

## WELWYN HATFIELD COUNCIL

### MEMBERS' ALLOWANCES SCHEME

#### 1. ENQUIRIES

- 1.1. Enquiries about allowances may be addressed to Graham Seal, Governance Services Manager (01707) 357444.

#### 2. BASIC ALLOWANCE

- 2.1. Basic allowance is payable at a flat rate to all elected Members of the Council.
- 2.2. If a councillor is elected to or leaves the Council during the year, basic allowance will be paid pro-rata for the proportion of the year during which the councillor has been a serving Member of the Council.
- 2.3. With effect from 1 July 2015, basic allowance will be paid at the rate of £4,912 per annum. Payment will be made in monthly instalments of £409.00.

#### 3. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

- 3.1. The Council has authorised the following payments in addition to Members' basic allowance: -

	<u>Per Annum (£)</u>	<u>Monthly (£)</u>
	<u>2015/16</u>	<u>2015/16</u>
Leader of the Council	9,505	792.00
Deputy Leader	6,652	554.00
Cabinet Member	5,698	475.00
Lead Member	3,808	317.00
Chairmen of Overview and Scrutiny Committees	4,020	335.00
Chairman of Development Management Committee	3,808	317.00
Chairman of Hackney Carriage Committee	3,808	317.00
Chairman of Cabinet Panel	3,808	317.00
Chairman of Audit Committee	3,808	317.00
Chairman of Liquor and Regulated Entertainment Licensing Committee	3,808	317.00
Chairman of Appeals Committee	1,190	99.00
Leaders of Opposition Groups	5,698	475.00
Chairman of Standards Committee	5,698	475.00
Mayor	6,153	N/A
Deputy Mayor	1,539	N/A

- 3.2. The Mayor's allowance will be paid in two equal instalments, in June and December each year. The Deputy Mayor's allowance will be paid in a single payment in June each year.
- 3.3. Where a councillor holds more than one office of special responsibility he or she will receive only one SRA and this will be the higher or highest of the allowances due.
- 3.4. If a councillor is appointed to or relinquishes a post of special responsibility during the year, special responsibility allowance will be paid pro-rata for the proportion of the year during which the office is held.

#### 4. TRAVELLING EXPENSES

- 4.1. Travelling expenses are payable to councillors and co-opted Members for the following approved duties:
- (a) Attendance by any Member at meetings of the Council, the Cabinet and the Overview and Scrutiny Committees.
  - (b) Attendance at meetings of the Council's committees and panels by Members of the Committee or appointed substitutes.
  - (c) Attendance at meetings of any working party or sub-group arranged by the Council, Cabinet or committees, to which the Member is appointed.
  - (d) Attendance by the Leader or Deputy Leader of the Council or by the leader of the Opposition at any of the above meetings.
  - (e) Attendance by Members of the Cabinet at any meeting.
  - (f) Attendance by the Chairman of an Overview and Scrutiny Committee at meetings relating to the business of the Overview and Scrutiny Committee.
  - (g) Public meetings authorised by the Council if Members are requested to attend.
  - (h) Attendance by Members at officer meetings, for example best value meetings.
  - (i) Any joint meetings between this authority and other authorities or public bodies.
  - (j) Councillors' surgeries.
  - (k) Any other meeting or event, such as local public meetings, where Members are required to attend.
  - (l) Any conference, site visit or official visit provided attendance has the Council's prior approval.

- (m) Site visits by the Chairman and Opposition Lead Member of the Development Management Committee and Chairmen of Licensing Sub-Committees to sites of planning or licensing applications due to be heard by the Committee or Sub-Committee.
- (n) Individual site visits by members of the Development Management Committee to sites of applications due to be heard by the Committee, up to a maximum of 15 miles per meeting, the site location(s) to be stated on the claim form.
- (o) Official group meetings.
- (p) Members' training sessions
- (q) Civic functions carried out by the Mayor, the Deputy Mayor, the Leader of the Council, Deputy Leader of the Council and Leader of the Opposition.
- (r) Meetings of national, regional and local outside organisations to which a Member has been appointed as this Council's representative, as set out in Appendix A to the scheme of Councillors' Allowances.
- (s) Chairmen, Vice-Chairmen and Opposition Lead Members may also claim travel expenses for up to two briefing meetings prior to Cabinet and Committees and up to two meetings per week with Chief Officers.
- (t) The Mayor, the Deputy Mayor, the Leader of the Council, Deputy Leader of the Council and Leader of the Opposition may claim travel expenses for all reasonable journeys on legitimate Council business, including briefings with the Chief Executive and other Chief and Senior Officers.
- (u) Non office holding Members of the Council may claim travel allowances for attending up to two meetings per week with Officers on Council business within the Borough.
- (v) Members of the Council may claim travel expenses for one-off, occasional duties, for example, where the Chairman of a Committee is required to attend a subsequent appeal or court hearing, subject to the prior approval of the Governance Services Manager. A form to seek approval may be obtained from the committee section.

4.2. The current allowances payable are as follows

Member's own private motor vehicle

45 pence per mile

#### Member's own solo motor cycle

Up to 125cc	20.44 pence per mile
Over 125cc	31.99 pence per mile

Travel by bicycle 15p per mile

#### Travel by public transport

The actual cost of bus or second class rail fair for journeys within the Borough.

- 4.3. Travelling expenses will normally be payable:-
- (a) From a Member's home address if within or just outside the Borough or;
  - (b) From a Member's work place if within the Borough or;
  - (c) From an alternative starting point (e.g. the Borough boundary) if less than (a)
- 4.4. In cases of urgency where no public transport is reasonably available, the actual fare for a taxicab is payable. A receipt should be obtained.
- 4.5. For journeys outside the Borough, car allowance or standard rail fare or low cost air fare will be paid, whichever is the lower. Reimbursement of low cost air fares for journeys outside the Borough, will be subject to the prior approval of the Governance Services Manager and will be on condition that the total cost of the air fare and travel to the airport is lower than the cost of mileage allowance or standard rail fare.
- 4.6. In the case of attendance at two meetings in one day at the same venue, with the second meeting immediately following the first, travel expenses should only be claimed for one meeting.

#### 5. SUBSISTENCE ALLOWANCE

- 5.1. Subsistence Allowance is payable for absence from home of more than four hours because of attendance at conferences and meetings outside the Borough.
- 5.2. The Council will reimburse the actual reasonable cost of accommodation or of meals or refreshments taken.
- 5.3. In the event of overnight absences at conferences etc, bookings should be made at medium range hotels and arrangements made for the Council to be invoiced directly for the actual, reasonable cost of accommodation and meals taken.

#### 6. TELEPHONE INSTALLATION AND CALLS

- 6.1. The costs of installing one additional telephone line per Member (if required) for Council business will paid by the Council.
- 6.2. All telephone calls including costs of broadband internet access should be met from Members' basic allowance.

## 7. CLAIMS AND PAYMENTS

- 7.1. Basic allowance and special responsibility allowance will be paid monthly in arrears. Bank accounts will normally be credited by the 5<sup>th</sup> of each month.
- 7.2. Claims for travel and subsistence allowances should be made monthly on the official claim form. (see Appendix C) Travel expenses claim forms submitted by the 24<sup>th</sup> of the month will be processed for payment at the next payment date. Any forms received after the 24<sup>th</sup> will be held over for processing the following month. Any receipts for subsistence allowances must be enclosed with the claim form. Members are asked to ensure that claims are made within two months of the date of the journey to which they relate.
- 7.3. Claims may also be made by email. Details of the procedure to be followed are attached at appendix D.
- 7.4. Payment will be direct to Members' own bank or building society account, unless written instructions have been given otherwise. Details of the bank account number should be given to the Governance Services Manager, using the questionnaire provided at Appendix B.
- 7.5. The Committee Section should be informed immediately if any of this information changes, using the copy of the questionnaire provided at Appendix B.

## 8. TAXATION

- 8.1. Basic allowance and special responsibility allowance are subject to income tax and national insurance contributions which are deducted at source.
- 8.2. Subsistence allowance and travelling expenses are taxable, but the tax is not deducted at source and any expenses payments should be included in income tax returns.
- 8.3. Any Member over state retirement age and therefore not liable to pay national insurance contributions may apply for a certificate of age exemption from the Inland Revenue. An application form is available from the Committee Section.

## 9. STATE BENEFITS

- 9.1. Entitlement to allowances should be declared in any application for job seekers allowance, housing and council tax benefit and other means tested benefits.

10. PUBLICATION

- 10.1. The Council keeps a record of allowances paid to Councillors, which is open to inspection by any local government elector.
- 10.2. Councils are required to make arrangements for the publication of any Members' allowance scheme and, at the end of each financial year, for the publication of the total amount of each allowance paid to each Member.

11. RENUNCIATION

- 11.1. A Member may forgo all or any part of any of the allowances to which he or she is entitled. Notice of such renunciation should be given to the Governance Services Manager in writing.

12. WITHDRAWAL OF ALLOWANCES

- 12.1 Where a Member is suspended from their duties, their allowance entitlement will be withdrawn and any allowance overpaid should be repaid.

OUTSIDE ORGANISATIONS TO WHICH THE COUNCIL APPOINTS REPRESENTATIVES

Hertfordshire Local Government Association  
Local Government Association  
Arts Council England Local Government Forum  
Bill Salmon Centre Steering Committee  
Breaks Manor Youth Club  
Citizens Advice Bureau (Welwyn Hatfield)  
CPRE The Hertfordshire Society  
Digswell Art Trust  
East of England Local Government Association  
Finesse Leisure Trust  
Hatfield and District Age Concern (Friendship House)  
Haldens Residents and Community Association  
Hertfordshire Arts Partnership  
Hertfordshire Environmental Forum  
Hertfordshire Groundwork Trust  
Hertfordshire Health Scrutiny Committee  
Hertfordshire Infrastructure Planning Panel  
Hertfordshire Police and Crime Panel  
Hertfordshire Sustainability Forum  
Herts. Museum Partnership  
Herts & Middx Trust for Nature Conservation Stanborough Reedmarsh Nature Reserve  
Jim McDonald Centre  
Joint Waste Management Group  
Jubilee House  
Lemsford Mount Stephen Charity  
Local Cultural Consortium  
Ludwick Family Club Management Committee  
1 Market Place Management Committee  
School Governing Bodies  
Welwyn Hatfield Action on Disability  
Welwyn Hatfield Community Housing Trust  
Welwyn Hatfield Community Safety Partnership  
Welwyn Hatfield Council for Voluntary Service  
Women's Resource Centre Management Committee

**APPENDIX B**

**WELWYN HATFIELD COUNCIL  
COUNCILLORS' ALLOWANCES QUESTIONNAIRE**

TO ALLOW YOUR ALLOWANCE PAYMENT TO BE MADE DIRECT TO YOUR BANK ACCOUNT THROUGH THE COUNCIL'S PAYROLL SYSTEM, PLEASE RETURN THE COMPLETED AND SIGNED FORM TO GOVERNANCE SERVICES. PLEASE USE BLOCK CAPITALS.

NAME Councillor .....

HOME ADDRESS:.....

.....

.....

**SECTION A - NATIONAL INSURANCE NUMBER**

National Insurance Number .....

Date of Birth .....

**SECTION B - BANK ACCOUNT**

BANK OR BUILDING SOCIETY .....

BRANCH ADDRESS .....

.....

BRANCH SORT CODE..... ACCOUNT NUMBER.....

**SECTION C CERTIFICATION**

I certify that the above information is correct to the best of my knowledge. I will notify the Governance Services Manager immediately should any of the above details change.

Signed..... Date.....



**APPENDIX C**  
**WELWYN HATFIELD BOROUGH COUNCIL**  
**MEMBERS TRAVEL EXPENSES CLAIM FORM**

Please use this form to claim travel and subsistence expenses. Duties approved by the Council for such expenses are set out overleaf. Please submit claims within two months of the date of the journey to which they relate.

**NAME: Councillor**.....

make and model of car.....

engine capacity of car.....CC

**Starting point of journeys**.....

registration no. ....

<u>DATE</u>	<u>VENUE</u>	<u>APPROVED DUTY</u>	<u>MILES</u> *	<u>OTHER FARES</u>	<u>SUBSISTENCE</u> give meals taken and times of departure/return
TOTALS					

\*Mileage from home or work to Council offices (or other venue) and return. Please indicate any journeys by bicycle.

I certify that the journeys listed above have been carried out on Council business.

Signed (Councillor) \_\_\_\_\_

Date \_\_\_\_\_

Authorised for Payment \_\_\_\_\_ (Governance Services Manager)

This form should be returned to Governance Services by **24<sup>th</sup> of each month** for payment with the following month's allowances.

## **APPROVED DUTIES FOR WHICH TRAVELLING EXPENSES ARE PAYABLE**

- (a) Attendance by any Member at meetings of the Council, the Cabinet and Overview and Scrutiny Committees.
- (b) Attendance at meetings of the Council's committees and panels by Members of the Committee or appointed substitutes.
- (c) Attendance at meetings of any working party or sub-group arranged by the Council, Cabinet or committees, to which you are appointed
- (d) Attendance by the Leader or Deputy Leader of the Council or by the leader of the Opposition at any of the above meetings.
- (e) Attendance by Members of the Cabinet at any meeting.
- (f) Attendance by the Chairman of an Overview and Scrutiny Committee at meetings relating to the business of the Overview and Scrutiny Committee.
- (g) Public meetings authorized by the Council if Members are requested to attend.
- (h) Attendance by Members at officer meetings, for example best value meetings.
- (i) Any joint meetings between this authority and other authorities or public bodies.
- (j) Councillors' surgeries
- (k) Any other meeting or event, such as local public meetings, where Members are required to attend.
- (l) Any conference, site visit or official visit if attendance has the Council's prior approval.
- (m) Site visits by the Chairman and Opposition Lead Member of the Development Management Committee and Chairmen of Licensing Sub-Committees to sites of planning or licensing applications due to be heard by the Committee or Sub-Committee.
- (n) Individual site visits by members of the Development Management Committee to sites of applications due to be heard by the Committee, up to a maximum of 15 miles per meeting, the site location(s) to be stated on the claim form.
- (o) Official group meetings.
- (p) Members' training sessions
- (q) Civic functions carried out by the Mayor or the Deputy Mayor, the Leader of the Council, Deputy Leader of the Council and Leader of the Opposition.
- (r) Meetings of national, regional and local outside organisations to which you have been appointed as this Council's representative, as set out in Appendix A to the scheme of Councillors' Allowances.
- (s) Chairmen, Vice-Chairmen and Opposition lead Members may also claim travel expenses for up to two briefing meetings prior to Cabinet and Committees and up to two meetings per week with Chief Officers.
- (t) The Mayor or the Deputy Mayor, the Leader or Deputy Leader of the Council and Leader of the Opposition may claim travel expenses for all reasonable journeys on legitimate Council business, including briefings with the Chief Executive and other Chief and Senior Officers.
- (u) Non office holding Members of the Council may claim travel allowances for attending up to two meetings per week with officers on Council business within the Borough.
- (v) Members of the Council may claim travel expenses for one-off, occasional duties, for example, where the Chairman of a Committee is required to attend a subsequent appeal or court hearing, subject to the prior approval of the Governance Services Manager. A form to seek approval may be obtained from the committee section.

Travelling expenses will normally be payable: -

- (a) From your home address if within or just outside the Borough or;
- (b) From your work place if within the Borough or;
- (c) From an alternative starting point (e.g. the Borough boundary) if less than (a)

In cases of urgency where no public transport is reasonably available, the actual fare for a taxi cab is payable. A receipt should be obtained.

## **SUBSISTENCE ALLOWANCE**

Subsistence Allowance is payable for absence of more than four hours due to attendance at conferences and meetings outside the Borough. Please give times of departure and return. Full details are contained in the Scheme of Members Allowances.

Members Allowances – submitting mileage claims by email

Some members may prefer to send claims for mileage by email. If you do want to do this, it is important that you follow the procedure set out below.

1. Details of journeys and mileage claims may be entered on an electronic copy of the claim form.  
OR
2. Details of the claims may be given on a separate sheet, e.g. an excel spreadsheet. In this case the details must include all the information requested in the claim form., i.e. the date of the journey, details of meeting, the venue, the miles claimed, engine size of car.  
OR
3. Full details of the claim may be included directly in the body of an email.
4. If 1 or 2, the claim form or other list of claims should be attached to an email to Graham Seal in Governance Services (G.Seal@welhat.gov.uk).
5. Whether you attach the claim form to an email or include the claim details in the email text, the email **must** state the total number of miles claimed and **must** contain the following statement  
“I claim mileage allowance for a total of xxx miles and certify that all journeys have been carried out on Council business”
6. The email **must** be sent from your own email address so that the Council can be sure that it has been sent by the member claiming.
7. Your email will be checked and authorised for payment by the Governance Services Manager and a confirmation email will be sent to you.

Please let the committee section know if you would like an electronic copy of the claim form sent to you for this purpose.

**WELWYN HATFIELD COUNCIL**

**INDEPENDENT REMUNERATION PANEL**

**TERMS OF REFERENCE**

To consider and make recommendations for a scheme of remuneration for Members of the Council in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, as amended.

To consider and make recommendations on the following issues:

1. The level of basic allowance payable to all elected Members to recognise both their time commitment and incidental costs, taking account of the voluntary public service element in the work of local Members.
2. The categories of Members or the specific posts which should attract a Special Responsibility Allowance (SRA).
3. The amount(s) of any SRA and whether any Member should be entitled to claim more than one such SRA.
4. Whether the scheme should provide for the payment of an allowance in respect of care for children or other dependents.
5. Whether travel and subsistence allowances should be payable; for which duties and at what rates.
6. Whether allowances should be paid to co-opted members.