

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 Parental Leave

Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave

period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

1.12 Standards Committee

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

Appendix D

	2019/2020	2024/25
	From 4 May 2024 Onwards	Plus 2.5% increase
DESCRIPTION	ANNUAL AMOUNT	ANNUAL AMOUNT
BASIC ALLOWANCE	4,981	5,105
CABINET CHAIR	8,083	8,285
CABINET VICE CHAIR	3,444	3,530
CABINET MEMBER (ALL VOTING)	6,028	6,179
CABINET MAJORITY GROUP LIAISON	1,937	1,985
CABINET MINORITY GROUP LIAISON	4,540	4,654
CABINET OTHER GROUPS LIAISON	1,588	1,628
AUDIT & GOVERNANCE CHAIR	3,337	3,420
AUDIT & GOVERNANCE VICE CHAIR	646	662
OVERVIEW AND SCRUTINY CHAIR	3,337	3,420
OVERVIEW AND SCRUTINY VICE CHAIR	646	662
CIVIC CHAIR	8,504	8,717
CIVIC VICE CHAIR	2,691	2,758
PLANNING CHAIR	3,337	3,420
PLANNING VICE CHAIR	626*	642
PLANNING MINORITY SPOKESPERSON	1,057	1,803
PLANNING COMMITTEE (NON EXECUTIVE)	754	773
LICENSING CHAIR	2,261	2,318
LICENSING VICE CHAIR	431	442
LICENSING PANEL PER MEETING	26	27

* The 2023-24 the approved figure was £646 this allowance is being paid at £1,185 this is to be resolved and the 2024/25 figure applied from 1 January 2025 and no back pay will be awarded.