



**Local Authorities (Members' Allowances)  
(England) Regulations 2003**

**London Borough of Harrow**

**Members' Allowances Scheme for  
2020/21**

**Allowances paid to Members in  
the 2019/20 Financial Year**

# **London Borough of Harrow**

## **Members' Allowances Scheme for 2020/21**

### **Allowances Paid to Members in the 2019/20 Financial Year**

Each year the Council adopts a scheme for the payment of allowances to Councillors. The Members' Allowances Scheme for 2020/21 is attached at Appendix 1.

Under the scheme, all Councillors are eligible for a Basic Allowance. Those Councillors with particular additional responsibilities (eg Chairs of Committees, Portfolio Holders) may also receive a Special Responsibility Allowance. If Councillors travel outside the borough on Council business they may claim for reimbursement of travel and subsistence expenses. Councillors with dependent relatives may also claim for the costs of requiring a hired-in alternative carer. Co-optees to formal Council Committees and Independent Members of the Governance, Audit, Risk Management and Standards Committee are eligible for a Co-optees' Allowance and can also claim for reimbursement of travel and subsistence expenses if they travel outside the Borough on Council business.

The scheme for 2020/21 was agreed at the Council meeting on 27 February 2020. The scheme can be amended by the Council at any time but must be reviewed before 1 April each year.

The scheme is being published in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

Under the provisions of the Regulations, the Council is also required to publish information on the total sum paid to Councillors under its scheme for Members' Allowances in the previous financial year. The required information relates to:-

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Carers' Allowance
- ◆ Travel and Subsistence Allowance
- ◆ Co-optees' Allowance

Information on allowances paid in the 2019/20 financial year is attached at Appendix 2. Records of all allowances are kept for public inspection.

If you have any queries about the Harrow Members' Allowances Scheme, please contact Elaine McEachron, Democratic and Electoral Services Manager, tel: 020 8424 1097, e-mail: [elaine.mceachron@harrow.gov.uk](mailto:elaine.mceachron@harrow.gov.uk) or at Legal and Governance Services, PO Box 2, Civic Centre, Harrow, Middlesex HA1 2UH.

## **Members' Allowances Scheme**

1. This scheme shall have effect until 31st March 2021. It replaces all former schemes.

### **Basic Allowance**

2. A basic allowance of £8,561 per annum shall be paid to each Councillor.

### **Special Responsibility Allowances and Mayoral Allowances**

- 2.1 A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- 2.2 An allowance of £10,685 per annum shall be paid to the Mayor and an allowance of £2,127 per annum shall be paid to the Deputy Mayor.
- 2.3 No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

### **Up-rating the Basic and Special Responsibility Allowances**

3. The basic allowance and special responsibility allowances may be up-rated annually in line with an index approved by the London Councils Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. This year, the allowances have been increased by 2% in line with the Local Government Pension Scheme. When making the scheme for 2021/22, the indexing arrangements will be reviewed.

### **Travel and Subsistence Allowances**

4. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Governance, Audit, Risk Management and Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

## **Carers' Allowance**

- 4.1 The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
- 4.2 The maximum basic rate of pay is £2.96 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
- 4.3 The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
- 4.4 Actual costs will be paid on production of an invoice or receipt.
- 4.5 Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
- 4.6 In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
- 4.7 The allowance is not to be paid where the carer is a member of the Member's household.
- 4.8 Any dispute as to the entitlement and any allegation of abuse should be referred to the Governance, Audit, Risk Management and Standards Committee for adjudication.

## **Co-optees' Allowance**

5. A basic allowance of £454 per annum shall be paid to co-optees to formal Council Committees and Independent Members of the Governance, Audit, Risk Management and Standards Committee.

## **Sickness, maternity and paternity leave**

- 5.1 All Members shall continue to receive their Basic Allowance in full in the case of pregnancy, maternity, paternity and sickness leave.
- 5.2 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in the case of pregnancy, maternity, paternity and sickness leave in the same way that the Council's employees receive such benefits.

- 5.3 Where a Member's pregnancy renders her unable to attend a meeting of the Council for a period of 6 months, a dispensation will be granted in accordance with Section 85 Local Government Act 1972.
- 5.4 If a replacement to cover the period of absence is appointed by Council or the Leader of the Executive (or in the case of party group position, the party group) the replacement will be entitled to claim an SRA.

## **Claims and Payments**

- 1.1 A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- 1.2 Payment shall be made
- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
  - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

## **Backdating**

6. Any changes made to this scheme during the year may be backdated to 1<sup>st</sup> April 2020 by resolution of the Council when approving the amendment.

## **Pensions**

7. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

## **Renunciation**

8. A person may, by notice in writing given to the Director of Legal and Governance Services, elect to forgo any part of his/her entitlement to an allowance under this scheme.

### Approved duties for Carers' Allowance

- ◆ A meeting of the Executive.
- ◆ A meeting of a committee of the Executive.
- ◆ A meeting of the Authority.
- ◆ A meeting of a Committee or Sub-Committee of the Authority.
- ◆ A meeting of some other body to which the Authority make appointments or nominations.
- ◆ A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- ◆ A meeting which has **both** been 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 (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- ◆ A meeting of a Local Authority association of which the Authority is a member.
- ◆ Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- ◆ 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.
- ◆ Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

# Schedule 1

## Special Responsibility Allowances (SRAs)

There are 6 bands of SRAs:

<b>Band</b>	<b>Post</b>	<b>SRA - £/annum</b>
<b>1</b>	Chief Whips of the two largest Groups Deputy Leader of the second largest Group Lead Members for Scrutiny Chair of Licensing and General Purposes Committee Portfolio Holder Assistants	<b>£2,142</b>
<b>2</b>	Nominated Member of the party not holding the Chair of the Planning Committee Chair of the Traffic Advisory Panel Chair of Governance, Audit, Risk Management and Standards Committee Chair of the Pension Fund Committee Chair of the Performance and Finance Scrutiny Sub Chair of the Health and Social Care Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub	<b>£4,794</b>
<b>3</b>	Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Non-Executive Members of Cabinet	<b>£6,916</b>
<b>4</b>	Chair of the Overview and Scrutiny Committee Leader of the Second Largest Group	<b>£9,037</b>
<b>5</b>	Cabinet Members	<b>£20,502</b>
<b>6</b>	Leader of the Council	<b>£32,028</b>

### Note

The Groups are as follows:-

Largest Group = Labour Group

Minority Group = Conservative Group

## Schedule 2

### Claims for Out-Of-Borough Travel and Subsistence Expenses

#### Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
  - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
  - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
  - c(i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
  - c(ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

*that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;*

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
  - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
  - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.



(f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.

2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-

- (a) Political meetings or events.
- (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
- (c) Meetings of the Governing Bodies of Schools.

## Appendix 2

### Members' Allowances

#### Amounts Paid to Members in the 2019-20 Financial Year

NAME OF MEMBER COUNCILLORS	BASIC ALLOWANCE £	SPECIAL RESPONSIBILITY ALLOWANCE £	CARERS' ALLOWANCE £	TRAVEL AND SUBSISTENCE ALLOWANCE £	CO-OPTES' ALLOWANCE £	TOTAL £
GHAZANFAR ALI	8,340.00	2,408.37				10,748.37
RICHARD ALMOND	8,340.00	6,780.00				15,120.00
DANIEL ANDERSON	8,340.00	1,761.29				10,101.29
JEFF ANDERSON	8,340.00	1,119.42				9,459.42
SUE ANDERSON	8,340.00	20,100.00				28,440.00
MARILYN ASHTON	8,340.00	2,100				10,440.00
PEYMANA ASSAD	8,340.00	2,100				10,440.00
CAMILLA BATH	8,340.00					8,340.00
CHRISTOPHER BAXTER	8,340.00	2,100				10,440.00
PHILLIP BENJAMIN	8,340.00					8,340.00
MICHAEL BORIO	8,340.00	2,100				10,440.00
SIMON BROWN	8,340.00	20,100.00				28,440.00
SARAH BUTTERWORTH	8,340.00	1,761.29				10,101.29

**Members' Allowances**

**Amounts Paid to Members in the 2019-20 Financial Year**

<b>NAME OF MEMBER</b>	<b>BASIC ALLOWANCE</b>	<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>	<b>CARERS' ALLOWANCE</b>	<b>TRAVEL AND SUBSISTENCE ALLOWANCE</b>	<b>CO-OPTEE'S ALLOWANCE</b>	<b>TOTAL</b>
<b>COUNCILLORS</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
KAMALJIT CHANA	8,340.00					8,340.00
RAMJI CHAUHAN	8,340.00					8,340.00
NIRAJ DATTANI	8,340.00	2,100				10,440.00
KEITH FERRY	8,340.00	20,100.00				28,440.00
PAMELA FITZPATRICK	8,340.00					8,340.00
DEAN GILLIGAN	8,340.00	2,100				10,440.00
STEPHEN GREEK	8,340.00	4,700.04				13,040.04
CHETNA HALAI	8,340.00					7,488.06
SUSAN HALL	8,340.00					8,340.00
GRAHAM HENSON	8,340.00	31,400.04				39,740.00
MAXINE HENSON	8,340.00	2,100.00				10,440.00
JOHN HINKLEY	8,340.00					8,340.00
NITESH HIRANI	8,340.00					8,340.00
HONEY JAMIE	8,340.00	1,840.32				10,180.32
AMEET JOGIA	8,340.00					8,340.00
JEAN LAMMIMAN	8,340.00	2,100.00				10,440.00

**Members' Allowances**

**Amounts Paid to Members in the 2019-20 Financial Year**

<b>NAME OF MEMBER</b>	<b>BASIC ALLOWANCE</b>	<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>	<b>CARERS' ALLOWANCE</b>	<b>TRAVEL AND SUBSISTENCE ALLOWANCE</b>	<b>CO-OPTEE'S ALLOWANCE</b>	<b>TOTAL</b>
<b>COUNCILLORS</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
JAMES LEE	8,340.00	2,100.00				10,440.00
DR LESLINE LEWINSON	8,340.00					7,488.06
KAIRUL KAREEMA MARIKAR	8,340.00	1,295.30				9,635.30
AJAY MARU	8,340.00	2,100.00				10,440.00
JERRY MILES	8,340.00	4,700.04				13,040.04
VINA MITHANI	8,340.00	2,100.00				10,440.00
AMIR MOSHENSON	8,340.00					8,340.00
CHRIS MOTE	8,340.00					8,340.00
JANET MOTE	8,340.00	2,100.00				10,440.00
ANGELLA MURPHY-STRACHAN	8,340.00	2,100.00				10,440.00
PHILLIP O'DELL	8,340.00	20,100.00		352.73		28,792.73
PAUL OSBORN	8,340.00	8,860.08				17,200.08
NITIN PAREKH	8,340.00	9,760.97				18,100.93
MINAXI PARMAR	8,340.00					8,340.00
VARSHA PARMA	8,340.00	20,100.00				28,440.00
ANJANA PATEL	8,340.00					7,488.06
PRIMESH PATEL	8,340.00					8,340.00
PRITESH PATEL	8,340.00	4,700.04				13,040.04

**Members' Allowances**

**Amounts Paid to Members in the 2019-20 Financial Year**

<b>NAME OF MEMBER</b>	<b>BASIC ALLOWANCE</b>	<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>	<b>CARERS' ALLOWANCE</b>	<b>TRAVEL AND SUBSISTENCE ALLOWANCE</b>	<b>CO-OPTEES' ALLOWANCE</b>	<b>TOTAL</b>
<b>COUNCILLORS</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
DAVID PERRY	8,340.00	4,700.04				13,040.04
NATASHA PROCTOR	8,340.00	2,100.00				10,440.00
KANTILAL RABADIA	8,340.00	2,100.00				10,440.00
KIRAN RAMCHANDANI	8,340.00	4,118.85				12,458.85
CHRISTINE ROBSON	8,340.00	20,100.00				28,440.00
LYNDA SEYMOUR	8,340.00					8,340.00
MRS REKHA SHAH	8,340.00	4,700.04				13,040.04
SACHIN SHAH	8,340.00	8,024.05				16,364.05
CHLOE SMITH	8,340.00	2,100.00				10,440.00
NORMAN STEVENSON	8,340.00					8,340.00
KRISHNA SURESH	8,340.00	20,100.00				28,440.00
MRS SASI SURESH	8,340.00					8,340.00
ADAM SWERSKY	8,340.00	20,100.00				28,440.00
BHARAT THAKKER	8,340.00					8,340.00
ANTONIO WEISS	8,340.00	6,780.00				15,120.00
STEPHEN WRIGHT	8,340.00					8,340.00

**Members' Allowances**

**Amounts Paid to Members in the 2019-20 Financial Year**

<b>NAME OF MEMBER</b>	<b>BASIC ALLOWANCE</b>	<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>	<b>CARERS' ALLOWANCE</b>	<b>TRAVEL AND SUBSISTENCE ALLOWANCE</b>	<b>CO-OPTEE'S ALLOWANCE</b>	<b>TOTAL</b>
<b>COUNCILLORS</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CO-OPTED/ INDEPENDENT MEMBERS</b>						
GERALD BALABANOFF					444.96	444.96
HOWARD BLUSTON					444.96	444.96
MR M CHANDRAN					-	-
JAMES COYLE					444.96	444.96
RICHARD HARBORD					444.96	444.96

**Members' Allowances**

**Amounts Paid to Members in the 2019-20 Financial Year**

<b>NAME OF MEMBER</b>	<b>BASIC ALLOWANCE</b>	<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>	<b>CARERS' ALLOWANCE</b>	<b>TRAVEL AND SUBSISTENCE ALLOWANCE</b>	<b>CO-OPTEE'S ALLOWANCE</b>	<b>TOTAL</b>
<b>COUNCILLORS</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
DR J KIRKLAND					444.96	444.96
NEVILLE RANSLEY					-	-
REV P REECE					-	-
MS M TRIVEDI					-	-
<b>TOTAL</b>	525,420.00	312,136.05	0	352.73	2,224.80	840,133.58

**NOTES**

1. In addition to the Allowances, the London Borough of Harrow pays Employers' National Insurance Contributions, the figures for which are not included in the above.
2. Allowances paid under the Harrow Members' Allowances Scheme are not pensionable for the purposes of the Superannuation Act.
3. Certain Members elected to forego all or part of their Allowance Entitlements.