

**SCHEME OF MEMBERS' ALLOWANCES**

**Approved 27 Sept. 2012**

Item 10 Appendix 2

**Introduction**

1. Entitlement to and payment of allowances to 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 27 September 2012 to 31 March 2013 and thereafter for subsequent calendar years commencing 1 April. 'Per annum' (p.a.) 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 £2,600 per annum.

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 (i) the Chairman may be given a mobile phone by the Authority, in which event the cost of all fire authority related calls will be met by the Authority, and (ii) all members may 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.

**Special Responsibility Allowance**

7. Special Responsibility Allowances of the amounts below shall be paid in monthly

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instalments to those members holding the following positions in recognition of the additional duties and time commitment such positions entail.

### **Position Amount of Allowance p.a.**

Chairman of the Authority £10,832

Vice-Chairman of the Authority £ 4,624

Leader of a political group within the meaning £ 2,166

of the Local Government (Committees and Political

Groups) Regulations 1990

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8. 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.

9. 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 7 above must notify the Clerk to the Authority in writing which Special Responsibility Allowance he/she wishes to be paid.

### **Travelling and Subsistence Allowances**

10. Members shall be entitled to claim travelling and subsistence allowances for the following duties :

(1) meetings of the Authority, its committees, panels, workstreams and working parties formally convened by the Clerk or other responsible officer, 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;

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(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) attendance at meetings with officers of the Service where a member has been formally invited in his/her capacity as reference holder;

(9) visits to Fire & Rescue Service premises undertaken as part of a planned programme.

(10) 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;

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11. The amounts of allowances paid by the Authority are set out in the Schedule to this scheme. THE AMOUNTS OF SUBSISTENCE ALLOWANCES ARE MAXIMA WITHIN WHICH THE ACTUAL EXPENDITURE WILL BE REIMBURSED.

### **Indexation of Allowances**

12. The basic and special responsibility allowances shall be adjusted annually in line with the average percentage pay increase agreed by the NJC for Local Government

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Services. Adjustment of the allowance shall take effect from the beginning of the financial year.

13. The rates of 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.

14. The Treasurer shall have delegated power to approve the adjustments in accordance with paragraphs 12 and 13 above.

### **Entitlement**

15. A member 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.

16. A member 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.

### **Repayment**

17. 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**

18. Basic and special responsibility allowances do not need to be claimed.

19. 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.

20. 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.

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21. Where re-imbusement of train fares, taxi fares, parking fees, etc. is being claimed, receipts or tickets should be attached to the claim form. CLAIMS FOR

SUBSISTENCE ALLOWANCES SHOULD ALSO BE ACCOMPANIED BY RECEIPTS

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### **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 - 45p per mile

N.B. Mileage claims will be checked using the recommended route on the Route Finder via the 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) Hire of taxi cabs in cases of emergency or unavailability of public transport.

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(5) Expenditure on tolls, ferries, parking fees, etc. and overnight parking necessarily incurred.

**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.