

**FAREHAM**  
BOROUGH COUNCIL

**MEMBERS'  
ALLOWANCES**

**COUNCILLORS'  
HANDBOOK**

**April 2018**

## **MEMBERS' ALLOWANCES**

### **The purpose of this Booklet**

This booklet has been produced to provide members and officers with basic details of the Council's "scheme" of members' allowances. Whilst it is hoped that the information will help members in making claims for allowances, it does not cover every detail of what has now become a somewhat complex subject. On any point which requires clarification please contact any of the officers listed below.

*Please also note that the information given in this booklet is current as at April 2018 (some of the information being illustrative only) and will be subject to update from time to time.*

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### **Please note:**

There is now a separate claim form for conference allowances and a check-sheet to support a claim for carer's allowance – Democratic Services will supply copies on request.

## **ALLOWANCES PAYABLE**

The Council has agreed that the following allowances will be payable:

1. Special Responsibility Allowance (“SRA”)
2. Basic Allowance
3. Travelling Allowance
4. Subsistence Allowance
6. Carer’s Allowance

Each of the above allowances is explained more fully in the following pages of this booklet.

***Members are, however, reminded that the details contained in this booklet are current as at April 2018 and are subject to amendment from time to time.***

### **Giving up an entitlement to an allowance**

A member who wishes to forego the entitlement to any allowance should give notice, in writing, to the Chief Executive Officer.

## SPECIAL RESPONSIBILITY ALLOWANCE 2018-19

The Special Responsibility Allowance (or "SRA" for short) is paid to recognise certain councillors' significant levels of responsibility (see Note 4 overleaf).

A points system operates for the payment of SRA. For the year commencing 1 April 2017, the points which were allocated to each relevant duty were as set out below. The current value of a point is **£56.74 for 2017/18 (to be increased annually in line with Officer's pay award)**

### Duty Individual Points

Executive Leader	360
Executive Member (excluding Leader)	200
Chairman of Scrutiny Board	140
Vice-Chairman of Scrutiny Board	15
*Chairman of Policy Development and Review Panel	125
*Vice-Chairman of Policy Development and Review Panel	15
Leader of Minority Group ( <del>see note 3 below</del> ):	
(i) 1 to 9 members	60
(ii) 10 or more members	120
Chairman of Planning Committee	180
Vice-Chairman of Planning Committee	15
Chairman of Licensing and Regulatory Affairs Committee	125
Vice-Chairman of Licensing and Regulatory Affairs Committee	15
Chairman of Appeals Committee	15
Vice-Chairman of Appeals Committee	3
Chairman of Audit and Governance Committee	75
Minority Group Spokesmen (for each Executive Portfolio area)	5
Mayor	80
Deputy Mayor	15
**Designated Independent Person (per annum plus travel expenses)	£700

### Notes:

(\*see note (5) overleaf)

(\*\* see note (6) overleaf)

- (1) Payments are made at the end of each calendar month, in arrears, directly into a Councillor's nominated bank/building society account.
- (2) A claim is not necessary as the SRA is paid automatically.

~~(3) The individual points awarded to the leader of the largest minority group will be 120, irrespective of whether the number of members in the group drops below 10.~~

- (3) For all the posts listed above, a maximum of one SRA is claimable (i.e. the highest) irrespective of the number of such posts any one Councillor may hold from time to time.

- \* (4) Subject to the Council's three statutory officers (i.e. currently the Chief Executive Officer, the Director of Finance and Resources and the Monitoring Officer) being satisfied that work loads are equivalent to existing Policy Development Review Panels (currently five) similar Special Responsibility Allowances can be made available to the Chairmen and Vice-Chairmen of up to two additional Policy Development and Review Panels which may be established.

- \* (5) Under the provisions of the Localism Act 2011, Fareham Borough Council is required to appoint at least 1 Independent Person to assist the Council in promoting and maintaining high standards of conduct amongst its elected and co-opted members.

~~The remuneration received by the Independent Person(s) shall be index linked annually in line with Officer's pay increases.~~

The Independent Person(s) will be consulted on the decision to investigate complaints and also before any decision is made. The Independent Person(s) may be consulted on other standards included by the member who is subject to an allegation.

## **BASIC ALLOWANCE**

The Basic Allowance is intended to recognise the time commitment of all Councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

A points system operates for the payment of the Basic Allowance.

The general provisions covering the payment of Basic Allowance are as follows:

- (a) For 2018/19 the annual monetary value of one point is £56.74 for 2017/18 (to be increased annually in line with Officer's pay award)
- (b) The number of points allocated for the Basic Allowance is 120.
- (c) Payable as a flat-rate allowance to all Councillors.

### **Notes:**

- (1) Payments are made at the end of each calendar month, in arrears, directly into a Councillor's nominated bank/building society account.
- (2) A claim is not necessary as the Basic Allowance is paid automatically.
- (3) \*For each year the Basic Allowance will be increased by the same percentage as the NJC for Local Government Services staff pay award. This award has not yet been agreed (i.e. as at 1 April 2013) and the 2013/14 Basic Allowance will continue to be paid with appropriate backdating arrangements being made in due course. This will apply to all Councillors and also the Designated Independent Person(s).  
*(\*To be amended in line with Council recommendations)*

## TRAVELLING ALLOWANCE

The Travelling Allowance is paid as a way of recompensing members (i.e. councillors and co-opted members) for expenditure necessarily incurred when performing specified approved duties. The costs may include such expenses as appropriate train, ferry, bus, air and taxi fares, fuel costs, tolls, parking fees and overnight garaging charges.

The general points covering the payment of Travelling Allowance are as follows:

### (1) Amounts

See below, together with Appendix D which sets out motor mileage rates and related matters in detail.

Travelling Allowances are available to all members at the same rates.

### (2) Duties

Generally, Travelling Allowance is currently payable for the following duties:

- (a) Meetings of the Council, Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities e.g. the Joint Crematorium Committee) provided that representatives of both political groups are invited – See Appendix C).
- (b) Journeys to and from meetings with officers, booked in advance and within criteria set by the Chief Executive Officer.
- (c) Meetings of all other bodies to which the Council makes nominations - see list in Appendix B.
- (d) Any other duty previously approved at a meeting of the Council, the Executive, Scrutiny Board, ~~Housing Tenancy Board~~, or appropriate Committee, Panel or Sub-Committee (or in certain circumstances, the Chief Executive Officer) as appropriate – see current list and conditions in Appendix C.
- (e) Meetings of the Local Government Association as an approved representative under arrangements in place from time to time.

- (f) Attendance at an approved conference.

*(NB. The above duties are subject to amendment from time to time and, when necessary, are subject to budgetary approval, e.g. from the Council or the Executive).*

### **(3) Starting and Ending of Journeys – Requirements**

The payment of travel allowance for meetings and other relevant duties is subject to the provision that the journey should start and end inside the Borough Boundary, with travel directly to and from the duty.

There is, however, an exception which allows the Chief Executive Officer, at his discretion, to decide whether it is appropriate for the Council to reimburse members for journeys starting or ending outside the Borough. This would apply to such situations as, for instance, temporary employment commitments.

### **(4) Method of Transport – Authority of the Chief Executive Officer**

The travelling allowance payable for any approved duty is the relevant public transport fare or the applicable motor vehicle mileage rate.

Although there is no particular restriction on the method of transport used, members need to be aware that the Chief Executive Officer has power to authorise the use of any reasonable form of transport provided that he is of the opinion that the proposed mode of transport is appropriate having regard to the overall cost benefit to the Council and justified savings in time. It is therefore essential that, for long journeys, in particular, members should seek advice from Democratic Services on suitable travel arrangements.

The Chief Executive is also able to authorise, at his discretion, the use of alternative means of transport if any member cannot conveniently use a private vehicle or normal form of public transport, for appropriate valid reasons, such as health or disability. Members should seek advice from Democratic Services before incurring expenditure.

### **(5) Claims**

Claims for Travelling Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

### **(6) Availability of Allowances from more than One Source**

Members must not claim a Travelling Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a

meeting of another organisation which pays allowances, may claim an allowance from **either** the organisation **or** the Council, but not from both.

## **(7) Conditions of Approval**

It is particularly important to note that it remains a condition of the payment of Travelling Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee (or, in certain circumstances, the Executive Leader, the Chief Executive Officer or other designated officer) **before** the duty is performed. It is not possible for the payment of a Travelling Allowance to be authorised after the event.

## **(8) Insurance**

Members are reminded that the use of a private motor vehicle on any duties connected with their service as a member of the Council can be classed as business use by an insurer. Members should check that their policies include a clause which covers such use.

They should also satisfy themselves that the insurance company is aware of the nature of the duties and accepts those duties for appropriate cover under the policy.

## **(9) Motor Vehicle Travel - Passengers**

Members are encouraged to travel together in the same vehicle or, preferably, to travel with an officer, whenever possible. Additional payments are made for the carriage of passengers and details are set out in Appendix D. (Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

## **(10) Taxis**

The use of a taxi is permitted, subject to the following restrictions-

- (a) travel by taxi should only be made if there is no reasonable means of public transport available, or in a case of urgency;
- (b) the amount reimbursed will be the actual fare and also any reasonable gratuity paid;
- (c) should a taxi be used when there is reasonable means of public transport available for the same journey or if the taxi is used in non-urgent circumstances, the relevant public transport fare will be the maximum

payable.

#### **(11) Hired Vehicles**

The mileage rate payable for the use of a hired vehicle (other than a taxi-cab) will not be more than the rate which would have been applicable had the vehicle belonged to the member who hires it.

#### **(12) Rail Travel**

The cost of rail travel will be reimbursed at the actual cost incurred up to a maximum of first class rate. ~~The rate paid will not be more than the first class ordinary fare or any first class available cheap fare.~~

Members' attention is drawn to the fact that the Council holds an account with the railway operators and rail warrants can be used for all journeys by train. Enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before any journey is undertaken. The officers will then make the necessary arrangements to supply the rail warrant. If travel takes place without a warrant, a receipt/ticket must be produced to obtain reimbursement (see paragraph 16 below).

(Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

#### **(13) Bus Travel**

Expenditure incurred for travel by bus will be reimbursed in full, subject to the production of a receipt.

#### **(14) Bicycle Allowance**

A bicycle allowance at a rate of 20p per mile is available to all members. For the use of a bicycle, members are also reminded of the **insurance advice on business use** referred to in paragraph (8) above and should consider obtaining appropriate cover for such use.

#### **(15) Ferry Fares and Tolls**

Any member travelling to the Isle of Wight as a foot passenger can reclaim the actual cost involved. If it is considered essential that a motor vehicle should be taken to the Isle of Wight then enquiries should first be made to Democratic Services in the Civic Offices, to find out the applicable reimbursement. Other essential ferry fares or tolls (passenger and vehicle) can be reimbursed at cost.

#### **(16) Production of Receipts**

Members are required to support all of their claims for travel allowance by the production of receipts. This applies to taxi fares, parking charges, bus fares, train fares, etc. **Claims without relevant VAT receipts cannot be processed.** This condition **does not** apply to car, motorcycle or bicycle journeys where the relevant mileage is stated on the claim form.

### **(17) Travelling Allowance Rates – Effective Dates**

The current rates for Travelling Allowances will remain effective until 31 March 2018.

### **(18) Air Travel**

Expenditure incurred for travel by air will be reimbursed in full at the actual cost paid, but the rate will not be more than the ordinary fare or any available economy fare.

(Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

Enquiries should be made to Democratic Services in the Civic Offices if any proposals to travel by air are being considered to ensure that the proper approvals are obtained and also for advice on the necessary arrangements.

### **(19) Travel Abroad**

Enquiries should be made to Head of Democratic Services in the Civic Offices if any proposals involving travel abroad (or to return to the UK for a special reason) are being considered. For travel to and from destinations outside the UK, the need to consider the use of the most appropriate form of transport, (also referred to in paragraph 4 above) is particularly important.

## **SUBSISTENCE ALLOWANCE**

The Subsistence Allowance is paid as a way of recompensing members (ie councillors and co-opted members) for expenditure necessarily incurred when performing specified approved duties. The costs include day-time meals and refreshments and on occasions, may also include costs for an overnight stay. Expenditure on an overnight stay is most likely to arise as a result of attendance at a conference which is dealt with in another section of this booklet. Nevertheless, should it be likely that an overnight stay will be required for an ordinary approved duty then enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before the duty is undertaken. The officers will then advise on the necessary arrangements.

The general points covering the payment of Subsistence Allowance are as follows:

### **(1) Amounts**

See below and also Appendix E which sets out the day and overnight subsistence rates according to the time of day and the period of absence.

Subsistence Allowances are available to all members at the same rates.

## **(2) Duties**

Generally, Subsistence Allowance may be payable, in appropriate circumstances, for the following duties:

- (a) Meetings of the Council, the Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities, eg, the Joint Crematorium Committee), provided that representatives of both political groups are invited – see Appendix C).
  - (b) Meetings of all other bodies to which the Council makes nominations - see list in Appendix B.
  - (c) Any other duty previously approved at a meeting of the Council, the Executive, Scrutiny Board, ~~Housing Tenancy Board~~, or appropriate Committee, Panel or Sub-Committee (or, in certain circumstances, by the Chief Executive Officer), as appropriate – see Appendix C.
  - (d) Meetings of the Local Government Association as an approved representative under arrangements in place from time to time.
- (d) Attendance at an approved conference.

*(NB: The above duties are subject to amendment from time to time, when necessary, and are subject to budgetary approval, e.g. from the Council or the Executive).*

## **(3) Claims**

Claims for Subsistence Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

## **(4) Availability of Allowances from more than One Source**

Members must not claim a Subsistence Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a meeting of another organisation which pays allowances may claim an allowance from **either** the organisation **or** the Council, but not from both. This would also be the case if the organisation were, for example, to provide refreshments for members attending an event. In such a case, no additional claim should be made to the Council.

## **(5) Conditions of Approval**

It is particularly important to note that it remains a condition of the payment of Subsistence Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee, (or, in certain circumstances by the Executive Leader, the Chief Executive Officer or other designated officer), **before** the duty is performed. It is not possible for the payment of a Subsistence Allowance to be authorised after the event.

## **(6) Production of Receipts**

Members are required to support their claims for Subsistence Allowance by the production of receipts – this applies to hotel accommodation, meals taken, etc. ***Claims without relevant VAT receipts cannot be processed.***

## **(7) Subsistence Allowance Rates – Effective Dates**

The current rates for Subsistence Allowance will remain effective until 31 March 2018.

## **(8) Discretionary Authority of the Chief Executive Officer – Overnight Subsistence Rates**

For conferences (and other duties necessitating an overnight stay) the Chief Executive Officer has authority to approve overnight absence at a cost above the standard maximum overnight limit shown in Appendix E. However, the Chief Executive Officer must be satisfied that such expenditure is fully justified. In addition, the arrangements must be made directly by the Council with a third party and not by the member concerned.

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## CONFERENCES

*(Also generally applicable to other meetings involving an overnight stay)*

The general points covering attendance at conference are:

### (1) Amounts

Travelling and subsistence allowances are payable for attendance at conference at the same rates as other duties. Appendices D and E set out the various rates in detail. Dependants' carers' allowances are also available to Councillors for conferences. Details are set out in the section on such allowances (see page 17). Conference attendance allowance is no longer payable and subsistence, carers and (relevant) travel claims must all now be backed by receipts.

### (2) Duties

Any conference approved by the Council, the Executive, (or in certain circumstances the Chief Executive Officer or the Executive Leader) or, as appropriate, the Scrutiny Board or, ~~by the Housing Tenancy Board~~ or any Committee, Panel or Sub-Committee, subject to the necessary budgetary provision being available (see also (5) below).

### (3) Purpose of a Conference

A conference (or such similar meeting) can be approved for the payment of allowances provided it is **both** organised by any person or body who is not doing so by way of trade or by anybody whose objects are not wholly or partly political **and** where the purpose of the conference (or similar meeting) is to discuss matters which, in the Borough Council's opinion, relate to the interests of its area, or part of it, or to the inhabitants of its area, or some of them.

### (4) Conferences Relating to Duties of Joint Committees or Joint Boards, etc

Special arrangements would need to be made for attendance at a conference on behalf of a body which the Council operates jointly with other local authorities (eg the Portchester Crematorium Joint Committee). If there are proposals for a member to attend any such conference enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before any such duty is undertaken to ensure

that the proper authority has been obtained and that the necessary arrangements can be made.

#### **(5) Authority to Attend a Conference**

Prior authorisation for attendance at a conference must be obtained, as appropriate, from the Council, the Executive, the Executive Leader (in certain circumstances), the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, a Panel or a Sub-Committee or, if convened at short notice, by the Chief Executive Officer (reference: Delegation Scheme – Part G). *(This includes ensuring that the necessary budgetary authority has also been given, where required. For example, it is often the case that the Executive (or Council) will need to authorise the appropriate financial provision even though another body has authorised attendance).*

Notwithstanding the above, the Council's delegation scheme provides that the Chief Executive Officer, Directors and Chief Officers (after consultation with the appropriate Executive Member) have ongoing authority to select, annually, an appropriate conference for each service area for attendance by a member accompanied by an officer (reference: Delegation Scheme – Part G). In addition, the Executive Leader has authority to approve attendance of members at conferences (and external "seminars") up to a maximum total expenditure of £1000 on fees for each conference (or "seminar").

#### **(6) Members Eligible to Attend Conferences**

Any member (i.e. councillor or co-opted member) is eligible to attend a conference on behalf of the Council provided that the appropriate authority referred to in (5) above has been first obtained.

#### **(7) Overnight Accommodation and Subsistence**

It is sometimes possible for the authority to obtain savings on the cost of a hotel booking, by making payment, in advance, via the Council. A member who is appointed to attend a conference should, in good time, discuss accommodation needs, in the first instance, with any officer who might be accompanying him or her to the event. At the same time, Democratic Services are able to advise on the most economical way of covering the cost of attendance. See also note 10 below regarding the authority of the Chief Executive Officer to authorise additional overnight subsistence costs in specific circumstances.

Members are also reminded that they cannot claim additional subsistence allowance from the Council if meals or refreshments are provided by some other source, for example, inclusively with accommodation or by conference or meeting organisers, etc.

Unless it is financially beneficial to stay overnight, or there are administrative reasons, a member should return home on a daily basis from a conference organised at a local venue.

#### **(8) Production of Receipts**

Members are required to support their claims for conference allowances by the production of receipts for accommodation, travelling and subsistence expenses, as appropriate. ***Claims without relevant VAT receipts cannot be processed.***

#### **(9) Claim Form**

A special claim form is available for conference allowances. Please ask Democratic Services, in the Civic Offices, when required.

#### **(10) Discretionary Authority of the Chief Executive Officer – Method of Transport and Overnight Subsistence Rates (Delegation Scheme – Part G)**

For full details see travelling and subsistence allowance sections but, briefly, the Chief Executive Officer has authority to:

- (i) sanction the use of any reasonable form of transport, having regard to overall cost benefit to the Council and justifiable savings in time;
  - (ii) agree to the cost of overnight subsistence exceeding the maximum limit, provided that he considers it justifiable and that the arrangements are made directly by the Council and not the member;
  - (iii) agree the use of alternative means of transport if public transport or a private vehicle cannot be conveniently used due to, say, possible health, disability or other valid reason; and
  - (iv) decide if it is appropriate for the Council to reimburse a member for a journey starting or ending outside of the Borough, in such a situation as, for instance, a temporary employment.
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## **DEPENDANTS' CARERS' ALLOWANCES**

The Carer's Allowance is paid to assist councillors with expenditure necessarily incurred in arranging for the care of their dependants or children.

The general points covering the payment of Carer's Allowance are as follows:

### **(1) Amounts**

- Care of Dependants – up to £7.83 per hour.
- Care of Child – up to £7.83 per hour.

Maximum - £1,769 per claimant, per annum, unless the Chief Executive Officer authorises this limit to be exceeded if, in his opinion, this is justified.

### **(2) Duties**

Generally, Carer's Allowance is currently available to councillors for the following duties:

- (a) Meetings of the Council, Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities eg the Joint Crematorium Committee) provided that representatives of both political groups are invited – see Appendix C).
- (b) Subject, where applicable to (a) above, attendance at a formally approved and constituted internal seminar, advisory panel, working (group) party, steering (group) party, special panel, special interest group, workshop, training session, site visit or consultation meeting.
- (c) Attendance at an approved conference (see page 15).  
*(NB. The above duties are subject to amendment from time to time and, when necessary, are subject to budgetary approval, e.g. from the Council or the Executive).*

### **(3) Conditions of Payment and Time Limits**

Payable to all councillors at the same rates.

In connection with carers' allowances, payment periods include travelling time from leaving home until returning home for all approved duties; allowances may be rounded-up overall to the next complete hour and may be in respect of children up to and including 14 years of age and elderly or disabled dependants requiring care and not able to be left on their own, provided that they normally reside with the claimant and that the paid carer is not a member of the claimant's immediate family or household. The payment is to be subject to a written declaration, lodged with the Director of Finance and Resources, outlining the circumstances which entitle the claimant to make a claim and the fee paid, which shall be the exact sum charged up to the maximum allowed by the scheme. The Director has the final authority to make a decision on the approval of any claims.

#### **(4) Claims**

Claims for Carer's Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

#### **(5) Production of Receipts**

Councillors are required to support claims for Carer's Allowance by the production of receipts from the carer. ***Claims without relevant VAT receipts cannot be processed.***

#### **(6) Availability of Allowances from more than One Source**

Councillors must not claim a Carer's Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a meeting of another organisation which pays allowances, may claim an allowance from ***either*** the organisation ***or*** the Council but not from both.

#### **(7) Conditions of Approval**

It is particularly important to note that it remains a condition of the payment of Carer's Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee (or, in certain circumstances by the Executive Leader, the Chief Executive Officer or other designated officer) ***before*** the duty is performed. It is not possible for the payment of a Carer's Allowance to be authorised after the event.

#### **(8) Carers' Allowances – Effective Dates**

The current rates for carers' allowances will remain effective until 31 March 2018.

## **(9) Claim Form**

A special form is available to support any claim for carer's allowance. This form acts as a receipt and must be signed by the carer. Please ask Democratic Services, in the Civic Offices, when required.

## **APPENDIX A**

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### **EXECUTIVE ARRANGEMENTS – COUNCIL STRUCTURE**

The following formal bodies are operating under the Council's executive arrangements:

Council meeting  
Executive (Including decision making by individual Executive members)  
~~Housing Tenancy Board~~  
Planning Committee  
Licensing and Regulatory Affairs Committee (and Licensing Panels)  
Appeals Committee  
Audit & Governance Committee  
Scrutiny Board  
Leisure and Community Policy Development and Review Panel  
~~Strategic Planning and Environment Policy Development and Review Panel~~  
Planning and Development Policy Development Review Panel  
Health and Public Protection Policy Development and Review Panel  
Housing Policy Development and Review Panel  
Streetscene Policy Development and Review Panel  
Community Action Teams  
Licensing Trading Concession Panel  
PUSH Joint Committee  
PUSH Overview and Scrutiny Committee

Note: Appropriate travelling allowances (and where relevant, subsistence allowances and carers' allowances) are sometimes payable for authorised attendance at a meeting that a member is invited to attend (eg. as an Executive Member required to attend a Scrutiny Board or Review Panel meeting to explain any matter) or has the right to attend (eg. the mover of a motion).

If there is any doubt, please consult Democratic Services in the Civic Offices for advice.

## **APPENDIX B**

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### **TRAVELLING AND SUBSISTENCE ALLOWANCES**

Bodies to which the Council makes nominations and for which travelling and subsistence allowances are currently payable (in addition to those duties set out in Appendices A and C)

#### **NOTES:**

- (a) See also the general information in the sections commencing on pages 8 and 12.
- (b) Travelling and Subsistence Allowances are payable only to those members acting as representatives, trustees and deputies nominated by the Council, the Executive, and where appropriate, by the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, a Panel or a Sub-Committee or in the case of the Local Government Association, those members nominated to serve or act as deputies on LGA bodies through the agreed process in operation from time to time.
- (c) Any member appointed by the Hampshire and Isle of Wight Local Government Association to represent that Association on another body is entitled to travelling and subsistence allowances under this Council's scheme provided that the body concerned undertakes activities connected with the functions of this authority. Such an appointee does not need to be nominated directly by the Borough Council.
- (d) This list is subject to revision at any time (list correct as at 01 April 2018 and subject to amendment following Annual Council):

Abshot Community Association Management Committee  
Burrige Community Association Management Committee  
Citizens' Advice Fareham  
Community Safety Partnership

## Consultation with Businesses

Crofton Community Association

District Health and Well-being Partnership Board

Earl of Southampton Trust

Fareham / Pulheim Twinning Association

Fareham / Vannes Twinning Committee

Fareham and Gosport Clinical Commissioning Group

Fareham Fairtrade Borough Working Group

Fareham North West Community Association Management Committee

Fareham Welfare Trust

Genesis Advisory Committee

Hammond Memorial Hall Trust

Hampshire and Isle of Wight Community Safety Alliance

Hampshire and Isle of Wight Local Government Association

Hampshire County Council South Area Road Safety Council

Hampshire Health and Well-being Partnership Board

Hampshire Partnership

Hampshire Superannuation Scheme (AGM)

Health Overview and Scrutiny Panel (HOSP) (Portsmouth City Council)

Highlands Hub Management Committee

Historic Environment Champion (English Heritage)

Home-Start Gosport and Fareham

Local Children's Partnership

Local Government Association - General Assembly and Annual Meeting

Local Government Association - Group Leaders' Briefings

Local Government Association Coastal Issues Special Interest Group

Lockwood Community & Sports Association

North Whiteley Development Forum

One Community, Eastleigh

Parking and Traffic Regulations Outside London

Partnership Action Group (sub-group of the Community Safety Partnership)

Partnership for Urban South Hampshire - Overview and Scrutiny Committee

Police and Crime Panel

Portchester Community Centre Ltd

Portchester Parish Hall Board of Trustees

Priory Park Community Association Management Committee

Project Integra - Strategic Board

Public Transport Representative

Randal Cremer Trust

Ranvilles Community Association Management Committee  
RELATE Portsmouth and District  
RELATE South West Hampshire and the Isle of Wight  
River Hamble Harbour Management Committee  
Solent Forum (incorporating the Solent Water Quality Group / Conference)  
Solent Sea Rescue Organisation  
South East Employer's Local Democracy and Accountability Network for Councillors  
South East Employers  
Standing Conference on Problems Associated with Coastline  
Stubbington Study Centre  
The Louisa Seymour Charity Management Committee  
The Moving On Project  
The Solent Transport Joint Committee  
Titchfield Community Association  
Victory Hall Management Committee  
Wallington Village Community Association Executive Committee  
Whiteley Community Association - General and Executive Committees  
William Price Charitable Trust

***(NB. There are some bodies to which the Council makes nominations and which are not shown on this list as the nominees are currently not members of the Council. Such bodies are mainly Charitable Trusts).***

## **APPENDIX C**

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### **TRAVELLING AND SUBSISTENCE ALLOWANCES**

Specific duties for which travelling and subsistence allowances are currently payable (in addition to those duties set out in Appendices A and B)

#### **NOTES:**

- (a) See also general information in the sections commencing on pages 8 and 12.
- (b) Travelling and Subsistence Allowances are payable for the duties listed in this section only if members of at least **TWO** political groups have been invited and are appointed/authorised to attend. (**NB** – This provision does not apply to 6, 7, 8 and 9 below – Executive Appointments to formally constituted Joint Committees, Conferences and External Seminars, the Independent Members' Forum and Community Action Team meetings).
- (c) This list is subject to revision from time to time, especially in relation to duties authorised on an 'ad hoc' basis (eg. training sessions, workshops, site visits etc).
- (d) The Chief Executive Officer has authority to approve meetings with representatives of other local authorities for the payment of travelling and subsistence allowances provided that members of at least two political groups are appointed/authorised to attend and also to a report being subsequently made to Council for information purposes. (Delegation Scheme – Part G).
- (e) The Executive Leader has authority to approve attendance of members at conferences or external seminars up to a total maximum limit of £1000 per conference or seminar.

#### **1. Internal Seminars**

Fareham Borough Council Internal Seminars approved by the Chief Executive

Officer. (Delegation Scheme – Part G) (**NB.** Up to 12 seminars each year can be approved by the Chief Executive Officer for the payment of travelling and/or subsistence allowances. Payment for more than 12 seminars in any year is subject to authorisation by the Council).

**2. Member Advisory Panels, Working (Groups) Parties, Steering Groups, Special Panels and Special Interest Groups**

**3. Member Workshops and Training Sessions**

In addition to specific training sessions approved by formal meetings, the Chief Executive Officer has authority to approve up to 12 training sessions each year for payment of travelling and/or subsistence allowances; provided that such training sessions relate to a general area of business where training is advisable and such business does not fall specifically within the remit of one of the Council's bodies.

**4. Formal Site Visits**

**5. Statutory Consultation Meetings**

**6. Executive Appointments to Formally Constituted Joint Committees**

**7. Conferences and External Seminars**

**8. Independent Members' Forum**

**9. Community Action Teams**

Relevant Ward Councillors

**10. Deputy Mayor**

Formal duties undertaken by the Deputy Mayor

## **APPENDIX D**

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### **TRAVELLING ALLOWANCE MOTOR MILEAGE RATES AND BICYCLE ALLOWANCE PAYABLE**

- (1) The rate per mile for travel by a councillor or co-opted member's own private motor vehicle or one belonging to a member of his/her family or otherwise provided for his/her use, is as follows:
  - (a) **Car Allowance** 45p\*
  - (b) **Motor Cycle Allowance** 24p
- (2) **Passenger Supplements**  
The rates referred to in (1)(a) and (b) above may be increased for the carriage of passengers to whom a travelling allowance would otherwise have been payable, by 5p a mile regardless of the number of passengers.
- (3) **Bicycle Allowance** 20p per mile

\*The Approved Mileage Allowance Payment was increased from 40p to 45p with effect from 6 April 2011 following the announcement in the 2011 Budget.

## APPENDIX E

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### SUBSISTENCE ALLOWANCE

#### 1. Maximum Day Subsistence Rates

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11.00am)  
~~£11.79~~ £8.03
- (b) Lunch allowance (more than 4 hours away from normal place of residence, including the period between 12 noon and 2.00pm)  
~~£23.60~~ £11.09
- (c) Tea allowance (more than 4 hours away from normal place of residence, including the period between 3.00pm and 6.00pm)  
~~£5.89~~ £4.39
- (d) Evening meal allowance (ie. dinner) (more than 4 hours away from the normal place of residence, ending after 7.00pm)  
~~£35.37~~ £13.73

#### 2. Maximum Overnight Subsistence Rates (inclusive of meals/accommodation)

In the case of an absence overnight from the usual place of residence (deemed to cover a continuous period of absence of 24 hours) and commencing from the time of leaving home – Appropriate day rates to apply after a complete 24 hour period has elapsed until the return home:  
£176.92

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#### NOTES

- (i) Where a suitable ***meal is provided free of charge***, or is already included in a

subsistence claim under (2) above, no separate allowance will be payable.

(ii) Members should be aware that subsistence allowance for a meeting which involves an overnight stay **includes** both the cost of hotel accommodation and meals.

(iii) For conferences (and other duties necessitating an overnight stay) the Chief Executive Officer has authority to approve overnight absence at a cost above the standard limit shown in (2) above, if in his opinion, such expenditure is justified; in such a case, the arrangements **MUST** be made directly by the Council with a third party and not by the member concerned.

(iv) All subsistence claims must be supported by VAT receipts.

## APPENDIX F

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### REFERENCES

The main references covering members' allowances are to be found in:

1. **Acts**
  - (a) Local Government Act 1972
  - (b) Local Government and Housing Act 1989
  - (c) Local Government Act 2000.
2. **Statutory Instruments**
  - (a) The Local Authorities (Members' Allowances) (England) Regulations 2003 (S.I.No1021 – 2003).  
(As amended by S.I.No1692 – 2003).
  - (b) The Local Government Pension (Local Authority Members in England) Regulations 2003 (S.I. No.1022 – 2003)
3. **Circulars and Letters**
  - (a) Covering letters dated 7 and 11 April from the ODPM, accompanying the Statutory Instruments referred to in (2) (a) and (b) above, respectively.
4. **Other Regulations**
  - (a) New Council Constitutions – Guidance on Consolidated Regulations for Local Authority Allowances – ODPM and Inland Revenue (July 2003).
5. **Fareham Borough Council**
  - (1) Former Policy and Resources Committee – 12 July 2001 – Minute 4
  - (2) Council – 26 July 2001 – Minute 9 (6)
  - (3) Former Political Restructuring Sub-Committee – 18 December 2001 – Minute 6

- (4) Former Policy and Resources Committee - 24 January 2002 - Minutes 3 and 5(b)
- (5) Council – 7 February 2002 – Minute 9 (6)(a)
- (6) Policy, Strategy and Finance Overview Panel – 16 January 2003 – Minute 6
- (7) Executive – 20 January 2003 – Minute 16
- (8) Council – 30 January 2003 – Minute 15.
- (9) Policy, Strategy and Finance Overview Panel – 15 September 2003 – Minute 5.
- (10) Executive – 22 September 2003 – Minute 7 (17).
- (11) Council – 25 September 2003 – Minute 17.
- (12) Scrutiny Board – 15 January 2004 – Minute 4
- (13) Executive – 19 January 2004 – Minute 5 (17)
- (14) Council – 29 January 2004 – Minute 15
- (15) Scrutiny Board – 2 December 2004 – Minute 9
- (16) Executive – 6 December 2004 – Minute 6 (17)
- (17) Council – 16 December 2004 – Minute 15
- (18) Scrutiny Board – 29 September 2005 – Minute 11
- (19) Executive – 10 October 2005 – Minute 5 (15)
- (20) Council – 13 October 2005 – Minute 15
- (21) Scrutiny Board – 2 February 2006 – Minute 7
- (22) Executive – 6 February 2006 – Minute 6 (21)
- (23) Council – 16 February 2006 – Minute 15
- (24) Scrutiny Board – 30 March 2006 – Minute 9
- (25) Executive – 3 April 2006 – Minute 4 (16)
- (26) Council – 6 April 2006 – Minute 15
- (27) Scrutiny Board – 30 November 2006 – Minute 8
- (28) Executive – 4 December 2006 – Minute 7 (15)
- (29) Council – 14 December 2006 – Minute 16
- (30) Scrutiny Board – 1 February 2007 – Minute 15
- (31) Executive – 5 February 2007 – Minute 7 (21)
- (32) Council – 15 February 2007 – Minute 13
- (33) Scrutiny Board – 29 November 2007 – Minute 10
- (34) Executive – 3 December 2007 – Minute 5 (17)
- (35) Council – 13 December 2007 – Minute 15
- (36) Council - 20 February 2009 - Minute 15
- (37) Council - 25 February 2011 - Minute 15
- (38) Council – February 2013 - Minute 16