Scheme of Members' Allowances

Approved 31 March 2026 for the financial year 2026/27
(updated 22 May 2026 to reflect increase in HMRC approved mileage rate)

1. Introduction

1.1 As required by the Environment Act 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the National Park Authority, makes a scheme for the payment of allowances to Members. The scheme provides for payment of the following allowances: -

- Basic Allowance - payable to each Member;
- Special Responsibility Allowance - for certain Members in recompense for additional duties undertaken as a result of their holding of various positions within the Authority;
- Dependents' Carers' Allowance – payable for attendance at an "Approved Duty" [see **Appendix A**] and some "Special Responsibility Duties" as agreed by the Authority;
- Travel and Subsistence - payable for attendance at an "Approved Duty" [see **Appendix A**] and for relevant "Special Responsibility Duties" as agreed by the Authority.

1.2 Details of the current rates for the various allowances referred to above are set out in **Appendix B**.

2. General Points

2.1 A Member may choose to forego all or any part of their entitlement to an allowance by giving written notice to the Chief Executive (National Park Officer).

2.2 All enquiries relating to Members' allowances should be made to the Committees Officer by telephone: 01969 652364 or by email: committees@yorkshiredales.org.uk

3. Basic Allowance (BA)

3.1 BA is: -

- payable to all Members, unless they elect to not receive the payment.
- payable in monthly instalments, in arrears and apportioned for part year entitlements, where the term of office of a Member begins or ends otherwise than at the beginning or end of a year. [As it is paid automatically, direct into a bank account, Members do not need to claim it.]
- subject to the deduction of Income Tax and National Insurance if necessary [see Paragraph 9.3].

3.2 Definition of BA
BA is payable in recognition of the time and resource devoted by Members to their work, including: dealing with correspondence; attendance at meetings; training, conferences and workshops, and incidental costs such as IT consumables, postage and private telephone use.

4. Special Responsibility Allowance (SRA)

4.1 SRA is: -

- paid to Members who have specified special responsibilities, unless they elect not to receive payment.
- allocated on the basis of degree of responsibility and on the expected call on Members' time.
- paid monthly in arrears and apportioned for part year entitlements, where a Member does not have throughout the whole of a year any such special responsibilities as entitle him / her to an SRA.
- As determined by HMRC, is subject to the deduction of Income Tax and National Insurance.

4.2 A full list of the posts that receive SRA and the current rates payable is set out in **Appendix B.**

4.3 SRA is in recognition of the duties over and above those of a "normal" Member that relate to certain positions within the Authority, including: meetings with officers; dealing with correspondence; visits; meeting official Visitors to the National Park; official openings and familiarisation/fact finding visits.

4.4 SRA does not include an element for travel or subsistence. Claims for travel and subsistence can, therefore, be claimed for any duty that is covered by the payment of an SRA.

4.5 SRA does not include an element for payment of expenses of care for dependents. Members are expected to carry out some SRA duties (such as dealing with correspondence, research and reading), without having to organise external care. DCA will not be payable for these types of activity. DCA can be claimed for attending meetings and events, attended as part of the SRA duties.

5. Dependents' Carers' Allowance (DCA)

5.1 Subject to paragraphs 5.2 and 5.3, DCA may be claimed where a Member arranges paid care in respect of named children aged 14 or under for whom the Member has parental responsibility, or in respect of other named dependents where there is medical or social evidence that care is required and for whom the Member is a carer.

5.2 Payment of DCA is:-

- claimable for any approved duty, and for attending meetings or events covered by a special responsibility payment (see also paragraph 4.5);
- payable for the duration of the meeting or event attended, plus travelling time to and from the meeting;
- paid on the basis of the actual expenditure incurred, subject to a maximum hourly rate and a maximum annual allowance, as specified in Appendix B;
- not payable where a Member already receives a carer's allowance from the Department for Works and Pensions;

- not payable where the care provided is by a parent of the dependent, a person who is part of the Member's household or someone under 16;

- claimed monthly on the Members' claim form.

5.3 All claims for DCA must be supported by receipts.

6. Travel Allowance (TA)

6.1 TA is:-

- claimable for any approved duty, and for any duty covered by a special responsibility payment;

- claimed monthly on the Members' claim form;

- payable at the rates set out in Appendix B.

6.2 **Notes**

- Train Fares are reimbursed at standard rate

    - [NB - Members who regularly use the train for Authority business, may reclaim the cost of an appropriate Railcard.];

- If practicable, Members should use public transport and claim the fare(s) rather than the mileage allowance;

- Members should, wherever possible, share transport - an additional payment is payable for each passenger carried;

- Reimbursement of Taxi Fares may be made in exceptional circumstances;

- Reimbursement may be claimed for expenditure on tolls, ferries, parking fees etc.;

- Any Member who submits mileage claims for reimbursement must ask for and retain sufficient Value Added Tax (VAT) receipts for the purchase of fuel to support their claim. These receipts must be retained by the Member for six years. These procedures are necessary to enable the Authority to recover VAT from HM Revenue and Customs (HMRC) on reimbursement of mileage claims.

7. Subsistence Allowance (SA)

7.1 SA is:-

- claimable for any approved duty or SRA duty exceeding 4 hours which spans the agreed meal time periods;

- claimable for the actual cost of the meal (*) or the overnight expense up to the maximum allowed;

- claimable monthly via the Members' claim form; receipts should be submitted whenever possible, to support expenditure (*);

- Not claimable when the Authority provides food for Members at meetings;
- reimbursed at the rates set out in Appendix B (*).

7.2 Note: * - all claims for subsistence must be supported by receipts.

8. Non Claimable Duties

8.1 For the avoidance of doubt, the following duties are not approved for the purpose of claiming Travel Allowances and Subsistence Allowances:-

- single Member duties (unless sanctioned by Yorkshire Dales National Park Authority);
- Parish Council meetings;
- attendance at a meeting of a committee, sub-committee, panel or working group of which you are not a Member, unless you have been specifically invited in advance by the Chair;
- outside bodies who pay expenses to Members;
- duties relating to outside bodies that are not committee, sub-committee or working group meetings (please see “Approved Duties” – Appendix A).

9. Claims

9.1 How to Claim

- BA and SRA are paid automatically; monthly in arrears, direct into a bank account, after completion of initial details, and assuming a Member chooses to receive them.
- DCA, TA and SA must be claimed on the Members’ Claim Form for allowances.
- In order to assist with the monitoring of the budget, Members are requested to submit claims monthly, no matter how small. In order to try to ensure payment at the end of the following month, claims should be received by the Committees Officer (at the Bainbridge Office) at the latest by the 4th of the month following that claimed for. This allows all claims to be paid together on the last working day of that month.
- Claims should be submitted as soon as possible after the month end. If that is not possible, then they should be submitted within three months of a duty having been performed.
- Claims should be submitted electronically (in which case receipts obtained by Members for subsistence or other expenses should be retained by the Member for six years).
- Allowances must not be claimed where the Member is entitled to receive payment from another body.

9.2 Partial Year Entitlement

- A Member, who begins or ends a term of office or a SRA post during the course of the financial year, is entitled to an appropriate proportion of the BA or SRA for that year.

9.3 Tax and National Insurance

- BA, SRA and DCA are all taxable and are subject to national insurance, depending on individual circumstances.
- Members can request a PAYE code from HMRC for the taxing of payments.
- If no other tax code is supplied, Members will be taxed at basic rate.
- Members may be able to obtain an exemption for national insurance if they are over State Retirement Age upon proof of date of birth.

10. Other Provisions

10.1 Annual Updates

- Rates of BA and SRA will be updated annually, in line with the percentage change applicable to SCP 28 of the National Local Government pay spine.
- Hourly rates of DCA will be updated annually, in line with the national living wage.

10.2 Repayment

- Where payment of any allowance has already been made in respect of any period during which the Member is not a Member of the Authority, or for any other reason not entitled to receive the allowance in respect of that period, the Authority may require repayment of such part of the allowance.

Appendix A

Yorkshire Dales National Park Authority Approved Duties

1. Attendance at any of the following is specified as an approved duty:

   (a) Any meeting of the Authority, or any of the Authority's Committees, Sub-Committees, Working Parties, Panels or other bodies of which they are a Member specified in a list approved from time to time by the Authority.

   (b) Any other meeting the holding of which is authorised by the Authority, or a Committee or Sub-Committee, Working Party or Panel of the Authority, provided that attendance at the meeting is specified as an approved duty by a resolution of the body authorising it.

   (c) Any meeting or event (non-social) attended by a Member Champion (MC) in the performance of his/her duties as a MC and which is authorised by the Lead officer for that area of the Authority's work.

   (d) Any formal training event, conference or outside body at which the Member has been formally authorised to attend as a representative of the Authority.

   (e) Any formal meetings of the Local Government Association or the Association of National Park Authorities or the English National Park Authorities Association by the Chair and/or Deputy Chair of the Authority.

   (f) Any meetings or events (non-social), not covered elsewhere in the Scheme, on the official invitation of the Chief Executive

2. Allowances must not be claimed where the Member is entitled to receive payment from another body.

3. Attendance by the Chair and/or Deputy Chair at Authority/Committee/Sub-Committee briefings shall be deemed 'approved duty' for the purposes of the payment of DCA and Travelling and Subsistence Allowances.

Appendix B

Summary of Rates of Allowances for Members

Allowances and subsistence rates 2026/27, pending any 2027/28 pay settlement

Category of Allowance	Rates Payable Annual
Basic Allowance [BA] (available to all Members)	**£3,901**
Special Responsibility Allowance [SRA] • Chair of the Authority (BA x 2) • Deputy Chair of the Authority (BA x 0.5) • Chair of the Planning Committee (BA x 0.75) • Deputy Chair of the Planning Committee (BA x 0.4) • Chair of Finance and Resources Committee (BA x 0.5) • Chair of Audit & Review Committee (BA x 0.5)	**£7801** **£1,951** **£2,925** **£1,560** **£1,951** **£1,951**
Dependents' Carers' Allowance [DCA] • Hourly rate paid up to national living wage • Maximum annual allowance (equivalent to 100 hours per Member per year)	**Up to £12.71** **£1271.00**

Travelling Allowance [TA] and Subsistence and Accommodation

Expense Type	Rates
Accommodation (London)	£150 per night
Accommodation (Elsewhere)	£120 per night
Other accommodation	£50 - No change
Breakfast	£10
Lunch	£10 - No change
Tea	£8 - No change
Evening Meal	£20
Mileage (Car, up to 10,000 miles/year)	55p per mile
Mileage (Car, over 10,000 miles/year)	25p per mile
Business passenger	5p per mile
Mileage (Bicycles)	20p per mile
Mileage (Motorcycles)	24p per mile

If you have any queries about the Scheme of Allowances, please contact the Committees Officer on 01969 652364 or by email: **Committees@yorkshiredales.org.uk**