

**SCHEME OF MEMBERS ALLOWANCES**

**MERSEYSIDE FIRE & RESCUE AUTHORITY**

1. This Scheme is made on the 15<sup>th</sup> day of June 2009, in accordance with the Local Authorities (Members Allowances) England Regulations 2003 for the payment of Members Allowances.
2. This Scheme amends the previous Scheme made by the Authority with effect from the 1st day of April, 2005, as subsequently amended on 1<sup>st</sup> November 2008. This Scheme shall continue until subsequently varied or revoked by the Authority.
3. **Basic Allowance**
  3. 1. The Authority shall pay a Basic Allowance to each Member of the Authority who is a Councillor for each year.
  3. 2. Subject to paragraphs 3.3, 7, 8, and 12 the Basic Allowance payable in respect of each year commencing on 1st April, 2009, shall be £7,970.
  3. 3. Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his/her term of office as a Member and Councillor subsists bears to the number of days in that year.
4. **Special Responsibility Allowance**
  4. 1. Subject to paragraphs 4.2, 7, 8, and 12 the Authority shall pay to a Member of the Authority who is a Councillor and who has the Special Responsibility specified in column one of Schedule 1 to this scheme a Special Responsibility Allowance in respect of each year commencing on the 1st April, 2009 of a sum specified in the corresponding part of column 2 of Schedule 1.
  4. 2. Where a Member does not have throughout a year a Special Responsibility, his/her entitlement shall be to payment of such part of the respective Special Responsibility Allowance as bears to the whole the same proportion as the number of days in the period during which he/she has such Special Responsibility bears to the number of days in that year.

5. Travelling and Subsistence Allowance

5. 1. Subject to paragraphs 8, 9, and 12 the Authority shall pay to each Member of the Authority who is a Councillor an allowance in respect of travelling and subsistence undertaken in connection with or relating to the duties specified in paragraph 5. 2. in respect of the matters specified in column 1 of the Second Schedule at the rates specified in the corresponding part of column 2 of the second Schedule.
5. 2. The duties referred to in paragraph 5.1. (for which travelling and subsistence allowance is payable) are:-
- (a) The attendance at a meeting of the Authority or of any sub – committee of the Authority, or of any other body to which the Authority makes appointments or nominations, or of any committee or sub-committee of such a body;
  - (b) The attendance at any other meeting, the holding of which is authorised by the Authority, or a committee or sub-committee of the Authority or a joint committee of the Authority and one or more Local Authority within the meaning of section 270 (1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:-
    - (i) Where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
    - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.
  - (c) The attendance at a meeting of any association of authorities of which the Authority is a member.
  - (d) The attendance at any conference or meeting approved by the Authority (or the Clerk, acting under delegated powers on behalf of the Authority).whether inside or outside of the United Kingdom for the purpose of discussing any matter which relates to the interests or the functions of the Authority or to any function of Local Authorities in which the Authority has any interest.

- (e) The attendance at seminars and presentations arranged by the Chief Fire Officer, the Clerk, or the Authority which relate to the interests or the functions of the Authority or to any function of local authorities in which the Authority has an interest.
- (f) Making official and courtesy visits, whether inside or outside the United Kingdom on behalf of the Authority as approved by the Authority, or a Committee of the Authority (or the Clerk acting under delegated powers on behalf of the Authority.)

6. Co-optee's Allowances

- 6. 1. The Authority shall pay a Co-optee's Allowance in respect of attendance at conferences and meetings, to each person who is not a member of the Authority but who is a member of a Committee (or sub-committee) of the Authority (for example the independent member(s) appointed to the Authority's Standards Committee).
- 6. 2. Subject to paragraphs 6.3., 7, 8, 9, and 12 the Co-optee's Allowance payable in respect of each year commencing on 1st April, 2009 shall be £615.
- 6. 3. Where the appointment of a member specified in paragraph 6.1. begins or ends otherwise than at the beginning or end of the year, their entitlement shall be to payment of such part of the Co-optee's Allowance as bears to the whole the same proportion as the number of days during which their term of office as a member subsists bears to the number of days in that year.

Suspension of Allowances

- 7. Where a member of the Authority (or of a Committee of the Authority as the case may be) is suspended from their responsibilities or duties as a member of the Authority in accordance with part III of the Local Government Act 2000 or regulations made under that part, then the Authority may withhold:-
  - (a) the part of the Basic Allowance payable to that Member in respect of the period for which they are suspended or partially suspended; and/or
  - (b) the part of the Special Responsibility Allowance payable to that Member in respect of the responsibilities or duties from which they are suspended or partially suspended; and/or

- (c) any Travelling and Subsistence Allowance payable to the Member in respect of the responsibilities or duties from which they are suspended or partially suspended; and/or
- (d) any Co-optee's Allowance payable to that Member in respect of the responsibilities or duties from which they are suspended or partially suspended.

#### Repayment of Allowances

8. Where payment of any allowance has already been made in respect of any period during which the Member concerned is:-
- (a) suspended or partially suspended from their responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part; or
  - (b) Ceases to be a member of the Authority; or
  - (c) is in any other way not entitled to receive the allowance in respect of that period.

The Authority may require that such part of the allowance as relates to any such period be repaid to the Authority.

9. No Duplication of Payment

Where a Member of the Authority is also a Member of another authority, that Member may not receive allowances from more than one authority in respect of the same duty.

10. Elections to Forgo Allowances

A person may, by notice in writing given to the Clerk to the Authority elect to forgo their entitlement or any part of their entitlement to allowances.

11. Claims and Payments

- 11.1 Claims for Travelling and Subsistence Allowances, and Co-optee's Allowances must be made by the person to whom they are payable within 6 months of the date from which entitlement to such allowances arises.
- 11.2 The Authority has the right to refuse payment where the allowance is not claimed within the period specified in paragraph 11.1.

12. Annual Adjustment of Allowances

The allowances specified in paragraphs 3 (Basic Allowance) 4 (Special Responsibility Allowance) 5 (Travelling and Subsistence Allowance) and 6 (Co-optee's Allowance) shall be increased annually with effect from the 1<sup>st</sup> day of April in each year by the same proportion as the increase in salary of firefighting staff in the Service in the year prior to 1<sup>st</sup> April of the year for which an allowance under this scheme is payable.

13. Date from which Amendments to the Scheme are to apply

Where an amendment is to be made to this scheme by the Authority which affects an allowance payable for the year in which the amendment is made, entitlement to such allowance as amended shall apply with effect from the date of approval of the amendment by the Authority.

SCHEDULE 1

Special Responsibility Allowances

<u>Column 1</u>	<u>Column 2</u>
(Special Responsibility)	(Amount of Special Responsibility Allowance)
• Chairman	£16,140
• Vice Chairman	£12,105
• Leader of a political group ( <i>except the Chairman</i> )	£8,070
• Deputy Leader of a political group ( <i>except where a Special Responsibility Allowance is also payable to the same person for performing the responsibility of chair of an Authority committee</i> ).	£4,035
• Chair of an Authority Committee	£4,035
• Chair of an Authority Panel	£4,035
• Member of NW Partnership Board	£1,354
• Vice Chair of NW Partnership Board	£756
• Co-optees Allowance	£615
• Additional Responsibility ( <i>except the Chairman, a Vice Chairman, Leader/Opposition Spokesperson, Deputy Leader or Chair of a Committee</i> ).	£2,018

*Only one additional Responsibility Allowance payable regardless of how many additional responsibility roles held. Eg if appointed as sponsor for more than one role, only entitled to one allowance.*

*Chair's of Authority Panel's are entitled to Additional Responsibility Allowance if Appointed.*

SCHEDULE 2

Travelling & Subsistence Allowances

<u>Column 1</u>	<u>Column 2</u>
1. <u>Travel Allowance</u>	(rates of allowance)
Travel by public transport	A sum equal to the costs of the ordinary fare, or in the case of travel by rail the cost of first class travel
Travel by motor cycle	22.3p per mile
Travel by motor vehicle	56.4p per mile
Travel by taxi	A sum equal to the actual fare and any reasonable gratuity paid
Travel by air	A sum equal to the cost of the ordinary fare, or where travelling on a flight scheduled to take at least 5 hours a sum equal to the cost of club class
2. <u>Subsistence Allowance</u>	
<u>Column 1</u> (absence period)	<u>Column 2</u> (Rates of Allowance)
2. 1. Where the Authority does not pay for overnight accommodation direct and:-	
<ul style="list-style-type: none"><li>Absence overnight in U.K. from usual place of residence (other than in London) £148</li></ul>	

- Absence overnight from usual place of residence in London (i.e. the city of London, Boroughs of London, Greenwich, and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwall, Tower Hamlets, Wandsworth and Westminster) £180
- Absence overnight outside the U.K. £180

2. 2. Subject to paragraph 2.3. where the Authority pays for overnight accommodation direct and there is absence from the usual place of residence, a subsistence allowance of £56.82 in London and £44.77 elsewhere, is payable. Where the absence does not involve an absence overnight:-

Breakfast Allowance

- (a) Absence of more than 4 hours before 11 a.m. £9.01

Lunch Allowance

- (b) Absence of more than 4 hours, including the period 12 noon and 2 p.m. £13.55

Tea Allowance

- (c) Absence of more than 4 hours including 3pm to 6pm, or £5.64

Evening meal Allowance

- (d) Absence of more than 4 hours ending after 7 p.m. £16.92

2. 3. Where meal(s) are provided free of charge to the member their entitlement to an allowance will not apply in respect of the meal period for which such meal or meals are provided without charge to the member.



## Member Allowances 2012/13

Based on current Authority Structure (see CFO/058/11 Appendix A)

- ◆ Original source : CFO/117/05
- ◆ Revised 'Scheme of Members Allowances' 01/11/08
- ◆ Increased each 1st April in line with Firefighters Pay Award of previous July
- ◆ Increase applied 01/04/10 = 1.25%

<b>Basic Allowance</b>	£	
	<b>Annual</b>	<b>New Monthly</b>
Members	£8,070	672.50
Independents	£623	51.92

### **Special Responsibility Allowance**

**Annual New Monthly**

Payable to certain Members in addition to Basic.

	£	
Chair	£16,140	1345.00
Vice Chair	£12,105	1008.75
Opposition Spokespersons ( x2)	£8,070	672.50
Committee Chair	£4,035	336.25
Deputy Leader	£4,035	336.25
Additional Responsibility	£2,018	168.17
NW Partnership Board Member	£1,354	112.83
NW Partnership Board Vice Chair	£756	63.00

### Members Travel & Subsistence Allowances 2010/11

#### **Travel**

#### **New Allowance**

Motor Cycle	p. per mile	22.6
Motor Vehicle	p. per mile	56.4

#### **Overnight Subsistence:**

£

Overnight stay London & approved conferences	180.00
Overnight stay outside London	148.00

**If accommodation is paid directly by the Authority the allowance is reduced to:**

£

London & approved conferences	56.82
Outside London	44.77

#### **Day Subsistence:**

£

Breakfast	9.01
Lunch	13.55
Tea	5.64
Evening Meal	16.92
Full day subsistence	39.49

*Where any meal is provided free of charge, the corresponding allowance will not be payable.*



## Member Allowances 2012/13

Based on New of Authority Structure (see CFO/069/12 Appendix A)

- ◆ Original source : CFO/117/05
- ◆ Revised 'Scheme of Members Allowances' 01/11/08
- ◆ Increased each 1st April in line with Firefighters Pay Award of previous July
- ◆ Increase applied 01/04/10 = 1.25%

	£	
<b>Basic Allowance</b>	<b>Annual</b>	<b>New Monthly</b>
Members	£8,070	672.50
Co-optees	£623	51.92

### **Special Responsibility Allowance**

**Annual New Monthly**

Payable to certain Members in addition to Basic.

£

Chair	£16,140	1345.00
Vice Chair <i>(including Chair of Committee)</i>	£12,105	1008.75
A Political Group Leader <i>(Excluding Chairperson)</i>	£8,070	672.50
Opposition Spokesperson	£4,035	336.25
Committee Chair <i>(Excluding Authority Chair/Vices &amp; Leaders)</i>	£6,053	336.25
Sub Committee Chair	£4,035	336.25
Additional Responsibility <i>(unless in receipt of any other special responsibility)</i>	£2,018	168.17

### Members Travel & Subsistence Allowances 2012/13

#### **Travel**

**New Allowance**

Motor Cycle	p. per mile	22.6
Motor Vehicle	p. per mile	56.4

#### **Overnight Subsistence:**

£

Overnight stay London & approved conferences	180.00
Overnight stay outside London	148.00

**If accommodation is paid directly by the Authority the allowance is reduced to:**

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London & approved conferences	56.82
Outside London	44.77

#### **Day Subsistence:**

£

Breakfast	9.01
Lunch	13.55
Tea	5.64
Evening Meal	16.92
Full day subsistence	39.49

*Where any meal is provided free of charge, the corresponding allowance will not be payable.*

APPENDIX D  
(CFO/075/12)

Type of Allowance	Current Scheme 2011/12	Current Scheme 2011/12	Current Scheme 2011/12	New Scheme 2012/13	New Scheme 2012/13	New Scheme 2012/13	Comparison 2011/12 minus 2012/13 allowances
Elected Member Basic Allowance	£8,070.00	18	£145,260.00	£8,070.00	18	£145,260.00	£0.00
Co-optee Allowance	£623.00	3	£1,869.00	£623.00	3	£1,869.00	£0.00
Chair Allowance	£16,140.00	1	£16,140.00	£16,140.00	1	£16,140.00	£0.00
Vice Chair Allowance	£12,105.00	2	£24,210.00	£12,105.00	2	£24,210.00	£0.00
Group Leader (excluding Chair)	£8,070.00	2	£16,140.00	£8,070.00	1	£8,070.00	£8,070.00
Op. Grp Spokesperson	£0.00	0	£0.00	£4,035.00	1	£4,035.00	-£4,035.00
Deputy Group Leader	£4,035.00	2	£8,070.00	£0.00	0	£0.00	£8,070.00
Chair of Committee(all chairs in current structure)	£4,035.00	5	£20,175.00	£6,053.00	2	£12,106.00	£8,069.00
Chair of Sub Committee (In new structure)	£0.00	0	£0.00	£4,035.00	3	£12,105.00	-£12,105.00
Sponsor/Scrutiny Member	£2,018.00	9	£18,162.00	£2,018.00	5	£10,090.00	£8,072.00
NW Region Member	£1,354.00	3	£4,062.00	£0.00	no payment	£0.00	£4,062.00
NW Region Vice	£756.00	1	£756.00	£0.00	no payment	£0.00	£756.00
<b>Total</b>	<b>57,206.00</b>	<b>46</b>	<b>254,844.00</b>	<b>£61,149.00</b>		<b>£233,885.00</b>	<b>£20,959.00</b>

