Scheme of Members Allowances

1. This Scheme is made on the 14th day of June 2016, 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 1st November 2008, 15th June 2009, 11th June 2013, 26th June 2014 and 11th June 2015. 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, 2016, shall be £8,070.

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, commencing on the 1st April 2016, of a sum specified in the corresponding part of column 2 of Schedule1.

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.)

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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 6.3, 7, 8, 9, and 12, the Independent Person's Allowance, payable in respect of each year commencing on 1st April 2016, shall be to a sum of £50 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 lll 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 Member 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 is:-

(a) suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part lll 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), 4 (Special Responsibility Allowance), 5 (Travelling and Subsistence Allowance) and 6 (Independent Person's Allowance), shall be increased annually with effect from the 1st 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 1st April of the year for which an allowance under this scheme is payable, unless The Authority resolves otherwise.

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

Column1 (Special Responsibility)	Column 2 (Amount of Special Responsibility Allowance)
Chairman	£16,140
Vice Chairman (incl. Chair Of Committee)	£12,105
Opposition Spokesperson	£2,018
Committee Chair (excl. Authority Chair/ Vices & Leaders/Opposition Spokesperson)	£6,053
Sub-Committee Chair	£4,035
Additional Responsibility (except the Chairman, a Vice Chairman, Leader/Opposition Spokesperson, Chair of a Committee or Sub-Committee)	£2,018

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

Schedule 2 – Travelling & Subsistence Allowances

1. Travel Allowance

Column 1 (type of travel)	Column 2 (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	22.6p per mile
Travel by motor vehicle	56.4p per mile
Travel by taxi	A sum equal to the actual far 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. Subsistence Allowance

Column 1 (absence period)	Column 2 (rates of allowance)
2.1 Where the Authority does not pay for overnight accommodation direct and:	
Absence overnight in UK from usual place of residence (other than in London)	£148.00
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)	£180.00
Absence overnight outside the U.K.	£180.00

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:-

(a) Breakfast Allowance

Absence of more than 4 hours Before 11a.m.	£9.01

(b) Lunch Allowance

Absence of more than 4 hours, Including the period of 12noon and 2pm	£13.55

(c) Tea Allowance

Absence of more than 4 hours Including 3pm to 6pm	£5.64

Or;

(d) Evening Meal Allowance

Absence of more than 4 hours ending after 7pm	£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 2016/17

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%

Basic Allowance	**Annual**	**New Monthly**
Members	£ 8,070	£ 672.50
	Daily Attendance Rate	
Co-Optee / Independent Person	£50 payable via Invoice	

Special Responsibility Allowance	**Annual**	**New Monthly**
(payable to certain Members in addition to Basic)		
Chair	£16,140	£ 1,345.00
Vice Chair (incl. Chair of Committee)	£12,105	£ 1,008.75
Opposition Spokespersons	£ 2,018	£ 168.17
Committee Chair (excl. Authority Chair/ Vices & Leaders)	£ 6,053	£ 504.42
Sub-Committee Chair	£ 4,035	£ 336.25
Additional Responsibility (unless in receipt of any other special responsibility)	£ 2,018	£ 168.17

Members Travel & Subsistence Allowances 2014/15

Travel	**New Allowance**
Motor Cycle (pence per mile)	22.6
Motor Vehicle (pence 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