

## **SCHEME OF MEMBERS' ALLOWANCES**

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### **INTRODUCTION**

1. Entitlement to and payment of allowances to Members and Co-opted Members of the Authority shall be in accordance with the provisions of this Scheme. The Scheme is made under the Local Authorities (Members Allowances) (England) Regulations 2003.
2. The Scheme shall have effect for the period 1 October 2003 to 31 March 2004 and thereafter for subsequent years commencing 1 April. 'Per annum' and 'complete year' shall be construed accordingly. The Scheme may be amended at any time by resolution of the Authority.

### **BASIC ALLOWANCE**

3. Each member of the Authority shall be paid in monthly instalments a basic allowance of £2,574 per annum (effective from 1 July 2009).
4. For the avoidance of doubt, 'member' in this context means a person appointed to the Authority under the provisions of the Wiltshire Fire Service Combination Scheme.
5. The basic allowance is intended to recognise the time commitment of members including calls on their time at meetings with officers and constituents. It is also intended to cover incidental costs such as the use of members' homes. The exceptions to this are that the Chairman receives a mobile phone from the Authority, the cost of all fire authority related calls being met by the Authority, and all members have the use of specific items of stationery supplied at the Authority's cost.
6. Where a member's term of office does not extend throughout a complete year, the amount payable shall be pro rata to the number of days during which his/her term of office subsists.
7. Where a member is suspended or partially suspended from his/her responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, the Authority shall have discretion to withhold that part of the allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended.

### **SPECIAL RESPONSIBILITY ALLOWANCE**

8. Special Responsibility Allowances of the amounts below shall be paid in monthly instalments to those members holding the following positions in recognition of the additional duties and time commitment such positions entail. The rates quoted are effective from 1 July 2009.

<b>Position</b>	<b>Amount of Allowance</b>
Chairman of the Authority	£10,725 per annum
Vice Chairman of the Authority	£4,578 per annum
Leader of a political group within the meaning of the Local Government (Committees and Political Groups) Regulations 1990	£2,145 per annum
The Authority's appointee to the Board of the South West Fire Control Service Ltd	£2,145 per annum

9. Where a member holds one of the above positions for part of a year, the amount payable shall be pro rata to the number of days he/she holds that position.
10. A member may not receive more than one Special Responsibility Allowance at any one time. Therefore, a member holding more than one of the positions in paragraph 8 above must notify the Clerk to the Authority in writing which Special Responsibility Allowance he/she wishes to be paid. This paragraph does not apply to the Special Responsibility Allowance relating to the Authority's appointee to the Board of the Company set up to run the Regional Control Centre.
11. Where a member is suspended or partially suspended from his/her responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, the Authority shall have discretion to withhold that part of the allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended.

#### **CO-OPTEE'S ALLOWANCE**

12. A co-optees' allowance of £288 per annum will be paid in monthly instalments to the independent member(s) of the Authority's Standards Committee, except in respect of the Chairman who will receive an allowance of £573 per annum. These rates are effective from 1 July 2009.
13. Where the term of office of an independent member on the Standards Committee or as Chairman of the Committee does not exist throughout a complete year, the amount payable shall be pro rata to the number of days during which his/her term of office subsists.
14. Where a member is suspended or partially suspended from his/her responsibilities or duties as an independent member of the Standards Committee or as chairman of the Committee in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, the Authority shall have discretion to withhold any allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended.

## TRAVELLING AND SUBSISTENCE ALLOWANCES

15. Members and the independent member(s) of the Standards Committee shall be entitled to claim travelling and subsistence allowances for the following duties :
- (1) meetings of the Authority, its committees and working parties formally convened by the Clerk, including (a) seminars, etc. to which all members have been invited and (b) cases where a member is invited and officially notified to attend a meeting of a committee or working party of which he/she is not a member;
  - (2) formal briefings by the Chief Fire Officer or other officer, provided members of at least two political groups have been invited to attend;
  - (3) on-site inspections or visits authorised in advance by the Authority or a committee;
  - (4) official and courtesy visits undertaken by the Chairman of the Authority or, in the case of a particular visit, such other member as he/she may ask to represent him/her.
  - (5) attendance as an officially appointed representative of the Authority on any other body, including a committee, sub-committee or working party of that body, or a further body to which that body has appointed the representative provided there is a connection with the functions of the Authority;
  - (6) attendance at outside conferences, courses, seminars and like meetings, where a member's attendance has been properly authorised in accordance with the Authority's approved procedure for such authorisations;
  - (7) attendance at medal presentation ceremonies and other events of a public relations nature to which members of the Authority have been formally invited;
  - (8) official duties undertaken by a member of the Authority in his/her capacity as the Chairman or Vice Chairman of the Regional Management Board of South West Fire Authorities;
  - (9) subject to the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, such other duties for the purpose of or in connection with the discharge of the functions of the Authority as the Authority may from time to time determine;
  - (10) attendance at meetings with officers of the Service where a member has been formally invited in his/her capacity as reference holder;
  - (11) visits to Fire & Rescue Service premises undertaken as part of a planned programme;

- (12) attendance at meetings of South West Fire Control Service Limited as a director or alternate director and official duties undertaken as a director or alternate director of the Company.
16. The amounts of allowances paid by the Authority are set out in the Schedule. The amounts of subsistence allowances are maxima within which the actual expenditure will be reimbursed.
17. Where a member is suspended or partially suspended from his/her responsibilities or duties as a member of the Authority or an independent member of the Standards Committee in accordance with Part III of the Local Government 2002 or regulations made thereunder, the Authority shall have discretion to withhold any travelling and subsistence allowances payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended.

### **INDEXATION OF ALLOWANCES**

18. The basic, special responsibility and co-optees' allowances shall be adjusted annually in line with the average percentage pay increase agreed by the NJC for Local Government Services. Adjustment of the allowance shall take effect from the beginning of the financial year.
19. The rates of travelling and subsistence allowances shall be the same as those to which employees of the Authority are entitled and shall be adjusted and take effect in line with alterations made from time to time to the latter.
20. The Finance Director shall have delegated power to approve the adjustment in accordance with paragraphs 18 and 19 above.

### **ENTITLEMENT**

21. A member or independent member of the Standards Committee is entitled to receive only the allowances under this scheme for the duties he/she undertakes as a member of the Fire Authority, and may not claim or receive allowances from another local authority or any other source for the same duties.
22. A member or independent member of the Standards Committee may elect to forgo all or any part of his/her entitlement to allowances by giving notice in writing to the Clerk to the Authority.

### **WITHHOLDING OF ALLOWANCES**

23. The Standards Committee shall have delegated power to exercise the discretion to withhold allowances under paragraphs 7, 11, 14 and 17 above.

### **REPAYMENT**

24. Where payment of any allowance has already been made in respect of any period during which the recipient was in any way not entitled to receive the

allowance in respect of that period, the Authority shall have discretion to require repayment of the allowance to the Authority for the period in question.

## **CLAIMS**

25. Basic, special responsibility and co-optees' allowances do not need to be claimed.
26. Claims for travelling and subsistence must be made on the approved form. Completed claim forms should reach the Clerk to the Authority within five working days after the end of the month to which a claim relates.
27. A claim for allowances shall include, or be accompanied by, a statement by the member that expenditure has been incurred and that he/she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under this Scheme.
28. Where re-imburement of taxi fares, parking fees, etc is being claimed, receipts should be attached to the claim form. **CLAIMS FOR SUBSISTENCE ALLOWANCES SHOULD ALSO BE ACCOMPANIED BY RECEIPTS.**

## **SCHEDULE**

### **TRAVELLING ALLOWANCES**

- (1) Standard class rail fare, or ordinary fare for other public conveyance, or the appropriate cheap rate where applicable.
  - NB (i) Standard class rail travel should always be used unless the train's standard class accommodation is full, in which case it is in order to travel 1st class and pay the surcharge.
  - (ii) The cost to the Authority of the use of public transport for medium and long distance journeys may often be less than the cost of a member's use of a private car. There is an expectation that before making medium or long distance journeys members will consider the cost to the Authority as well as the convenience of the mode of transport. Where public transport is available, convenient, and cheaper, a member may choose to use his or her own private vehicle but claim the public transport fare.
- (2) For travel by a member in his/her own private car or one provided for his/her use:
  - (i) Cars not over 999cc 46.9p per mile
  - (ii) Cars over 999cc but not over 1199cc 52.2p per mile
  - (iii) Cars over 1199 cc 65.0p per mile

N.B. Mileage claims will be checked using the recommended route on the ViaMichelin website. Claims will be adjusted if more than 10% above the mileage shown on the website.

- (3) In respect of (2) above, 3p per mile may be claimed for the first passenger and 2p per mile each for the second, third and fourth passenger for whom an allowance would otherwise be payable by the Authority.
- (4) For travel by a member on his/her own pedal cycle, or one provided for his/her use: 5p per mile.
- (5) Hire of taxi cabs in cases of emergency or unavailability of public transport.
- (6) Expenditure on tolls, ferries, parking fees, etc and overnight parking.

### **SUBSISTENCE ALLOWANCES**

In the case of an absence not involving an overnight absence from the usual place of residence :

Breakfast	-	departure from normal place of residence before 7.30am for an absence of at least 3 hours - £6.10
Lunch	-	departure from normal place of residence before 12.00 noon and return after 2.00pm - £8.60
Tea	-	return to normal place of residence after 6.30pm following an absence of at least 3 hours - £3.35
Dinner	-	return to normal place of residence after 8.30pm following an absence of at least 3 hours - £10.60.

The rate for bed and breakfast for an overnight absence from the usual place of residence is £91.65 in London and £78.85 elsewhere. Out-of-pocket expenses of £5.00 per night may be claimed in addition.