

WELWYN HATFIELD COUNCIL

MEMBERS' ALLOWANCES SCHEME

2009/2010

1. ENQUIRIES

- 1.1. Enquiries about allowances may be addressed to Margaret Edgar, Committee Manager (01707) 357443.

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 2009, basic allowance will be paid at the rate of £4,758 per annum. Payment will be made in monthly instalments of £396.50.

3. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

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

	<u>Per Annum</u> £ 2008/9	<u>Monthly</u> (£) 2008/9
Leader of the Council	9,207	767.25
Deputy Leader	6,444	537.00
Cabinet Member	5,520	460.00
Lead Member	3,690	307.50
Chairmen of Overview and Scrutiny Committees	3,894	324.50
Chairman of Planning Control Committee	3,690	307.50
Chairman of Hackney Carriage Committee	3,690	307.50
Chairmen of Cabinet Panels	3,690	307.50
Chairman Taxi Quality Partnership	3,690	307.50
Chairman of Audit Committee	3,690	307.50
Chairman of Liquor & Regulated Entertainment Licensing Committee	3,690	307.50
Chairman of Appeals Committee	1,152	96.00
Leaders of Opposition Groups	5,520	460.00
Chairman of Standards Committee	5,520	460.00
Mayor	5,960	N/A
Deputy Mayor	1,490	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 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 provided attendance has the Council's prior approval.
 - (m) Site visits by the Chairman and Opposition Lead Member of the Planning Control 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 Planning Control 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 Head of Committee Management. 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

Up to 999cc	42.9 pence per mile
1000cc to 1199cc	46.9 pence per mile
exceeding 1199cc	58.7 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 first class 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 Head of Committee Management 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 first class 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 be 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 5th 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 24th of the month will be processed for payment at the next payment date. Any forms received after the 24th 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 Head of Committee Management, 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 Head of Committee Management in writing.

12. WITHDRAWAL OF ALLOWANCES

12.1 Where a Member is suspended from their duties, then 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
Business Initiative Welwyn Hatfield
Citizens Advice Bureau (Welwyn Hatfield)
CPRE The Hertfordshire Society
Digswell Art Trust
Downs Farm Youth Club
East of England Regional Assembly
Finesse Leisure Trust
Foyer Board
Hatfield and District Age Concern (Friendship House)
Haldens Residents and Community Association
Hertfordshire Arts Partnership
Hertfordshire Building Preservation Trust
Hertfordshire Environmental Forum
Hertfordshire Groundwork Trust
Hertfordshire Health Scrutiny Committee
Hertfordshire Infrastructure Planning Panel
Herts. Museum Partnership
Herts & Middx Trust for Nature Conservation Stanborough Reedmarsh Nature Reserve
Jim McDonald Centre Board of Management
Joint Waste Management Group
Jubilee House
Lemsford Mount Stephen Charity
Local Cultural Consortium
Ludwick Family Club Management Committee
1 Market Place Management Committee
Mid Herts Package Joint Member Steering Group
St. John's Youth Centre
Welwyn Hatfield Alliance
Welwyn District Road Safety Committee
Welwyn Hatfield Action on Disability
Welwyn Hatfield Community Safety Partnership
Welwyn Hatfield Council for Voluntary Service
Welwyn Hatfield Environmental Network
Welwyn Hatfield Highways Joint Member Panel
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 DEMOCRATIC SERVICES (COMMITTEE SECTION). PLEASE USE BLOCK CAPITALS.

NAME Councillor

HOME ADDRESS:.....

.....

.....

SECTION A - NATIONAL INSURANCE NUMBER AND DATE OF BIRTH

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 Head of Committee Management immediately should any of the above details change.

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

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 Planning Control 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 Planning Control 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 Head of Committee Management. 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 Margaret Edgar in the Committee Section (M.Edgar@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 Head of Committee Management 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.