

# Part 6

## Members' Allowances Scheme

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## Members' Allowances Scheme

As from 1 May 2003, the Members' Allowances Code is subject to the amendments made to section 18 of the 1989 Act as amended by section 99 of the Local Government Act 2000, by section 100 of the 2000 Act, and the Local Authorities (Members' Allowances) (England) Regulations 2003.

On 28 January 2015 the Council resolved that the Basic and Special Responsibility Allowances be increased annually from 1 April 2016 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services after 7 May 2015.

### 1. Basic Allowance

All members receive a basic allowance which will be adjusted on a daily basis for Members retiring from or joining the Council during the financial year. The Basic Allowance also incorporates an allowance (previously Communications Allowance) for the purchase of hardware and software to enable Councillors to access the Council's IT Services where required and to do their Council business. This allowance also covers telecommunications. This allowance is taxable and is subject to the regulations relating to Class 1 contributions under the Social Security Act 1975.

### 2. Special Responsibility Allowance

Members holding certain offices will be paid Special Responsibility Allowance. The allowance will be paid in 12 monthly instalments. Allowances will be adjusted on a daily basis for Members retiring from or joining the Council during the financial year, and when changes in office held are made.

The Council has the right to pay Special Responsibility Allowances to:

- (a) Leader of the Council;
- (b) Deputy Leader of the Council;
- (c) Minority Opposition Group Leader;
- (d) Portfolio Holders; and
- (e) Chairman and Vice-Chairman of Council, Overview and Scrutiny Committee, Northern Area Planning Committee, Southern Area Planning Committee, Licensing Committee, General Purposes Committee.

### 3. Travelling Allowance

Travel and Subsistence are payable in the following cases:

- (a) A Councillor attending Council, or a Councillor attending as a member of a Committee, Sub-Committee, Working Party etc. (including the Benefit Review Board) which is convened by the Chief Executive or the Head of Administration.

- (b) A Chairman and/or Vice Chairman and a spokesperson for each of the other political groups attending a Group Representative Briefing for a Committee.
- (c) Where a Chairman (or in his/her absence, Vice Chairman), Portfolio Holder or Cabinet Member has been invited to meet with a Chief Officer.
- (d) A Councillor attending a tour of the Borough or a Councillor appointed to attend a site visit accompanied by officers, in both cases which a Committee or Sub-Committee has resolved should be made.
- (e) A Councillor appointed by Committee or given prior approval by the Chief Executive to attend an official meeting with other local authorities.
- (f) A Councillor attending a meeting or visit where a minimum of two political Groups are invited to attend, called by the Chief Officer, subject to prior approval of the Chief Executive.
- (g) A Councillor attending any formal meeting of the Council, it's Committee or Sub-Committees.
- (h) Member Training - subject to the following:
  - (i) It should be arranged by a Head of Service as a training seminar with a formal invitation sent or prior approval given by the Chief Executive or Head of Administration.
  - (j) Attendance of a Member before any representative of the Commission for Local Administration, at the latter's request, in connection with any investigation under Part III of the Local Government Act 1974 (Ombudsman Complaints).
  - (k) Attendance of a Member before the District Auditor at the latter's request in connection with a matter being considered at audit other than a payment to or a pecuniary claim by that Member.
  - (l) Attendance of a Member, at the written request of the Head of Legal and Democratic Services, in connection with a public inquiry or legal proceedings to which the Council is a party.
  - (m) Attendance of a member of the Council at public inquiries where a Member is called by the Head of Legal and Democratic Services as a witness to represent the Council's position.
  - (n) Travel to and from formal meetings of Town and Parish Councils.
  - (o) Travel by a member of the Licensing Sub-Committee to visit the site of a license application prior to a meeting of the Sub-Committee at which they are due to consider that application.

#### 4. External meetings

*Please note that for categories a and b below, if any payment is available from the host organisation, for travel or subsistence, then no payment can be made under this scheme for the category for which the host organisation has made an allowance.*

*Where payment is permitted under the following categories, all members appointed by council, or a committee, 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.*

(a) Category "A" - Travel and Subsistence Payable

(i) Local Government Association General Assembly (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 Council.)

(ii) Members appointed by Council to outside bodies.

(b) Category "B" - 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 Category A in the Scheme, prior approval needs to be obtained from the Cabinet.

(c) Category "C" - 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 it is not considered appropriate to pay, or where other bodies reimburse travel costs.

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

(i) Universities, Colleges and Schools

(ii) Residents' interest and action groups

#### 5. Child Care and Dependant Carers' Allowance

Child Care and Dependant Carers' Allowance is available to those Councillors who incur expenditure for the care of dependant relatives or children whilst undertaking approved duties of the Council. Approved duties are specified as follows:

Approved Duties for the purposes of Child Care & Dependant Carer's Allowance:

- (a) A meeting of the Cabinet.
- (b) A meeting of a Committee of the Cabinet.
- (c) A meeting of the Authority.
- (d) A meeting of a Committee or Sub-Committee of the Authority.
- (e) A meeting of some other body to which the Authority makes appointments or nominations, or a meeting of a Committee or Sub-Committee of a body to which the Authority makes appointments or nominations.
- (f) A meeting which has been both authorised by the Authority, a Committee or Sub-Committee of the Authority or a joint Committee of the Authority and one or more other Authorities, or a Sub-Committee of a joint Committee and  
To which representatives of more than one political group have been invited or to which two or more Councillors have been invited.
- (g) A meeting of a local Authority Association of which the Authority is a member.
- (h) Duties undertaken on behalf of the Authority in pursuance of any Standing Order requiring, a Member or Members to be present while tender documents are opened.
- (i) Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.

A full copy of the scheme detailing current allowances can be obtained from:

Democratic Services Manager  
Beech Hurst  
Weyhill Road  
Andover  
SP10 3AJ

Tel: 01264 368000

Email: [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk)

Or on the Test Valley Website [Latest Members' Allowances Scheme](#)