 2.67 |
| | Evening Meal | 8.38 |
| Subsistence outside District | | Rates as above where possible |
| Overnight stay outside District | | 79.82 |
| Overnight stay – London | | 91.04 |
| <i>Dependant Carers Allowance (to include childcare):</i> | | |
| Actual fees, up to | | 7.50 per hour |

Members' Allowances Scheme

Co-optees' Allowances:

- (i) TACT Representatives

- (ii) Independent and Parish Representatives on Standards Committee

Main Representatives - 350.00pa
Deputies - 175.00pa

225.00pa
