

## **Scheme of Members Allowances**

1. This Scheme is made on the 13<sup>th</sup> day of June 2024, 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 since its inception and as subsequently up to and including last year on 8<sup>th</sup> June 2023. 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, shall be £9,202.
  - 3.3 Where a Member's term of office begins or ends at any time other than at the beginning or end of a year, their entitlement shall be to a proportion of the Basic Allowance that represents the number of days within that year, to which they are appointed as a Member of the Authority.
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, the sum specified in the corresponding part of column 2 of Schedule 1.
  - 4.2 Should a Member be appointed to or removed from a role carrying a Special Responsibility Allowance, at any point other than at the beginning or end of the year, their entitlement shall be to a proportion of the Special Responsibility Allowance that represents the number of days within the year to which they are appointed in that role.
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 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 a travelling and subsistence allowance is payable) are:-
    - (a) The attendance at a meeting of, the Authority, any Sub – Committee of the Authority, any other body to which the Authority makes appointments or nominations, or any Committee or Sub-Committee of any 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 Monitoring Officer, 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 Monitoring Officer, 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 Monitoring Officer acting under delegated powers on behalf of the Authority.)

#### 6. Independent Persons Allowance

The Authority shall pay an Independent Person Allowance, in respect of attendance at conferences and meetings, to any individual who is not a Member of the Authority, but who is appointed as a co-opted member of a Committee (or Sub-Committee) of the Authority.

Subject to paragraphs 3.3, 7, 8, 9 and 12, the Independent Person's Allowance, payable in respect of each year commencing on 1<sup>st</sup> April, shall be to a sum of £60 for each day of attendance at meetings or events.

#### 7. Suspension of Allowances

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 Independent Person's Allowance payable to that person in respect of the responsibilities or duties from which they are suspended or partially

suspended.

8. Repayment of Allowances

Where payment of any allowance has already been made in respect of any period during which the Member concerned:-

- (a) is 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 Monitoring Officer, 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 Independent Person'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), and 4 (Special Responsibility 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, unless The Authority resolves otherwise. The allowances specified in paragraphs 5 (Travelling and Subsistence Allowance) shall be increased annually with effect from the 1<sup>st</sup> day of April in each year by the previous March CPI rate.

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.

## Member Allowances 2024/25

Original Source: CFO/067/13  
Increased in line with Firefighters Pay Award of 01 July 2023  
Increase applied = 5%

Basic Allowance	Annual	New Monthly
Members	£ 9202	£ 766.83

### Daily Attendance Rate

Co-Optee / Independent Person £60 payable via Invoice

Special Responsibility Allowance (payable to certain Members in addition to Basic)	Annual	New Monthly
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Chair of the Authority	£18,405	£ 1,533.75
Vice Chair (incl. Chair of Committee)	£13,804	£ 1,150.33
Opposition Spokespersons	£ 2,301	£ 191.75
Committee Chairs	£ 6,903	£ 575.25

## Members Travel & Subsistence Allowances 2024/25

Increased in line with CPI of March  
Increase applied = 3.2%

Travel	New Allowance
Motor Cycle (pence per mile)	£ 0.26
Motor Vehicle (pence per mile)	£ 0.65

### Overnight Subsistence

Overnight Stay – London & Approved Conferences	£ 207.59
Overnight stay outside London	£ 170.68

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

London & Approved Conferences	£ 65.52
Outside London	£ 51.63

### Day Subsistence

Breakfast	£ 10.39
Lunch	£ 15.62
Tea	£ 6.50
Evening Meal	£ 19.52
Full day subsistence	£ 45.54

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

## **Schedule 1 – Special Responsibility Allowances**

<u>Column1</u> (Special Responsibility)	<u>Column 2</u> (Amount of Special Responsibility Allowance)
Chair of the Authority	£18,405
Vice Chair (incl. Chair Of Committee)	£13,804
Opposition Spokesperson	£2,301
Committee Chairs of the Authority	£6,903
Additional Responsibility (for Opposition Spokesperson)	£2,301

Only one additional Responsibility Allowance payable regardless of how many additional responsibility roles held.

