

PART 7

MEMBERS ALLOWANCES

MEMBERS' EXPENSES FROM 4 MAY 2023

1.1 Allowances and Special Responsibility Allowances

Allowances and Special Responsibility Allowances shall be paid in accordance with the table below

1.2 Daily Attendance Subsistence Allowances

The Independent Remuneration Panel amended this payment to £25.00 before tax i.e. on a 'gross' payment basis.

1.3 Mileage Expense Claims

The car mileage rates for Members are set at the HMRC approved mileage rate, currently 45p per mile for car mileage, 24p per mile for motorcycles and a cycle allowance of 20p per mile

1.4 Travel and Subsistence Expense Claims

Reimbursement is currently paid in full at the actual amount spent up to the maximum limit set by HMRC. All claims should be substantiated by a valid VAT receipt. These amounts are reviewed annually in line with any national (NJC) pay award uplifts.

Travel and subsistence costs can be paid for up to four duty days per month when Members are meeting with officers to discuss constituency matters at the Council's offices. Travel allowance is to be restricted as home to Committee venue (and return) mileage for attendance as a Committee Member.

1.5 Subsistence day rate

A rate of £25.00 (gross) is to be paid to Members for duties that require attendance outside of the District for a period greater than 4 hours.

Such activities would need to be for the purpose/discharge of Bassetlaw District Council functions or any Committees and have the prior approval of the Authority.

1.6 Conference Attendance

The cost of accommodation can be met by the Council for overnight stays required for approved duties. The subsistence aforementioned day rate of £25 (gross) will be paid.

1.7 Telephone and Internet Allowances

Members can claim £20.00 a month to cover both telephone and internet costs.

All Members are required to publicise their contact phone number and email address whether receiving the allowance or not.

1.8 Mobile Phones

Mobile phones are provided free of charge to Members by request (they are also provided free to the Council), and the costs of any personal calls are recharged back to the Member concerned. However, the costs of work-related calls are borne by the Council and are not recharged to Members. The same rules apply to both Members and Officers.

Council Members are required to sign the Council's Declaration of Compliance with the Mobile Phone Policy.

1.9 iPads

Members are provided with iPads, which should be used in accordance with any applicable Council policies. In support of the paperless environment, no printer toner cartridges will be provided to Members.

Council Members are required to sign the Council's Provision of IT Equipment Acknowledgement Form and the Council's iPad Usage Policy.

1.10 Childcare and Dependants Allowance

Subject to prior declaration, Councillors who care for children or dependants shall be able to claim a carer's allowance up to a weekly maximum of ten hours of care or 520 hours per annum.

For care of children the hourly rate is £10.42 per hour (gross)

For other dependants the hourly rate should be £15.70 per hour (gross).

Claims can be made in respect of children aged 15 or under or in respect of other dependents where there is medical or social work evidence that care is required.

Only one weekly payment can be claimable in respect of the household of each elected Member, except in special circumstances, to be considered by the Council's Audit and Governance Committee who will determine whether the Council's Standards Sub-Committee should be convened.

Claims shall be supported by a receipt in respect of each claim that the amount claimed represents the actual expenditure incurred.

The allowance will not be payable for services of a Member of the claimant's own household or a close relative.

1.11 Standards Committee

Any allegations of abuse or questions of interpretation should be referred to the Council's Standards Committee for adjudication.

ALLOWANCES FOR SPECIAL RESPONSIBILITY

4 MAY 2023 onwards	
DESCRIPTION	ANNUAL AMOUNT £
Basic Allowance	4,981
Cabinet Chair	8,083
Cabinet Vice-Chair	3,444
Cabinet Member (All Voting)	6,028
Cabinet Majority Group Liaison	1,937
Cabinet Minority Group Liaison	4,540
Cabinet Other Groups' Liaison	1,588
Audit and Risk Scrutiny Committee Chair	3,337
Audit and Risk Scrutiny Committee Vice-Chair	646
Overview and Scrutiny Chair	3,337
Overview and Scrutiny Vice-Chair	646
Planning Chair (Cabinet)	8,504 3,337
Planning Vice-Chair	1,185
Planning Minority Spokesperson	3,337 1,057
Planning Committee (Non-Executive)	646 754
Licensing Chair	1,057 2,261
Licensing Vice-Chair	754 431
Licensing Panel per meeting	2,261 26
Civic Chair	4,981 8,504
Civic Vice-Chair	8,083 2,691