

PART 6: MEMBERS' ALLOWANCES SCHEME

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MEMBERS' ALLOWANCES SCHEME 2018/19

Basingstoke and Deane Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

Introduction

1. This scheme may be cited as the Basingstoke and Deane Borough Council Members' Allowances Scheme 2018/19, and shall have effect for the period commencing 1 April 2018, and shall continue in force thereafter until amended.

2. In this scheme –

“Councillor” means an elected member of the Basingstoke and Deane Borough Council.

“Co-optee” means any person (other than a Councillor of the Council) who is a member of any Committee or Sub-Committee of the Full Council.

“Scheme” means the scheme for the payment of allowances. “Year” means 12 months ending on 31 March in any year.

Entitlement

3. In respect of members' allowances, where a Councillor is in post for part of any month, the amount paid will be the proportion calculated for the number of days in office compared with the number of days in that year, less any payments already paid in respect of previous months on leaving office or to be paid in the future in respect of a new appointment.
4. Where payment has already been made in advance, any overpayment will be recovered initially from any other allowance payments in subsequent months.
5. When appointment is made after the beginning of any month the allowances due will normally be paid with the following full month's payment.
6. Where a Councillor is suspended or partially suspended from responsibilities or duties as a Councillor any allowance payable in respect of the responsibilities or duties may be withheld by the Council.

Renunciation (Election to Forego Allowances)

7. A Councillor may, by notice in writing given to the Executive Director of Finance and Resources (S151 Officer), elect to forego any part of his or her entitlement to an allowance under this scheme.

Allowances

Basic Allowance

8. A basic allowance as specified in Schedule 1 shall be paid to each Councillor.

Special Responsibility Allowances

9. A special responsibility allowance (SRA) shall be paid to those Councillors who hold the special responsibilities in relation to the Council as specified in Schedule 1.
10. Councillors who are deemed to be part-time Members of the Cabinet shall be paid proportionately.
11. A Councillor shall receive only one (the highest) SRA should they hold more than one special responsibility post.

Co-optees Allowance

12. An allowance as specified in Schedule 1 shall be paid to each co-optee member of a Committee of the Council.

Mayoral Allowances

13. Allowances will be paid to the Mayor and Deputy Mayor as detailed in Schedule 1.

Travelling Allowances

14. Travelling allowances are payable in accordance with the prevailing HMRC rates and are listed in Schedule 1.
15. Travelling allowances may be claimed by Councillors for attending meetings of the following bodies:
 - (a) the Council;
 - (b) the Council's Standing Committees:-
 - Cabinet
 - Audit and Accounts
 - Policy and Overview Committees
 - Development Control
 - Licensing HR
 - Standards
 - Scrutiny
 - (c) Panels and Working Parties set up by Standing Committees; and
 - (d) Parish Councils (when attending as Councillor of Basingstoke and Deane)

16. Travelling allowances may also be claimed by Councillors for:
- (a) Attendance at seminars and workshops approved by one of the standing Committees.
 - (b) Attendance at any meeting of any organisation which a Councillor attends by virtue of appointment or nomination to that organisation by the Council.
 - (c) Carrying out any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its Committees or Sub-Committees.

Subsistence

17. No subsistence allowances are payable except in respect of Councillor's pre-approved attendance at conferences and seminars other than those organised by the Council.
18. In cases where subsistence is payable the level will be limited to the lower of;
- (a) The prevailing subsistence rates specified by the Council for its staff subsistence scheme, the current rates of which are listed in Schedule 1 as amended from time to time; and
 - (b) The amount of expenditure actually incurred.

Dependents' Carers' Allowance

19. An allowance will be paid to each Councillor who needs to incur the expenses of arranging for the care of their children (under 14 years old) or dependents (elderly or disabled requiring full time care), for whom they are the sole carer, whilst attending meetings and performing duties that qualify for travelling allowances (see above).
20. The Dependents' Carers' Allowance will be payable in respect of actual expenditure incurred up to the current maximum hourly rates specified in Schedule 1.
21. Councillors can claim with appropriate proof of payment for professional care from registered carer's who are not immediate members of their family or members of their household.

Pensions

22. The LGPS for Councillors in England became a closed scheme on 1 April 2014. No new Councillors can join the scheme.

Claims and Payments of Allowances

23. Councillors do not need to submit claims for Basic, Special Responsibilities and Mayoral allowances. These will be paid in instalments on the 18th day of each month.

24. A claim for travelling, subsistence or carers allowance under this scheme must be made in writing within four months of the date of the meeting in respect of which the entitlement to the allowance arises.
25. A claim for travelling and subsistence shall include or be accompanied by a statement by the Councillor claiming the allowance that he or she has not made and will not make any other claim in respect of the matter to which his or her claim relates.
26. A claim for travelling by use of a motor car must be accompanied by a declaration that the Councillor holds a valid driving licence and has insurance that covers business use.
27. A claim for subsistence or carers allowance will include a statement confirming that actual expenditure has been incurred to the level of reimbursement claimed.
28. Where a Councillor is suspended or partially suspended from responsibilities or duties as a Councillor, any travelling, subsistence and carers allowances payable may be withheld by the Council.
29. Claims for travelling, subsistence and carers allowances will be paid on the 18th of each month in respect of claims received at least 14 days before such date.

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30. The scheme of allowances (Basic and Special responsibility allowances) shall be uplifted each year in line with the applicable annual increase applied to local government officers on the NJC terms and conditions.
31. The index, (para 30 refers) may only be applied to this scheme for a period of no more than four years after this scheme is adopted.

Publicity

32. The Council is required to make arrangements for the publication of this scheme within the Council's area as soon as practicable after it is made.
33. The Council is also required to publish after the end of the year the total sum paid to each Councillor during the year.

Members Allowances Scheme Adopted	1 April 2017
Index Applied	1 April 2018

Members Allowances Scheme – Schedule 1	Annual Allowance 2018/19
Basic Allowance	7,014
Co-opted Member (Non Councillor Position)	465
Independent Persons Allowance	1,725
Special Responsibility Allowances (SRAs)	
Leader	23,367
Deputy Leader	15,570
Cabinet Member / Portfolio Holder	11,688
Committees	
Chair of Audit and Accounts	5,838
Vice Chair of Audit and Accounts	588
Chair of Development Control	7,014
Vice Chair of Development Control	696
Chair of Licensing	5,838
Vice Chair of Licensing	588
Chair of Scrutiny	5,838
Vice Chair of Scrutiny	588
Chair of Community, Environment and Partnerships	5,838
Vice Chair of Community, Environment and Partnerships	588
Chair of Economic, Planning and Housing	5,838
Vice Chair of Economic, Planning and Housing	588
Chair of Manydown Overview	5,838
Vice Chair of Manydown Overview	588
Chair of Human Resources	5,838
Vice Chair of Human Resources	588
Chair of Standards	5,838
Vice Chair of Standards	390
Other SRAs	
Mayor	4,662
Deputy Mayor	1,347
Administration Group Leader	3501
Principal Opposition Group Leader	7,014
Other Opposition Group Leaders	3,501

TRAVEL, SUBSISTENCE AND DEPENDENTS' CARERS' ALLOWANCES (CURRENT RATES)

TRAVEL ALLOWANCES

These rates are based on the HMRC's maximum tax free allowance.

1. **Motor Cars**

An allowance of 45p per mile regardless of engine size.

2. **Bicycles**

An allowance of 20p per mile.

3. **Public Transport**

Authorised journeys taken using public transport will be reimbursed at the cost of standard travel.

SUBSISTENCE

1. **Staff Subsistence Rates**

	Breakfast	Lunch	Tea	Dinner
Maximum Allowance	£7.84	£10.84	£4.32	£13.08

DEPENDENTS' CARERS' ALLOWANCES

1. **Dependents' Carers' Rates**

	Child Care	Adult Care
Maximum Allowance (per hour)	£4.62	£16.77