

Members' Allowances Scheme

ST ALBANS DISTRICT COUNCIL MEMBERS ALLOWANCES SCHEME

The St Albans District Council, pursuant to Section 18 of the Local Government and Housing Act 1989 and in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended by subsequent Regulations, hereby makes the following amended scheme, pursuant to the decisions of the Council on 27 February 2008.

1. This scheme may be cited as the St Albans District Council Members' Allowances Scheme, and shall have effect from 1 April 2008 until 31 March 2009. It replaces the scheme in force from 1 April 2007– 31 March 2008.

2. In this scheme:

"Councillor" means a member of the St Albans District Council who is elected to the office of Councillor and who has signed the declaration of acceptance of office.

"Year" means the 12 months ending with 31 March.

3. The basis of calculation used to determine the amounts of the allowances set out below is as follows:-

The average of the following earnings indicators, taken from the published New Earnings Survey for 2000:

National non-manual average hourly wage.....	£10.80
Hertfordshire non-manual average hourly wage.....	£15.05

This results in an average hourly rate of £12.92.

The hourly rate is multiplied by the number of hours per year applied to each category of allowance to arrive at an annual figure. The annual total of hours is arrived at by multiplying the number of hours per week by 46, to allow for holidays. This figure is then discounted by 40% to recognise that one half of each Member's assumed time commitment is given voluntarily – the "voluntary service principle" as determined by the Council. The final figure is the amount of each allowance payable to the Members receiving it.

4. **Basic Allowance**

4.1. For each year a basic allowance shall be paid to each Councillor.

4.2. Subject to paragraph 8, the amount of the basic allowance shall be based on an assumed time commitment of 1.75 days (13 hours) per week, deemed to be equivalent to 597 hours per year and also incorporating an increase of 1.9% over the amount for 2007/08, plus an additional allowance of £325 in recognition of Members' telephone expenses. From 1 April 2008 the amount of the basic allowance shall be £5,435 per annum.

5. **Special Responsibility Allowances**

5.1. For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in the table below at 5.4.

5.2. Subject to paragraph 9 below, the amount of each of the special responsibility allowances shall be set at the relevant number of hours per year, multiplied by the hourly rate set out in paragraph 3 above, multiplied by 1.019, with effect from the commencement date set out in the table.

5.3. The amounts payable in the financial year 2008/09 shall be as set out in the table at 5.4 below and thereafter shall be varied for each financial year in accordance with review arrangements approved by the Council.

5.4

<u>Special Responsibility Allowance (SRA)</u>	<u>Number of hours per year used for the calculation at an hourly rate of £12.92</u>	<u>£ per annum</u>	<u>Commencement Date</u>
Chair of Cabinet	1458.2	13,310.00	1 April 2008
Other Members of the Cabinet (7)	1,113.2	9,300.00	1 April 2008
Chairs of Overview and Scrutiny (O&S) Committees (2)	345	2,905.00	1 April 2008
Chair of NHS Health Committee	345	2,905.00	1 April 2008
Chair of Audit Committee	345	2,905.00	1 April 2008

Part 6 - Members' Allowances Scheme

<u>Special Responsibility Allowance (SRA)</u>	<u>Number of hours per year used for the calculation at an hourly rate of £12.92</u>	<u>£ per annum</u>	<u>Commencement Date</u>
Chairs of Planning (Development Control) Committees (3)	345	3,045.00	1 April 2008
Chair of Licensing and General Purposes Committee	345	2,905.00	1 April 2008
Vice-Chairs of Overview and Scrutiny Committees (2)	-	970.00 (One-third of the amount payable to Chairs)	1 April 2008
Vice-Chair of NHS Health Committee	345	970.00	1 April 2008
Vice-Chair of Audit Committee	345	970.00	1 April 2008
Vice-Chairs of Planning (Development Control) Committees (3)	-	1,020.00 (One-third of the amount payable to Chairs)	1 April 2008
Vice-Chair of Licensing and General Purposes Committee	-	970.00 (One-third of the amount payable to Chair)	1 April 2008
Chairs of Licensing Sub-Committees	-	100.00 per meeting if started between 9.00am & 4.00pm	1 April 2008
Members and substitute Members of Licensing Sub-Committees	-	80.00 per meeting if started between 9.00am & 4.00pm	1 April 2008

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<u>Special Responsibility Allowance (SRA)</u>	<u>Number of hours per year used for the calculation at an hourly rate of £12.92</u>	<u>£ per annum</u>	<u>Commencement Date</u>
Each Political Group* Leader	-	105.00 per Member	1 April 2008
Each Political Group* Secretary	-	Up to 10 Members in the Group –365.00; 11-20 Members –525.00; 21-30 Members –630.00; over 30 Members – 815.00	1 April 2008

(Note:

* A political group is defined in Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 as being constituted as such when the proper officer of the Council receives a written notice, signed by 2 or more Members of the Council which advises that they wish to be treated as a political group, the name of the group and the name of one Member who has signed the notice and who is to act as its leader.)

5.5 With the exception of the Cabinet Member who serves as Chair of Cabinet, no Member shall receive more than one special responsibility allowance.

6. Co-opted Members' Allowances

6.1 An allowance of £530.00 per annum will be payable to the co-opted member of the Standards Committee who is elected to be Chairman of that Committee, as provided in the Council's Constitution.

6.2 The other co-opted members who serve on the Standards Committee shall each be entitled to receive a co-optee's allowance of £265.00 per annum.

7. **Childcare and Dependent Relative Allowances**

7.1 Arising from their attendance at meetings or other events in connection with Council business, an allowance of £7.50 per hour in cognition of the costs of care incurred by any Member who has a child aged under 14 years residing at home or a dependant relative in need of special attention by reason of disability, will be payable upon application to the Council.

7.2 Any Member wishing to obtain this allowance shall complete a claim form, accompanied by any supporting information, including evidence of any state benefits received, to the Council for reimbursement.

8. **Renunciation**

8.1 A Councillor or co-opted member of a Committee may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this scheme.

9. **Amendment and Revocation**

9.1 This scheme may be amended at any time by resolution of the Council, but may only be revoked with effect from the beginning of a financial year. Such amendment or revocation shall only be undertaken after the Council has received a report with recommendations from an independent panel established for that purpose.

10. **Part-year Entitlements**

10.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

10.2 If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods -

- (a) beginning with the year and ending with the final day of the pay period during which the first amendment in that year takes effect, or
- (b) beginning with the first day of the pay period following the day on which an amendment takes effect (unless they are one and the same) and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of part of the amount of the allowance under this scheme as it has effect during the relevant pay period(s) in proportion to the total number of pay periods in the year.

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- 10.3. If an amendment to this scheme changes the duties specified in sub-paragraphs 11.1.1 or 11.2.1 below or the amount payable by way of travel or subsistence allowances, the entitlement to such allowances shall be to the payment of the amounts of the allowances under the scheme as it has effect when the duty is carried out.
- 10.4. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as in accordance with the number of complete pay periods during which he/she has served as a member, in proportion to the total number of pay periods in the year.
- 10.5. Where this scheme is amended as mentioned in sub-paragraph 9.1, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 10.2, the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) in proportion as the number of complete pay periods during the year during which his/her term of office as a Councillor subsists bears to the total number of pay periods in that year.
- 10.6. Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of pay periods during which he/she has such special responsibilities bears to the total number of pay periods in that year.
- 10.7. Where this scheme is amended as mentioned in sub-paragraph 9.1, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 10.2 any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such complete pay period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of pay periods in that period during which he or she has such special responsibilities bears to the total number of pay periods in that year.

11. **Travelling and Subsistence Allowances**

11.1. **Travelling Allowances**

- 11.1.1. Travelling allowance shall be payable in respect of travel by Councillors and co-opted members to any function undertaken on behalf of the Council outside St Albans City and District. These shall include meetings of local authorities or their Members, to which a Councillor or a co-opted member has been appointed as an official representative of the Council, (including replacement membership), conferences and training activities. They shall also include meetings of the Local Government Association and its committees and forums.

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- 11.1.2. The rates of allowance which are payable are as set out in paragraphs 11.1.5 - 11.1.7 below.
- 11.1.3. The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the Council determines, either generally or specifically, that first class fares shall be substituted.
- 11.1.4. The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred -
- (a) on Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and
 - (b) on sleeping accommodation engaged by the Councillor for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable to him for that night.
- 11.1.5. The rate for travel by a Councillor's own solo motor cycle, irrespective of cylinder capacity shall be 24.0 pence per mile.
- 11.1.6. The rate for travel by a Councillor's own private motor vehicle, or one belonging to a member of his family or otherwise provided for his use, other than a solo motor cycle shall not exceed 40.0 pence per mile.
- 11.1.7. The rate for travel by a Councillor's own bicycle shall be 20.0 pence per mile.
- 11.1.8. The rates specified in sub-paragraphs 11.1.5 and 11.1.6 may be increased -
- (a) in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment by not more than 1.0 pence per mile;
 - (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees;
 - (c) in the case of absence overnight from the usual place of residence, by not more than the actual cost of garaging the vehicle.
- 11.1.9. The rate for travel by taxi-cab or cab shall not exceed -
- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
 - (b) in any other case, the amount of the fare for travel by appropriate public transport.

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- 11.1.10. The rate for travel by hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Councillor who hired it.

Provided that where the Council so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

- 11.1.11. The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance and subsistence allowance consequent on travel by air;

Provided that where the Council resolves, either generally or specifically, that the saving in time is so substantial as to justify 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 such service is available, or in case of urgency, the fare actually paid by the Member.

11.2. Day Subsistence Allowances

- 11.2.1. Subsistence allowances shall be payable in respect of meals purchased when attending or travelling to meetings, conferences or training activities held outside Hertfordshire or for approved duties attended outside the District for which the Chief Executive has authorised payment of a subsistence allowance at a rate determined by him.

- 11.2.2. The maximum rates payable for such meals shall be as set out in paragraph 11.2.3 below.

- 11.2.3. The rates of subsistence allowance shall not exceed the amounts set out at Schedule 1, Section 4 –

- 11.2.4. Please note that in the case of an absence overnight from the usual place of residence, the maximum allowance is £130.00 per person in London or anywhere else outside the District irrespective of the type of conference being attended.

- 11.2.5. Any rate determined under paragraph 11.2.3 above shall be deemed to cover a continuous period of absence of 24 hours.

- 11.2.6. The rates specified in Schedule 1, Section 4 shall 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.

- 11.2.7. Where main meals (ie breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to a day subsistence allowance, the reasonable cost

of the meals (including VAT), may be reimbursed in full, within the time limits specified in Schedule 1, Section 4. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

12. **Claims and Payments**

- 12.1 A claim for travel and/or subsistence allowance under this scheme shall be made in writing. Any claim outstanding at 31 March must be submitted within one month thereof.
- 12.2 Wherever practicable, a claim for travel allowance by public transport or for subsistence allowance shall be accompanied by a receipted bill for the amount of expenditure incurred.
- 12.3 Payments shall be made -
- (a) in respect of basic and special responsibility allowances, subject to sub-paragraph 8.2, in four-weekly instalments of the amount specified in this scheme.
 - (b) in respect of travel and subsistence allowances, claims completed and signed by Members will be verified within 14 days of receipt and will be paid on the next four-weekly payment date.
- 12.4. Where a payment of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 9, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

13. **Publication of Scheme and Payments**

- 13.1. In accordance with the regulations, notice of this scheme shall be published in a local newspaper and the scheme shall be available for inspection by the public at the District Council Offices, Civic Centre, St Albans during normal office hours.
- 13.2. In accordance with the regulations, after the end of each financial year to which this scheme applies, a notice shall be published stating that records of payments made during that year to Members under the scheme are available for inspection by the public at the District Council Offices, Civic Centre, St Albans during normal office hours.
- 13.3 The Democratic Services Manager, on behalf of the Head of Legal and Democratic Services, shall be responsible for ensuring that copies of this scheme and of records of the payments referred to in 12.2 above are available for inspection by the public and for ensuring the publication of the notices referred to in 12.1 and 12.2 above.

SCHEDULE 1

CURRENT ALLOWANCES

The following amounts are the rates for the current year.

1. **BASIC ALLOWANCE** - £5,435.00 per annum

Payable with effect from 1 April 2008.

2. **SPECIAL RESPONSIBILITY ALLOWANCES**

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances payable per annum with effect from 1 April 2008.

	£
The Chair of Cabinet	13,310.00
Other Members of the Cabinet (Portfolio Holders) (x7)	9,475.00
Chairs of Overview and Scrutiny Committees, (x2)	2,905.00
Chair of NHS Health Committee	2,905.00
Chair of Audit Committee	2,905.00
Chairs of Planning (Development Control) Committees (x3)	3,045.00
Chair of Licensing and General Purposes Committee	2,905.00
Vice-Chairs of Overview and Scrutiny Committees (x2)	970.00
Vice-Chair of NHS Health Committee	970.00
Vice-Chair of Audit Committee	970.00
Vice Chairs of Planning (Development Control) Committees (x3)	1,020.00
Vice-Chair of Licensing and General Purposes Committee	970.00
Chair of Licensing Sub-Committee (if meeting starts between 9.00 am and 4.00 pm)	100.00 per meeting
Members and substitute Members of Licensing Sub-Committee (if meeting starts between 9.00 am and 4.00 pm)	80.00 per meeting
Each Political Group Leader	105.00 per Member
Each Political Group Secretary	365.00 (up to 10 Members in the Group)
	525.00 (11-20 Members)
	630.00 (21-30 Members)
	815.00 (over 30 Members)

3. **TRAVELLING ALLOWANCES**

For approved duties outside the District with effect from 1 April 2008.

3.1. Motor Cycle 24.0 p per mile

3.2. Private Motor Vehicle 40.0p per mile
plus 1p per mile for each qualifying passenger up to 4.

3.3. Bicycle 20.0p per mile

3.4. Taxi-Cab
The actual fare and any reasonable gratuity paid.

3.5. Hired Motor Vehicle
The appropriate rate for a Member-owned vehicle or the actual cost of hiring.

3.6. Bus or Rail Transport
The actual fare paid.

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

4. **DAY SUBSISTENCE ALLOWANCES**

Maximum rates for approved duties outside the District, with effect from 1 April 2008:

(a) Breakfast allowance (more than 4 hours away from normal place of residence before 11am)..... £6.24

(b) Lunch allowance (more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2pm) £8.62

(c) Tea allowance (more than 4 hours away from normal place of residence including the period 3pm - 6pm) £3.40

(d) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 7pm) £10.67

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(Note: A dinner allowance will be payable only if arrival at home is later than 8:30pm and tea and dinner allowances will not be payable in respect of the same evening's claim.)

(e) Overnight absence in London or anywhere else outside the District irrespective of the type of conference being attended..... £130.00.