

Councillors' Allowance Scheme 2022/23

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1. This scheme is made by Eastleigh Borough Council in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and operates from 1 April 2022.
2. **Basic Allowance**

With effect from 1 April 2022 a basic allowance per annum of £7,842.03 shall be paid to each elected Member of the Borough Council.
3. **Special Responsibility Allowance**
 - i. Subject to paragraph 5, a special responsibility allowance shall be paid to those Councillors who hold the offices of special responsibility listed in the Annex to this scheme and the amount of each allowance shall be the amount specified against that special responsibility in that schedule.
4. **Uplifts**

The basic allowance and Special Responsibility Allowances will be uplifted in line with the NJC pay awards for a maximum of 4 years from 1 April 2022. Any uplifts will be backdated if they are not agreed prior to the commencement of the financial year.
5. **Remuneration**

A Councillor may give notice to the Chief Executive to elect to forego all or any part of their entitlement to any of the allowances payable under this scheme.
6. **Part-Year Payment**
 - i. If this scheme is amended during any year to change the amounts to which a Councillor is entitled by way of basic allowance or special responsibility allowances, the payments due shall be calculated by reference to the number of days during the year to which the appropriate rate of allowance applies.
 - ii. If this scheme is amended during any year to change the special duties for the payment of special responsibility allowance set out in the Annex to this scheme, the payments due shall be calculated by reference to the number of days during the year that the special duties were approved for the payment of special responsibility allowance.
 - iii. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year the entitlement to basic allowance shall be calculated by reference to the number of days during the year during which that Councillor held office.
 - iv. Where any Councillor ceases during the year to hold a position of special responsibility or is appointed to a position of special responsibility as set out in the Annex to this scheme, the entitlement to special responsibility allowance shall be calculated by reference to the number of days during the year when the Councillor held a position of special responsibility.
7. **Childcare and Dependents' Carers' Allowances**

Dependents' Carers' Allowance (including dependent care for children with special needs) is payable at the actual reasonable cost of care. This is payable for attending full Council, Cabinet, Area Committees, Scrutiny Panels and representing the Council on outside bodies.

Payments made in respect of these allowances are subject to income tax and national insurance deductions in the same way as the basic allowance. These are also subject to the indexation.

8. **Discretionary Responsibility Allowances**

In the event of short-term work increases/exceptional circumstances in the future, 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 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.

9. **Recovery of Allowances Paid**

Any allowance that has been paid to a Councillor after a Councillor has ceased to be a member of the Borough Council shall be recovered.

10. **Travelling Allowances**

- i. Travelling allowances payable to Councillors using their own cars shall be in accordance with the HMRC rate (currently 45p per mile and an additional 5p for car sharing).
- ii. Motor Car and Motorcycle allowances will only be paid on the production of valid business insurance for a motor vehicle.
- iii. Travel by Public Transport, motorbike or cycle is payable at the rate of actual receipted expenditure for Public transport (24p per mile for motorbike and 20p per mile for cycles).

11. **Subsistence**

Subsistence shall be paid at the same rate as Borough Council staff:

- Receipts should be provided for each expense claimed to allow claim back of VAT and to provide evidence of expenditure
- Expenditure must be reasonable
- Subsistence of breakfast is payable if Councillors leave home before 6.30am
- Subsistence for lunch is payable if Councillors are outside the Borough boundary from 11.30am to 2pm
- Subsistence for afternoon tea is payable if Councillors return home after 6.30pm
- Subsistence for dinner is payable if Councillors return home after 8.30pm
- If an overnight stay is required, reasonably priced accommodation must be found (Travelodge/Premier Inn). Expenditure is not expected to exceed £100 per night

All claims shall be made via XCD, the Council's HR and Payroll System.

12. **Eye Tests**

Councillors can claim back the cost of an eye test upon production of receipts.

13. **Claims and Payments**

- i. Payments in respect of basic and special responsibility allowance shall be made in 12 equal monthly instalments on the 15th of each calendar month.

- ii. Where any monthly payment of basic or special responsibility allowance would otherwise exceed the amount payable by virtue of paragraph 5, the value of any payment made will be restricted to the entitlement under that paragraph.
- iii. All travel expenses, subsistence for overnight stays in the U.K. and abroad, and a childcare and a dependent carers' allowance must be claimed within three months calculated from the beginning of the month in which the expenses are incurred. All claims should be made via XCD. All Councillors have access to XCD and training will be provided.

Annex 1

Eastleigh Borough Council

THE LOCAL AUTHORITIES' (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

A COUNCILLORS ALLOWANCES SCHEME 2022/23

i. Basic Allowance for Members of the Borough Council £7,842.03

ii. Special Responsibility Allowances (SRA)

Councillors will receive the relevant number of SRAs to which they are entitled

Leader of the Council	£23,225.18
Deputy Leader of the Council	£10,739.41
Cabinet Member	£9,204.44
Minority Group Leader	£6,136.97
Chair of Local Area Committee	£3,836.53
Vice Chair of Local Area Committee	£957.35
Chair of Policy & Performance	£3,066.81
Vice Chair of Policy & Performance	£767.26
Chair of Audit & Resources	£3,066.81
Vice Chair of Audit & Resources	£767.26
Chair of Admin	£1,920.39
Chair of Horton Heath Development Management	£1,920.39
Vice Chair of Horton Heath Development Management	£478.68