Part 6

Members' Allowances Scheme
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Eastleigh Borough Council in exercise of the powers conferred by the Local Authorities (Member Allowance) Regulations 2003 and the Local Government Act 2000: New Constitutions - Allowances for Members of Local Authorities, has made a scheme for the payment of Members' Allowances.

The Council is aware that the Local Government Act 2000 and the Local Authorities (Members Allowances) (England) Regulations 2003 require local authorities to review their Members’ Allowances Scheme and to appoint Independent Review Panels to consider and make recommendations on new/revised schemes.

For a copy of the current scheme please contact the Head of Financial Services.

2. **BASIC ALLOWANCE**

   (a) The Basic Allowance, which is payable to all Councillors, recognises the time devoted by Councillors to their constituency, Area Committee and Scrutiny Panel work. The allowance also covers representing the Council on outside bodies. The Independent Panel designed this allowance to take account of the Public Service ethos which motivates Councillors and the allowance therefore includes a public service discount of 1/3. The Basic Allowance also covers other ad-hoc incidental expenses that Councillors may incur with their work such as the cost of telephone calls, etc.

   (b) The annual Basic Allowance for each Councillor is agreed by Full Council and adjusted as necessary. For the current figure please contact the Head of Financial Services.

   (c) The Basic Allowance takes into account Members using their own IT equipment at home (where they decide not to avail themselves of the Council’s offer to provide such equipment), the cost of telephone calls, and other incidental costs of carrying out their duties as a Councillor.
3. **SPECIAL RESPONSIBILITY ALLOWANCES**

(a) Certain roles in the political management of the Council require work over and beyond that which could reasonably be considered covered by the Basic Allowance. These roles attract what is termed a Special Responsibility Allowance. The Council will pay the Annual Special Responsibility Allowances for the following roles:

- Leader of the Council*
- Deputy Leader*
- Cabinet Members
- Minority Group Leaders
- Local Area Committee Chair
- Local Area Committee Vice Chair
- Scrutiny Panel Chair
- Scrutiny Panel Vice Chair
- Administration Committee Chair
- Standards Committee Chair
- Co-opted Members

*Payments to the Leader and Deputy Leader include the Cabinet Member’s Allowance.

For amounts available for each of these roles please contact the Head of Financial Services.

No special responsibility is payable to the Chair or Vice-Chair of the Licensing Committee, or the Vice-Chair of the Administration Committee.

4. **SECOND RESPONSIBILITY ALLOWANCES**

A councillor holding more than one position of special responsibility will receive the relevant number of Special Responsibility Allowances for which they are entitled.

5. **DISCRETIONARY RESPONSIBILITY ALLOWANCES**

In the event of short-term work increases/exceptional circumstances in the future (such as the 2005 Licensing Panels), a discretionary day-session rate (as per the guidance offered by the Local Government Association, LG alert, 50/06) or ex-gratia payment can be made to those Members directly involved or affected, and be awarded as follows:

- Chair – paid at the Administration Committee Chair rate, pro-rata for work done
- Other Member – paid at the Scrutiny Panel Vice-Chair rate, pro-rata for work done
The total sum for this to be limited to a maximum of £5,000 in a year.

6. MEMBER TRAINING AND DEVELOPMENT

The 2006 Independent Review Panel considered that certain training courses (specifically those on development control; finance; and standards/code of conduct/ethical framework) should be mandatory for all members. The Council agrees that training in these areas is to be encouraged and that to encourage members to attend such training, and help offset any loss of earnings incurred by attending this training, the Panel suggested a higher Basic Allowance from the one that appears in this scheme and that the difference be held back until a Member had attended all three of the aforementioned courses.

Following consideration by the Member Development Group, and after a pilot year, it was agreed at the Council meeting on 24 January 2008 that a payment of £100 per session be paid to each member once s/he had attended all three of the aforementioned sessions. This is payable to all members annually, and the three courses are updated on the same basis.

In line with the Panel's original intention, this is not an attendance allowance as such but deemed to be part of the total Basic Allowance being held back until a member is trained to an expected level of competence.

7. LOCAL GOVERNMENT PENSION SCHEME

All Members have the option to link their respective allowances to the Local Government Pension Scheme, administered by Hampshire County Council. Further information is available from the Payroll Section of the Borough Council’s Financial Services Unit.

8. TRAVEL AND SUBSISTENCE

(a) The Scheme also provides payments to Members for travelling and subsistence while on Council business. The key elements of the Members Travel and Subsistence scheme are:

- the scheme allows for the claiming of travel and subsistence allowances in relation to approved duties as reviewed by the Council from time to time.
- Councillors should not be penalised merely because of their place of residence in the Borough
- travel is paid for attending Council meetings and outside bodies, or in fulfilling Council duties flowing from Special Responsibility work.
- claims for travel to be made from where the travel commences, but deducting any costs that would have been incurred in getting to the place of residence.
- future increases to be linked to those of essential user staff rates.

(b) The current rates of travel and subsistence can be obtained from the Head of Financial Services.
9. **DEPENDENT CARERS’ ALLOWANCE**

A Dependent Carers’ Allowance is payable where expenditure is incurred whilst a Member is undertaking their role as a Councillor and attending relevant meetings. Payments are made on the basis of actual reasonable cost of care.

10. **IT EQUIPMENT**

The Council seeks to conduct its business efficiently and with minimal wastage. As such, it will provide to a Member upon election: a computer or laptop with a dial-back facility (such as Broadband) and a printer. The Council will also provide related sundries on request. When the Member ceases to be a Councillor (e.g. s/he does not stand for re-election or is not re-elected), the equipment must be returned to the Council in a good working order within 14 days of them ceasing to be a Councillor. Members who do not wish to avail themselves of this provision are reminded of the proviso in 2(c) above.