

PART 7

MEMBERS ALLOWANCES

MEMBERS' EXPENSES FROM 15 SEPTEMBER 2025

1.1 General

This scheme is effective from the day after the Annual General Meeting of the Council which takes place in the commencement of the Civic Year in May 2025.

The scheme of allowances is not be directly linked to external indexes. The Independent Remuneration Panel may refer to all matters it considers relevant in considering its recommendations but will be strongly guided by the pay award given to Chief Officers. At the time of submitting this report the pay award for Chief Officers had not been finalised therefore the Panel will submit a further report to Council upon the conclusion of the pay negotiations.

The scheme will be reviewed annually by the Independent Remuneration Panel.

Information on the approved scheme is available in the Members Handbook, available from the Members' Support Unit explaining the relationship between the allowance system and the tax and benefits system.

The Scheme covers payments in respect of the Basic Allowance, Special Responsibility allowances and travel and subsistence allowances are subject to a deduction of income tax and national insurance, as appropriate.

In the event of a Member holding more than one specified post, only one Special Responsibility Allowance, will be paid and this shall be the highest Special Responsibility Allowance to which they are entitled.

1.2 Methodology

Allowances are calculated on a formula based approach as follows

- Leader of the Council – 3 times basic allowance
- Deputy Leader – 50% of the Leader's Special Responsibility Allowance
- Portfolio Holder – 45% of the Leader's Special Responsibility Allowance
- Leader of the Opposition – 35% of the Leader's Special Responsibility Allowance - In relation to the Leader of the Opposition this payment shall be made to the leader of the second largest party within the Council and the amount shall only be payable once. If there are 2 parties with an equal number of members no payment for Leader of the Opposition shall be made and all leaders will be paid in accordance with the scheme for Leader of Other Minority Group.
- Leader of Other Political Party 10% of the Leader's Special Responsibility Allowance, provided that a minimum threshold of 6 members is met.
- Civic Chair – 35% of the Leader's Special Responsibility Allowance
- Civic Vice Chair – 10% of the Civic Chair's Special Responsibility Allowance
- Overview and Scrutiny Chair – 25% of the Leader's Special Responsibility Allowance
- Overview and Scrutiny Vice Chair – 20% of the Overview and Scrutiny Chair's Special Responsibility Allowance
- Audit and Governance Chair – 22% of the Leader's Special Responsibility Allowance
- Audit and Governance Vice Chair - 20% of the Audit and Governance Chair Special Responsibility Allowance

- Planning Committee Chair – 33% of the Leader’s Special Responsibility Allowance
- Planning Committee Vice Chair – 20% of the Planning Committee Chair Special Responsibility Allowance
- Planning Committee Member – 15% of the Planning Committee Chair Special Responsibility Allowance
- Licensing Committee Chair – 16% of the Leader’s Special Responsibility Allowance
- Licensing Committee Vice Chair – 20% of the Licensing Committee Chair Special Responsibility Allowance

The formula based approach divides the total allocated budget between Basic and Special Responsibility Allowances and therefore if an allocated position is not occupied (e.g. Other Party Spokes Person due to no other party having 6 or more members) this will impact of the allowed paid for other roles.

The Monitoring Officer and Section 151 Officer will administer the scheme based on the formula based methodology recommended by the Independent Remuneration Panel and approved by Full Council on an annual basis.

1.3 Basic and Special Responsibility Allowances

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

Basic and Special Responsibility Allowances are paid in respect of each year or part year, where a Member gives up a Special Responsibility Allowance mid-year. Part year allowances are paid on a pro-rata daily basis for the period of a year to which they apply.

1.4 Travel and Subsistence Expense Claims

Members can claim at the equivalent of the HMRC AMAPs (Approved Mileage Allowance Payments). which is currently

Type of vehicle	First 10,000 miles	Above 10,000
Cars and vans	45p	25p
Motorcycles	24p	24p
cycles	20p	20p

Members are required to keep track of business mileage incurred in the tax year (6 April to 5 April) to ensure the correct rates are claimed.

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

£25.00 (gross) to be paid to Members for duties that require attendance outside of the Bassetlaw district and for a period greater than 4 hours.

Prior approval needs to be sought from either the Monitoring Officer or Section 151 Officer prior to claim. Members will need to provide evidence detailing that the activities are for the purpose/discharge of Bassetlaw District Council functions, or any Committees need to be provided prior to the event/activity taking place

1.6 Conference Attendance

It is not envisaged that Members will need to undertake overnight stays due to the local nature of council business. In exceptional circumstances should hotel accommodation be necessary taking into account the cost-effectiveness of options including journey time and cost, then this should be approved in writing in advance by the Monitoring Officer or Section 151 Officer and booked in advance at the best possible rates which should not exceed £100 per night (£150 within the M25), including VAT but excluding breakfast costs. Accommodation costs will not be reimbursed, even if incurred, where the hotel is within a reasonable travelling distance of the Members home or it cannot be evidenced that the use of accommodation was the most cost-effective method of ensuring business needs were met

The subsistence day rate of £25 (gross) may be paid

1.7 Telephone and Internet Allowances

All Members will be issued with a mobile phone and data enabled I-pad by the Council to enable them to access council email and be contactable therefore no costs are payable for telephone line rental, costs and internet costs.

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 should be £12.21* per hour (gross) and for other dependants the hourly rate should be equivalent to that paid by Nottinghamshire County Council's Social Care (currently £16.37** per hour gross).

***Based on National Living Wage (effective from 1 April 2025)**

****Based on SCP 20 (effective 1 April 2024)**

Payments should be claimable 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 should 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.

Payment should be made only where supported by a receipt in respect of each claim that the amount claimed represents the actual expenditure incurred.

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

Any allegations of abuse should be referred to the Monitoring Officer as a complaint relating to a potential breach of the Code of Conduct.

Any questions of interpretation should be referred to the Monitoring Officer.

The Childcare and Dependent Carers Allowance will be reviewed as part of the annual review of allowances.

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.

1.13 Renunciation

A Member may, by notice in writing, elect to forego any part of entitlement to an allowance under this scheme. Although a Member may choose not to claim an allowance it should be noted that the Benefits Agency will still regard that Member as having received that allowance and will calculate benefits on that basis.

1.14 Suspension of Payment of Allowance

In the event that any Elected or Co-opted Member of the Council or its Committees, Sub-Committees or Panels etc. is in custody pursuant to a custodial sentence, their entitlement to allowances will cease from the point of conviction. Allowances will only recommence at a point when they are no longer in custody are able to perform the full range of duties. No retrospective payment of allowances foregone will be made in any circumstances.

Where payment of any allowance has already been made in respect of any period during which the Member concerned ceases to be a Member of the Council or is in any other way not entitled to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

ALLOWANCES FOR SPECIAL RESPONSIBILITY

15 May 2025 onwards	
DESCRIPTION	ANNUAL AMOUNT £
Basic Allowance	5,351
Leader	16,053
Deputy Leader	8,027
Portfolio Holder	7,224
Majority Group Liaison	3,211
Leader of the Opposition (Only Payable Once)	4,013
Leader of Other Political Party 5+ Members	1,605
Overview and Scrutiny Committee Chair	4,013
Overview and Scrutiny Committee Vice-Chair	803
Audit and Governance Committee Chair	3532
Audit and Governance Committee Vice-Chair	706
Planning Committee Chair	5297
Planning Committee Vice-Chair	1059
Planning Committee Member	795
Licensing Committee Chair	2568
Licensing Committee Vice-Chair	514
Licensing Panel per meeting	28
Civic Chair	5619
Civic Vice-Chair	1124

*based on the formula recommended by the Independent Remuneration Panel and approved by full Council these rates may vary if there are changes in positions in any civic year.