

## Updating group allowances for the 2023/24 Elected Representatives Levy

As is outlined in the Labour Party rule book, all councillors are required to pay a two percent levy of their total (gross) allowances from council and joint body sources to the Party. This is in line with other elected representatives like MPs, MSPs and AMs. The levy contributes to a wide range of support the Party provides to help councillors fulfil the role to the best of their ability.

For the 2023 – 2024 Elected Representatives Levy cycle, all Labour Groups will need to complete an online form on Organise to ensure we have the correct allowance information for each member of the Labour Group.

The link to access the form is here: <https://labourorganise.com/my/councillor-levy>

In September you will be sent the final statement for your Group.

A full payment schedule will be included within your final statement – the first of the payment instalments will be collected on or around 28th September 2023.

If your Group is outstanding for any previous year, you will be contacted separately regarding arranging payment.

### **Please follow the following instructions to enter the allowance information for all group members:**

1. Access the online form via this link <https://labourorganise.com/my/councillor-levy> or under the 'ALC Levy' section of the Labour Party Website.
2. If you receive a '401 Unauthorised' message, please request the necessary Organise access from the Local Government Team at [councillors@labour.org.uk](mailto:councillors@labour.org.uk)
3. When you have accessed the form, choose your local authority from the drop-down box under 'Select a Council'

#### Select a Council

**N.B. you can start typing the name of your local authority in the box and it will pop up**

- Once you have selected the correct local authority, any previous data entered will be listed for you to amend/ update as required
- If you didn't complete the online form last year, you can begin adding councillors and their respective allowances.

Person	Annual Allowance (£)	Individual Levy (2%, £)	Term End Year	Group Positions	Submitted?	Delete
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- To add a councillor, click 'Add Row'

 + Add Row

- Once the row has appeared, you can fill in each of the councillors' details. Once the Annual Allowance (£) has been entered, the 2% levy amount automatically will be calculates automatically. **N.B. you will need to enter each councillor's membership number to find them on the Labour Party system.**
- Repeat this process for each group member, clicking 'Add Row' each time until you have entered the details for everyone in your group.
- If you make a mistake or need to remove councillors from last year's entry, you can delete a single row by clicking 'delete'

 Delete

- You won't need to complete the form in one go. You can partially complete the form and just lick 'Save' at the bottom of the page – your progress will be saved for you to return to and complete your form another time

 Save

- Once you have entered the allowance information for all group members, the total levy and number of councillors added will appear at the bottom of the page.

Total Councillors Added

Total Levy for Councillors

12. At this point, click 'Save & Submit' rather than 'Save' and the information will be sent to the Local Government Team

 Save & Submit

12. To check all information has been submitted correctly, make sure that there's a tick next to each person added under the 'Submitted?' column

Submitted?



13. That's it! Now just wait to receive a letter (sent via email) from The Local Government Team. This letter will outline the final statement for your Group and a full payment schedule.

If you have any issues using the online form, please contact the Local Government Team at [councillors@labour.org.uk](mailto:councillors@labour.org.uk)