

MEMBERS' ALLOWANCES SCHEME 2024/25

1. Definitions

In this scheme:

"Council" means North Hertfordshire District Council;

"Councillor" means a Member of the Council who is a Councillor;

"year" means the 12 months ended 31 March;

2. Commencement and Duration

This scheme shall have effect for the year commencing 1 April 2024 and for subsequent years, save that the Council may amend the scheme at any time subject to the provisions of paragraph 9 hereunder.

3. Basic Allowance

Subject to paragraph 9, a basic allowance of £ 5,763 shall be paid to each Councillor (x49) for each year.

N.B. The number of Councillors entitled to the Basic Allowance will increase to 51 at the elections to be held on 2 May 2024, following a review by the LGBCE.

4. Special Responsibility Allowance

For each year a special responsibility allowance in the amounts indicated below shall be paid to those Councillors who hold the following special responsibilities:-

Leader of the Council	£ £16,003
Deputy Leader of the Council	£ £2,858
Cabinet Executive Members (x7)	£ £6,858
Chair - Area Forums (x 5)	£1,081
Chair - Finance, Audit and Risk Committee	£ £4,000
Chair – Overview and Scrutiny Committee	£ £4,000
Chair - Planning Control Committee	£ £6,858
Chair of Licensing and Appeals Committee	£ £1,715
Leader of each Opposition Group	£ £2,858*

* Subject to a minimum of 3 Members.

Such allowances shall be subject to the requirements of Paragraph 9 hereunder.

5. Chair and Vice Chair of Council Allowance

Chair of Council	£5,830
Vice Chair of Council	£1,124

6. Travelling and Subsistence Allowances

Travelling and subsistence allowances are payable at the recommended HMRC approved amounts of 45 pence per mile for cars for the first 10,000 miles and 25 pence per mile thereafter, whilst undertaking duties as listed in (a) – (i), replacing the following National Joint Council recommended rates for local government staff.

<u>Cyclists</u>	20.0p
<u>Motorcycle</u>	24.0p

Car Sharing

An additional allowance of 5p (HMRC approved amount) per passenger per mile be paid when a Member takes other Members whilst carrying out approved duties and in the following circumstances

- (a) the Chair and Vice-Chair of the Council when engaged on official Council business;
- (b) the Chair and Vice-Chair of any Committee or Sub-Committee for attending pre-agenda and briefing meetings and opening tenders;
- (c) Cabinet Portfolio Members for attending meetings with officers in connection with their official duties as Spokesperson;
- (d) attendance by Councillors at a meeting of the Council or any Committee or Sub Committee appointed thereby in accordance with the provisions of Section 102(1)(a) and (c) of the Local Government Act 1972 (including informal meetings of such bodies which have been arranged at the behest of the appropriate Chair and to which all Members therefore have been invited to attend), of which they are a Member, or has been specifically requested to attend by the Chair and such is recorded in the minutes of the meeting;
- (e) attendance by Councillors at a meeting of any Working Party or Panel to which they have been appointed by any of the bodies referred to in (d) above and comprising representatives of more than one political group;
- (f) attendance by Councillors at Seminars and other similar meetings arranged formally for the purpose of informing and/or training to which representatives of more than one political group have been invited;
- (g) attendance at meetings of external bodies to which the Councillor claiming is the Council's appointed representative;
- (h) attendance by Councillors at conferences, courses, seminars, etc;
- (i) attendance by Councillors at Town or Parish Council meetings within their ward to explain District Council business.

(No such allowance shall be payable in respect of attendance at any conference or meeting in relation to which the Councillor is entitled to a payment in the nature of an allowance under Section 175 of the Local Government Act 1972.

No such allowance shall be payable if such a payment would be contrary to a provision made by or under any enactment.)

Subsistence Allowances

The same as those used for the payment of staff claims for meals taken away from home, to be paid at the rate set and from time to time amended by the HMRC.

Amount that can be claimed per meal

Breakfast	5.00
Lunch	10.00
Tea	5.00
Evening meal	10.00

Subject to a maximum that is based on time away from home or usual place of work

5 hours	5.00
10 hours	10.00
15 hours/ per day	25.00

7. Renunciation

A Councillor may by notice in writing given to the Democratic Services Manager elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Childcare and dependent Carers' Allowance

A care allowance will be paid to any Member who incurs expenditure on the care of young children and or dependent relatives in order to perform their duties as a Councillor, subject to:

- (a) the duty being one for which Travelling and Subsistence Allowance is payable under this Scheme of Members' Allowances; and
- (b) that each individual claim shall not exceed the actual sum paid or £13.15 (London Weighted Real Living Wage) per hour, whichever is the lesser.
- (c) Consideration being given to an additional allowance for specialist care for a dependent, where this is known to be more expensive and agreed in advance of the claim being made.

9. Part-Year Entitlements

If during the course of the year the Council amends the amounts payable in respect of basic or special responsibility allowance, then the entitlement to such allowance shall be adjusted pro-rata to the proportion of the year that such allowance is payable.

Where a Councillor (a) is not a Councillor for the whole of the year; or (b) during the course of the year takes up or relinquishes a position in respect of which a special responsibility allowance is payable, then the entitlement to basic or special responsibility allowance shall be adjusted pro-rata to the proportion of the year during which they were a Councillor or held such position.

10. Claims

A claim for travelling and/or subsistence allowance under this Scheme shall:

- a) be made via the iTrent self-service online portal within three months of the end of the month in which the meeting/activity in respect of which the entitlement to the allowances arises (or by 30 April if incurred between January and end of March);

- b) include a statement on the online claim form confirming the Councillor claiming the allowance that they are not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the Scheme;
- c) be accompanied by receipts itemising VAT as appropriate.

Claims submitted later than three months after the relevant date, and/or one month after 31 March shall be paid only in such exceptional circumstances following approval by the Service Director: Resources in accordance with the Financial Regulations.

11. Payments

Subject to the provisions of paragraph 9 payments of basic and special responsibility allowances shall be made in monthly instalments.

Payments in respect of travelling and subsistence allowance shall be made as soon as is practicable after submission of a claim.

12. External Conferences, Seminars, etc.

Travelling and subsistence Allowance at the same rate as that applying under the Members' Allowances Scheme are payable to those Members attending conferences, seminars, courses, etc., falling within the criteria specified in Section 175 of the Local Government Act, 1972 where such attendance has been previously approved by the Council.

13. Independent Person and Reserve Independent Persons of Standards Committee

Independent Person	£2697
Reserve Independent Person	£648 per Reserve IP

14. Independent Member on the Finance, Audit and Risk Committee £1060