

Gedling Borough Council Constitution

Section 29 – Members’ Allowances Scheme

Contents

29.1	Citation	1
29.2	Interpretation.....	1
29.3	Basic Allowance.....	1
29.4	Special Responsibility Allowances	2
29.5	Co-optees Allowance	2
29.6	Dependants Carers Allowance.....	2
29.7	Travelling and Subsistence Allowance	2
29.8	Renunciation.....	2
29.9	Revision of Scheme	2
29.10	Part-Year Entitlements and Backdating	3
29.11	Payments and Claims.....	3
29.12	Repayment of Allowances	4
29.13	Double Payment.....	4
	SCHEDULE 1 – PROPOSED SCHEME	5
	SCHEDULE 2 - APPROVED DUTIES IN RESPECT OF WHICH TRAVELLING AND SUBSISTENCE ALLOWANCES ARE AVAILABLE	5

Gedling Borough Council, in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003 (“the Allowances Regulations”) and all other enabling powers hereby makes the following Scheme:

29.1 Citation

The Scheme may be cited as the Gedling Borough Council Members’ Allowance Scheme and shall come into effect on the Twenty-second Day of April Two thousand and three.

29.2 Interpretation

“Councillor” means an elected Member of the Gedling Borough Council.

“Co-opted Member” means any person who is not for the time being a Councillor and who is appointed as a member of any other Committee or Sub-Committee of the Council.

29.3 Basic Allowance

Subject to Paragraphs 7 and 8 for each year a basic allowance of the amount specified in Schedule 1 hereto shall be paid to each Councillor. An annual indexation increase, in line with Chief Officer local authority pay award, will be applied for the next four years between 2024/25 and 2027/28.

29.4 Special Responsibility Allowances

- (1) For each year a special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the Authority specified in Schedule 1 to this Scheme.
- (2) Subject to Paragraphs 7 and 8 the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
- (3) No Councillor shall be paid more than one Special Responsibility Allowance at any one time and if at any time any Councillor shall hold more than one post attracting such an allowance, only the higher, or highest as the case may be, such allowance shall be payable.
- (4) An annual indexation increase, in line with Chief Officer local authority pay award, will be applied for the next four years between 2024/25 and 2027/28.

29.5 Co-optees Allowance

- (1) For each year an allowance shall be paid for each year to a co-opted Member in respect of attendance at conferences and meetings ("co-optees' allowance").
- (2) The co-optees' allowance shall be paid at the rate as specified in Schedule 1 to this scheme.

29.6 Dependants Carers Allowance

- (1) An allowance shall be paid to Councillors in respect of such expenses of arranging for the care of their children or dependents as are necessary incurred in a Councillor carrying out those duties specified in Schedule 2.

29.7 Travelling and Subsistence Allowance

- (1) For those duties designated as approved duties carried out by Councillors or co-opted members travelling and subsistence allowances shall be paid at the rates specified from time to time by the Council in accordance with Schedule 2 hereto.

29.8 Renunciation

A Councillor may by notice in writing given to the Chief Financial Officer elect to forego the whole or any part of his entitlement to an allowance under this Scheme.

29.9 Revision of Scheme

The Scheme of Allowances shall be amended and revised from time to time by the Council in accordance with Regulations in force for the time being under Section 99 Local Government Act 2000 and after consideration of a report by the Remuneration Panel appointed for the purpose of those Regulations.

29.10 Part-Year Entitlements and Backdating

- (1) When the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year the entitlement of the Councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office as member subsists bears to the number of days in that year.
- (2) Where this Scheme is amended as mentioned in Sub-Paragraph (2) and the term of office of a Councillor does not subsist throughout a period mentioned in Sub-Paragraph (2) the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that Sub-Paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Councillor subsists in that period bears to the number of days in that period.
- (3) Where a Councillor has during part but not throughout the whole of any year any such special responsibilities as entitle him or her to an allowance under Paragraph 4 of this Scheme that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in Sub-Paragraph (2) and a Councillor has during part but does not have throughout the whole of any period mentioned in Sub-Paragraph (2) of that Paragraph any such special responsibilities as entitle him or her to an allowance under Paragraph 4 of this Scheme that Councillor's entitlement shall be to payment of such part of the allowances referable to each such period (ascertained in accordance with that Sub-Paragraph) as bear to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (5) Where an amendment is made to the Scheme which affects an allowance payable for the year in which the amendment is made the entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.

29.11 Payments and Claims

- (1) Payment shall be made in respect of allowances under Paragraphs 3 and 4 and of this Scheme (subject to Sub-Paragraph (2)) in instalments of one-twelfth of the amount specified in this Scheme on the Twenty Fifth day of each month.
- (2) Where a payment of one-twelfth of the amount specified in this Scheme in respect of allowances under Paragraphs 3 and 4 of the Scheme would result in the Councillor receiving more or less than the amount to which by virtue of Paragraph 8 he or she is entitled the payment shall be of such amount as will ensure that neither more nor less is paid than the amount to which he or she is entitled.

- (3) A claim for an allowance under Paragraph 5 and 7 of this Scheme shall be made in writing in such form and supported by such evidence as the Chief Financial Officer of the Council shall require and shall be submitted to the said Chief Financial Officer within three months from the date on which an entitlement to each of the allowances arises.

29.12 Repayment of Allowances

Where payment of any allowance has been made in respect of any period during which the Councillor or Co-opted Member:

- (a) Ceases to be a member of the authority; or
- (b) Is in any other way not entitled to receive the allowance then such part of the allowance as relates to any such period shall be repaid to the Council.

29.13 Double Payment

Where a Councillor or Co-opted Member is a member of another local authority that Councillor or Co-opted Member may not receive allowances from more than one authority in respect of the same duties.

29.14 Parental Leave

Members have adopted a parental leave policy, which allows basic and special responsibility allowances to be paid in accordance with the policy which can be found here – [Parental Leave Policy for Councillors - Gedling Borough Council](#)

Gedling Borough Council Constitution

SCHEDULE 1 – CURRENT SCHEME (pay award included)

	From 1 April 2025 until 31 March 2026 inclusive:	
	Percentage of the Leader's Allowance	Per Annum (£)
Leader of Council	100%	16,910.80
Deputy Leader of the Council	80%	13,528.64
Cabinet Members	50%	8,455.40
Leader of Main Opposition Group	25% plus £176.22 per elected member*	5,813.68
Leader of Minority Opposition groups	Flat fee of £176.22 per elected member*	704.88 – (Lib Dem) 352.44 – (Indep)
Level One Committee Chair (Planning and Environment & Licensing Committees)	35%	5,918.78
Level Two Committee Chair (Audit & Overview and Scrutiny Committees)	25%	4,227.70
Level Three Committee Chair (Joint Consultative & Safety and Standards Committee)	10%	1,691.08
Chairing of Appeals & Retirement Committee and any other committee as the Vice-Chair on a stand in basis	-	£100 per meeting
Business Manager of Majority and Main Opposition Groups	Flat fee of £176.22 per elected member*	4581.72 (majority) 1,585.98 (main opp)
Mayor	37.5%	6,341.55
Deputy Mayor	12.5%	2,113.85
Policy Advisor	12.5%	2,113.85

1. From 1 April 2024 until 31 March 2025
the Basic Allowance payable to each Councillor 4,923.55
2. Co-opted Members 531.27
3. Dependent Carers Allowance of up to £9.30 per hour payable to cover childcare and dependents. The person providing the care may not be a close relative defined as spouse, partner (opposite or same sex cohabitantes), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must also sign a receipt to show that they have cared for the dependant during the hours claimed for.
4. Travelling and subsistence payable at the currently in force NJC employee rate.

*based on current membership as of August 2025

SCHEDULE 2 - APPROVED DUTIES IN RESPECT OF WHICH TRAVELLING AND SUBSISTENCE ALLOWANCES ARE AVAILABLE

Attendance at:

- 1 Formal meetings of the Council, including Committees and Sub-Committees and any other authorised meeting of these bodies or event organised by these bodies (including joint committees), where the councillor has been appointed by the Council as a member or a substitute member.
- 2 Formal meetings of the Cabinet its sub committees and any other authorised meetings thereof where the councillor has been appointed by the Leader/Council as a member.
- 3 Ad-hoc formally constituted working groups/panels (e.g., scrutiny working groups) where the councillor is (a) a named member of the body or (b) is formally invited to participate
- 4 Meetings of Nottinghamshire County Council committees/sub committees where the councillor has been appointed by the Council as a member or a representative
- 5 Meetings of bodies to which the Council makes appointments except where the body itself pays allowances to the Council's representative (the approval relates to meetings of the body itself; its standing committees/sub committees but not to other activities of the body)
- 6 Meetings of any local authority association of which the Council is a member where the councillor is the appointed representative or nominated substitute
- 7 Any conference or training where attendance is authorised by the Council
- 8 Any Council premises, or other agreed location, for a meeting agreed with either a member in receipt of an SRA or an Officer for the purpose of discussing matters relating to Council business in which it is reasonable to expect the councillor to have an interest
- 9 Briefing meetings at the invitation of an Officer of the Council provided that the members of at least two political groups have been invited
- 10 An approved agenda setting meeting or member development/awareness raising/seminar activity organised by the Council
- 11 Official site visits by members of the Planning Committee
- 12 Any site visit or inspection visits undertaken by members approved by or on behalf of the Council
- 13 Tender opening meetings where invited by an Officer to attend

Gedling Borough Council Constitution

Performance of:

- 14 Duties carried out by a member holding an office for which a special responsibility allowance applies.
- 15 Any particular duty for which express authority is given by or on behalf of the Council in case of emergency.
- 16 Such other duty for which prior approval has been given by the Chief Executive, in consultation with the Leader.