

Dorset & Wiltshire Fire and Rescue Authority

Members' Allowance Scheme

Members' Allowances Scheme

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1. General

- 1.1 The payment of allowances to elected Members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 (the Regulations).
- 1.2 Following consideration of recommendations made by the local independent remuneration panels of the five constituent authorities, Dorset & Wiltshire Fire and Rescue Authority (the Authority) at their meeting on 12 February 2016 approved the making of a Members' Allowances Scheme, to come into effect on 1 April 2016.
- 1.3 This revised scheme is for the financial year 2018-19.

2. Entitlement to Allowances

- 2.1 This scheme provides for the payment of:
 - ◆ a basic flat rate allowance, payable to each elected Member
 - ◆ special responsibility allowances, payable to specified office holders with additional significant responsibilities
 - ◆ travel allowances for duties undertaken within the areas of the five constituent councils
 - ◆ a dependent carers' allowance
 - ◆ travel and subsistence allowances for duties undertaken outside the counties of Dorset and Wiltshire.

3. Basic Allowance

- 3.1 The basic allowance (£3,200) is payable in monthly instalments. It is intended to recognise the time devoted by Members to carry out their work as members of the

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Authority, including preparation for and attendance at meetings. It is also intended to cover incidental costs such as subsistence and use of Members' homes and ICT devices, including telephones.

3.2 Where a Member is suspended or partially suspended from their duties as a Member, the part of basic allowance, any special responsibility allowance and any other allowance or reimbursement otherwise payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld. Similarly, if as a result of a decision of a Member's constituent council he/she ceases to be a member of the Authority, then the payment of all allowances shall cease from the date of that decision.

4. Special Responsibility Allowances (SRA) (NOTE: No Member may receive more than one SRA)

4.1 SRAs are payable in addition to the basic allowance and are also paid in equal monthly instalments.

4.2 The Authority has authorised the payment of SRAs as follows:

Chairman of the Authority (Basic allowance x 3)	£9,600
Vice-Chairman of the Authority (Basic allowance x 1.5)	£4,800
Chairman of the Finance and Governance Committee (Basic allowance x 1)	£3,200
Chairmen of Local Performance and Scrutiny Committees (4 x Committee Chairmen)	£1,600

5. Travelling and Subsistence Allowances

5.1 Members may claim a single rate travelling allowance of 45p per mile for undertaking approved duties (in future the rate will be adjusted automatically in line with the HMRC approved minimum).

5.2 The rates for travelling and subsistence allowances are set out on the reverse of the Members' claim forms, a copy of which is available from the Democratic Services Officer.

5.3 Travelling allowance (and subsistence allowances for out of the Authority area duties) is claimable for the following duties:

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- a) Attendance at meetings of the Authority, and of those committees, sub-committees, panels and working groups of which the claimant is a member, or has a right to attend, under the Authority's Standing Orders.
- b) Attendance at committees, sub committees, panels and working groups of which the claimant is not a Member, but if expressly invited to attend by the Clerk & Monitoring Officer.
- c) Duties undertaken by Members appointed by the Authority to serve on outside bodies.
- d) Attendance at authorised conferences, seminars and training events.
- e) Attendance at briefing meetings and other events for Members convened by the Chief Fire Officer, or the Clerk & Monitoring Officer.
- f) Exhibitions, official openings and visits to premises, or similar events, to which Members have been invited by the Chief Fire Officer or the Clerk & Monitoring Officer
- g) Attendance at consultation meetings with the public or other organisations arranged by the Chief Fire Officer or Clerk & Monitoring Officer.

5.4 Travelling allowances may not be claimed for political group meetings.

5.5 If any Member is in any doubt about a particular duty, please check with the Democratic Services Officer.

5.6 Members who claim subsistence allowances for out of the Authority's area duties are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred. A declaration to this effect is included on the bottom of the claim form.

6. Dependent Carer's Allowance

6.1 A dependent carers' allowance of up to £8.61 per hour, i.e. actual expenditure incurred up to a maximum of £8.61* per hour, will be paid for care of dependants, whether children, elderly people or people with disabilities, while a Member is on the Authority's business and where travelling allowances are payable. The allowance will not be payable to a member of the claimant's own household. Members who claim a carers' allowance are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred by signing the declaration on the reverse of the claim form.

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*Notes:

- (a) The dependent carers' allowance is set at 110% of the minimum wage and relates to the age of the carer.
- ◆ age group 25+ = £8.61 an hour (ph)
 - ◆ age group 21-24 = £8.12 ph
 - ◆ age group 18-20 = £6.49 ph
 - ◆ age group 16-17 = £4.62 ph
- (b) The national minimum wage is normally increased from 1 April each year and the dependent carers' allowance will therefore increase from that date.