MEMBERS' ALLOWANCES SCHEME 2026/27

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 2026/27, and shall have effect for the period commencing 1 April 2026, 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 Chief Finance Officer (S151 Officer), elect to forego any part of their 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 Schedule1.

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 Schedule1.

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
        Overview and Scrutiny Committees
        Planning
        Licensing
        HR
        Standards

    (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 Councillors' 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.

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. From 11 May 2026, Councillors shall be entitled to a pension in accordance with a scheme made under section 1 of the Public Service Pensions Act 2013 and the basic allowance or special responsibility allowance (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.

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 2026
Index Applied	1 April 2026 3.3%

Members Allowances Scheme – Schedule 1	Annual Allowance 2026/27
Basic Allowance	9,106
Co-opted Member (Non-Councillor Position)	772
Independent Persons Allowance	2,309
Special Responsibility Allowances (SRAs)	
Leader	31,871
Deputy Leader	20,716
Cabinet Member / Portfolio Holder	15,936
Committees	
Chair of Audit and Accounts	7,968
Vice Chair of Audit and Accounts	796
Chair of Planning	11,155
Vice Chair of Planning	1,116
Chair of Licensing	7,968
Vice Chair of Licensing	796
Chair of Resources Overview and Scrutiny Committee	7,968
Vice Chair of Resources Overview and Scrutiny Committee	796
Chair of Resident Services Overview and Scrutiny Committee	7,968
Vice Chair of Resident Services Overview and Scrutiny Committee	796
Chair of Environment and Infrastructure Overview and Scrutiny Committee	7,968
Vice Chair of Environment and Infrastructure Overview and Scrutiny Committee	796
Chair of South Ham and Buckskin Regeneration Overview and Scrutiny Committee	7,968
Vice Chair of South Ham and Buckskin Regeneration Overview and Scrutiny Committee	796
Chair of Human Resources	4,781
Vice Chair of Human Resources	478
Chair of Standards	4,781
Vice Chair of Standards	478
Other SRAs	
Mayor	7,968
Deputy Mayor	1,992
Principal Opposition Group Leader	9,561
Other Opposition Group Leaders	4,781*

*SRA only payable to Group Leaders with at least 10% of all members within the Group (1) 5 of 54 members) 5 members.

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 55p per mile regardless of engine size, including electric vehicles.

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	£8.56	£12.01	£4.77	£14.86

DEPENDENTS' CARERS' ALLOWANCES

1. **Dependents' Carers' Rates**

	Child Care	**Adult Care**
Maximum Allowance (per hour)	£14.10	Actual costs on the production of receipts and medical evidence that specialist care is required.