

# PART 6

## COUNCILLORS' ALLOWANCES SCHEME

**Harlow Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:**

The scheme may be cited as the Harlow Council Councillors' Allowances Scheme, and shall have effect for the Council year 2019/20.

### 1 DEFINITIONS

In this scheme:

- 1.1. "Councillor" means an elected member of Harlow Council;
- 1.2. "approved duties" means any duty the performance of which has been approved prior to it being undertaken and being:
  - a) a meeting of the Full Council;
  - b) a meeting of Cabinet, a Committee, Joint Committee, Sub-committee, Working Party, Panel or Group to which the Councillor has been appointed or attends as a substitute Councillor; or as the local Councillor in relation to business particularly affecting the Councillor's ward;
  - c) a meeting of any external body to which the Council makes appointments or nominations or of any other committee or sub-committee of such a body;
  - d) any other meeting the holding of which is authorised by the Council, a Committee or a Committee Chair provided that where the authority is divided into two or more political groups:
    - i) it is a meeting to which Councillors of at least two groups have been invited; or
    - ii) if the authority is not so divided, it is a meeting to which at least two Councillors of the authority have been invited;
  - e) attendance by the Leader of the Council, a member of Cabinet, a Chair or Vice-Chair of a Committee, Joint Committee, Sub-committee, Working Party, Panel or Group at meetings in connection with duties arising from those appointments, including briefing meetings;
  - f) any other duty approved by the Council, the Leader of the Council, Cabinet, a Committee, Joint Committee, Sub-committee, Working Party, Panel or Group or a Committee Chair, or any duty of a class so approved, for the purpose of, or in connection with, the discharge

of the functions of the Council, Cabinet, a Committee, Joint Committee, Sub-committee, Working Party, Panel or Group;

- g) site inspections by members of the Development Management Committee or other relevant Committee, Sub-committee, Working Party, Panel or Group;
- h) training/development events (including conferences) for Councillors facilitated by the Council; or
- i) other duties approved by the Head of Governance but only in advance of the event concerned taking place.

1.3. "Other" committees shall mean the Audit, Licensing, Development Management and Scrutiny Committees.

## **2 ALLOWANCES PAID TO COUNCILLORS**

### **2.1. Basic allowance**

A basic allowance shall be paid to each Councillor at a rate of £4,485 for each year.

### **2.2. Special responsibility allowance**

In addition to the payment of the basic allowance, Councillors undertaking special responsibilities shall be paid a special responsibility allowance as follows:-

- |   |        |
|---|--------|
| a) Leader of the Council  | £6,977 |
| b) Deputy Leader of the Council   | £4,748 |
| c) Chair of the Council   | £2,550 |
| d) Vice-Chair of the Council  | £510   |
| e) Cabinet Portfolio Holders  | £2,907 |
| f) Chair of "Other Committees"  | £1,530 |
| g) Leader of opposition political groups - £204 per group member to a maximum of £2,040   |        |
| h) Each Councillor may receive only one special responsibility allowance even if that Councillor performs duties in more than one of the categories set out above |        |

## **3 PAYMENT**

The basic allowance and special responsibility allowance shall be paid in twelve equal instalments (as far as possible) on the 15<sup>th</sup> day of each month or

thereabout, subject to compliance with the part-year payment provisions set out below.

#### **4 RENUNCIATION**

A Councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to allowances payable under this scheme.

#### **5 PART-YEAR ENTITLEMENTS**

If the term of office or duties undertaken by a Councillor begins or ends part way through a year, or if amendment of the scheme during a year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant period of the scheme bears to the year in which it occurs.

#### **6 SUBSISTENCE, TRAVELLING AND CARER'S ALLOWANCES**

Travelling, subsistence and carer's allowances in respect of approved duties undertaken by Councillors are payable in accordance with the travel, maximum subsistence and carer's allowances payable to Harlow Council Officers from time to time. Such allowances will be maintained in line with Harlow Council officers' allowances.

Reimbursement of expenditure incurred by Councillors shall be in accordance with the provisions set out in Appendix 1.

#### **7 REVIEW OF COUNCILLORS' ALLOWANCES SCHEME**

This scheme will be reviewed annually.

## **APPENDIX 1**

### **GENERAL CONDITIONS AND AUTHORISATION**

The following conditions will apply to all types of allowances:

- (i) payments are made on the basis of the reimbursement of actual expenditure incurred;
- (ii) claims must be supported by an approved official claim form signed by the Councillor confirming the details of the expenditure and that it had been incurred in accordance with the scheme, together with the relevant invoice(s) and or receipt(s), and these must be submitted to the Corporate and Governance Support Team Leader or, in his/her absence, the Head of Governance;
- (iii) a VAT receipt for fuel must be submitted which each claim for use of Councillors' motor vehicles. Such a receipt should reasonably cover the date of the claim, ie be a receipt for fuel bought within a few days of the journey. (either before or after the journey is acceptable); and
- (iv) Councillors must obtain pre-authorisation for expenditure incurred (see par 1. "Definitions".)
- (v) approved travelling, subsistence and carer's allowance claims received no later than the 25<sup>th</sup> day of each month will be paid with the following month's basic allowance payment.
- (vi) claims must be submitted within two months of the date of the approved duty concerned.