

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE	MEMBERS' INDEPENDENT REMUNERATION PANEL	5 OCTOBER 2022	1
MEMBERS' ALLOWANCES			

PUBLIC/EXEMPT ITEM

This item is for consideration in a meeting that is not open to the public.

SUMMARY

To brief members of the remuneration panel on the factors that may affect their consideration of the proper level of allowances for members of Fylde Council.

RECOMMENDATIONS

Members are asked to reach recommendations for the financial year 2023-24 about:

- The level of basic allowance payable to all councillors
- Which councillors are to receive special responsibility allowances
- The levels of special responsibility allowances
- Whether to continue to pay dependants' carers' allowance and, if so, whether to cap the rates payable; and
- Whether to continue to pay travel and subsistence allowances and, if so, of how much

SUMMARY OF PREVIOUS DECISIONS

The Independent Remuneration Panel last met, to review Members' Allowances, on 11 November 2021.

REPORT

Introduction

1. Councillors in local government are not paid a salary, but a conscientious councillor will put in many hours of work each week to fulfil their duties. The system of allowances is intended to provide some compensation for that commitment, time and dedication. Without allowances, many people may be discouraged from standing serving as councillors. Allowances should therefore be at a level that will allow high calibre candidates from all sectors of the community to stand for election or to serve as councillors.
2. As panel members will recall, the Local Authorities (Members' Allowances) (England) Regulations 2003 provide for local authorities to establish and maintain an independent remuneration panel. The purpose of the panel is to make recommendations to the council about the allowances to be paid to elected members.
3. The council must have regard to the recommendations of the panel.
4. Local authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of special responsibility allowances and a dependants' carers' allowance. The Regulations also allow (but don't require) the inclusion of a travel and subsistence allowance and an allowance for attendances at conferences ('co-optee's allowance') and meetings within an allowances scheme.

5. The existing members' allowances scheme, adopted by the council following consideration of the recommendations of the independent remuneration panel, and which is subject to review in respect of the period beginning 1 April 2023, is as set out as appendix 1. For convenience, the levels of basic and special responsibility allowances presently payable are set out in paragraph 24.
6. Paragraphs 9 to 23 below are based on previously published guidance from the Department for Levelling Up, Housing and Communities on members' allowances, subject to deletion of material now superseded and material not now applicable to Fylde.
7. In summary, the allowances which are or may be payable to members of local authorities are as follows:
 - basic allowance
 - special responsibility allowance
 - dependants' carers' allowance
 - travelling and subsistence allowance
 - Co-optee's allowance.

Budget Provision

8. Though the council continues to benefit from prudent financial management and is debt-free, there is still uncertainty about the medium-term financial outlook. Like other local authorities, the council's financial position depends to a significant extent on government funding decisions, which will not become clearer until HM Treasury announces future funding in December. At present, it is not known whether the announcement will set out funding levels for one year ahead, or for a longer period. In particular, there is uncertainty about the level going forward of New Homes Bonus and retained business rates. Inflationary pressures on council budgets have been intense during the past year, including, but not limited to, fuel and energy costs. Those pressures are expected to continue, and the financial uncertainty is compounded by the fallout following the September mini budget. The Government has said that it will be seeking reductions in public expenditure, and it is not yet known how this will affect on local government. Consequently, the Council continues to explore and implement where possible opportunities to reduce expenditure including taking advantage of efficiency-savings achieved through the restriction on non-essential spending and to maximise income generating activities.
9. The annual recurring budgeted cost of members' allowances and expenses to the council based on the present allowances scheme is set out in Table 1 –

Table 1:

Annual Estimated Members Allowances & Expenses 2022/23

<u>Basic Allowances</u>	<u>204,000</u>
<u>Independent Person Allowances</u>	<u>1,200</u>
<u>Special Responsibility Allowances</u>	<u>59,802</u>
<u>Technology Allowance</u>	<u>1,200</u>
<u>National Insurance</u>	<u>1,500</u>
<u>Car Mileage</u>	<u>3,800</u>
<u>Total budget Provision</u>	<u>271,502</u>

Basic allowance

10. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members of the authority. The allowance must be the same for each member. The allowance may be paid in a lump sum, or in instalments through the year.
11. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Special responsibility allowance

12. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. Special responsibility allowance may be payable for duties which fall within the following categories:
 - acting as leader or deputy leader of a political group
 - presiding at meetings of a committee, sub-committee, or joint committee
 - representing the authority at meetings of another body
 - membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
 - acting as a spokesperson for a political group on a committee or sub-committee
 - membership of a panel dealing with licensing or controlling any activity
 - any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.
13. A scheme must also specify the amounts of allowance to be paid for each such responsibility.
14. Where, as at Fylde, one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

Dependants' carers' allowance

15. A scheme of allowances may also include the payment of a dependants' carers' allowance to those councillors who incur expenditure for the care of children or other dependants whilst undertaking particular duties. These duties are specified in the Regulations and are as follows:
 - a meeting of the authority
 - a meeting of a committee or sub-committee of the authority
 - a meeting of some other body to which the authority make appointments or nominations, or
 - a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - a meeting which has both been authorised by the authority, a committee, or subcommittee of the authority, and to which representatives of more than one political group have been invited
 - a meeting of a local authority association of which the authority is a member
 - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Travelling and subsistence allowance

16. Each local authority may also make provision in its scheme for the payment of a travelling and subsistence allowance to its members. This may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport.
17. The Regulations provide that travelling and subsistence allowances may be paid for:
 - a meeting of the authority

- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority make appointments or nominations
- a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or subcommittee of the authority or a joint committee of the authority and one or more other authorities, and to which representatives of more than one political group have been invited
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Backdating of Allowances

18. When a scheme of allowances is amended, an authority may choose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made.
19. Where a councillor takes on duties entitling them to a different level of allowances (e.g. where a councillor is appointed to a position entitling them to special responsibility allowance), the new level of allowances may be applied retrospectively to the time at which the circumstances changed.
20. Independent remuneration panels may make recommendations, where relevant, as to whether the payments on which they have made a recommendation may be backdated. Authorities must have regard to these recommendations.

Annual Adjustments of Allowance levels

21. A scheme of allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index as may be specified by the authority and contained in the scheme. The scheme must be publicised each year, whether or not it has been amended.
22. Where the only change made to a scheme is that caused by the annual impact of an index contained within that scheme, the scheme shall not be considered to have been amended, and thus an authority will not have to seek a recommendation from its independent remuneration panel.
23. Where a panel recommends that allowance levels should be determined according to an index, it should also make a recommendation as to how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an independent remuneration panel.

Forgoing allowances

24. A scheme must provide that a person may forgo all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the authority.

Basic and special responsibility allowances at Fylde Council

25. The present allowances scheme at Fylde, which was approved at the Council meeting of 6 December 2021 and remained unchanged following the recommendations of the panel last year, provides for a basic allowance of £4,000 and the following special responsibility allowances:

Leader of the Council – £10,625

Deputy Leader – £3,190

Chairmen of Programme Committees and Planning Committee – £4,250

Vice Chairmen of above – £2,125

Chairman of Audit and Standards – £3,450

Vice-Chairman of Audit and Standards – £1,725

Chairmen of Public Protection and Licensing – £1,725

Vice-Chairmen of above – £865

Chairman of Member Development Steering Group – £2,125

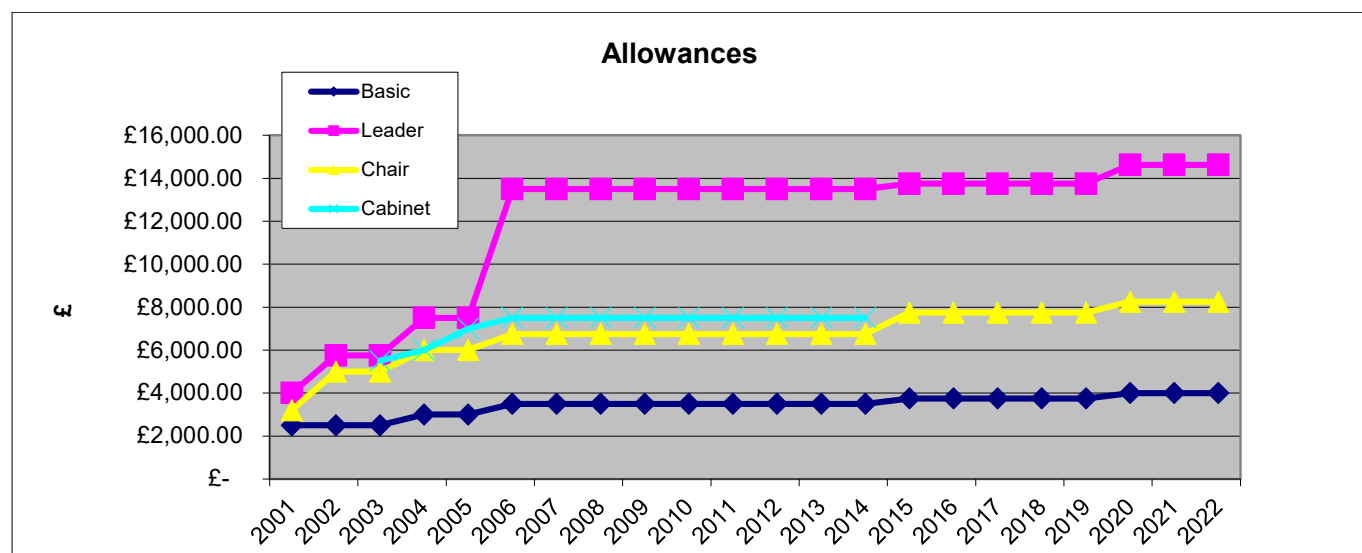
Leader of each political group – £34 a member

26. For completeness, members should note that the chairman of the Chief Officers Employment Committee does not receive an allowance because the committee meets only infrequently. Additionally, the chairman of the Economic Prosperity Board does not receive an allowance since the role is alternated between the representatives of the three constituent councils, who are the respective council leaders.

Historical data

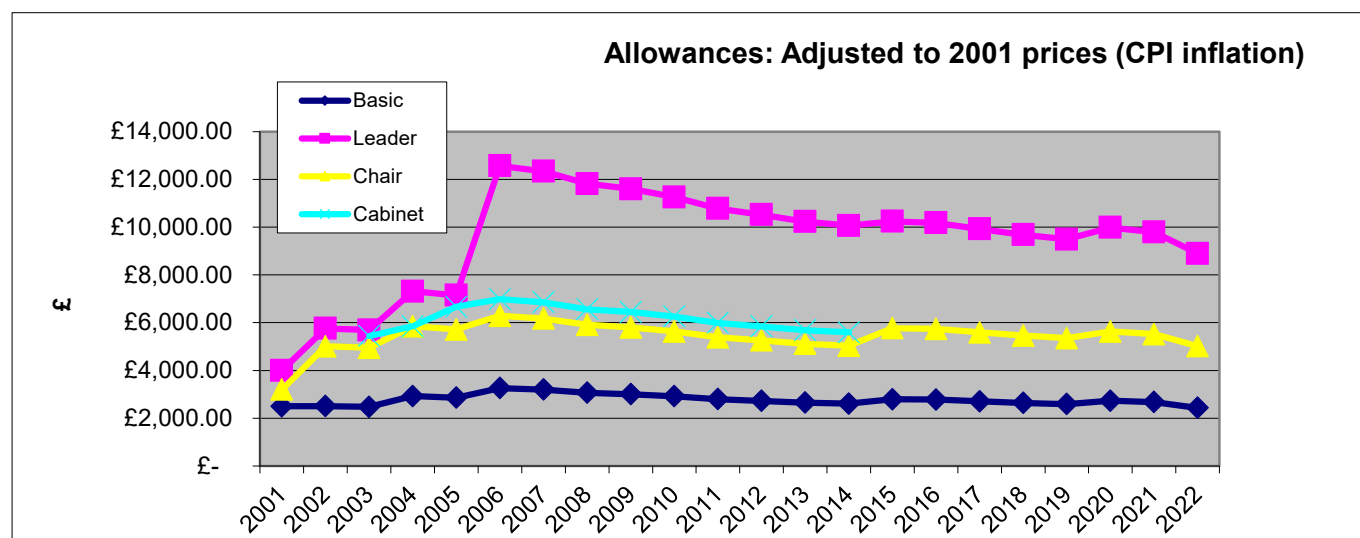
27. The following table and graph show allowance levels at Fylde since 2001. Please note that the figures for leader and chairman include both the basic allowance payable to all councillors and the special responsibility allowance payable for their position (but excludes the allowance paid to the Leader as leader of a political group, which varies according to the membership of the group, but is presently £1,054).

	Basic	Leader	Chairman
2001	£ 2,500.00	£ 4,000.00	£ 3,200.00
2002	£ 2,500.00	£ 5,750.00	£ 5,000.00
2003	£ 2,500.00	£ 5,750.00	£ 5,000.00
2004	£ 3,000.00	£ 7,500.00	£ 6,000.00
2005	£ 3,000.00	£ 7,500.00	£ 6,000.00
2006	£ 3,500.00	£ 13,500.00	£ 6,750.00
2007	£ 3,500.00	£ 13,500.00	£ 6,750.00
2008	£ 3,500.00	£ 13,500.00	£ 6,750.00
2009	£ 3,500.00	£ 13,500.00	£ 6,750.00
2010	£ 3,500.00	£ 13,500.00	£ 6,750.00
2011	£ 3,500.00	£ 13,500.00	£ 6,750.00
2012	£ 3,500.00	£ 13,500.00	£ 6,750.00
2013	£ 3,500.00	£ 13,500.00	£ 6,750.00
2014	£ 3,500.00	£ 13,500.00	£ 6,750.00
2015	£ 3,750.00	£ 13,750.00	£ 7,750.00
2016	£ 3,750.00	£ 13,750.00	£ 7,750.00
2017	£ 3,750.00	£ 13,750.00	£ 7,750.00
2018	£ 3,750.00	£ 13,750.00	£ 7,750.00
2019	£ 3,750.00	£ 13,750.00	£ 7,750.00
2020	£ 4,000.00	£ 14,625.00	£ 8,250.00
2021	£ 4,000.00	£ 14,625.00	£ 8,250.00
2022	£ 4,000.00	£ 14,625.00	£ 8,250.00



The following table and graph¹ shows the same data adjusted for inflation² since 2001:

	Basic	Leader	Chair	Cabinet
2001	£ 2,500.00	£ 4,000.00	£ 3,200.00	
2002	£ 2,463.62	£ 5,666.34	£ 4,927.25	
2003	£ 2,431.46	£ 5,592.36	£ 4,862.92	£5,349.22
2004	£ 2,876.45	£ 7,191.12	£ 5,752.90	£5,752.90
2005	£ 2,811.32	£ 7,028.30	£ 5,622.64	£6,559.75
2006	£ 3,199.39	£ 12,340.49	£ 6,170.25	£6,855.83
2007	£ 3,137.79	£ 12,102.89	£ 6,051.44	£6,723.83
2008	£ 3,010.97	£ 11,613.74	£ 5,806.87	£6,452.08
2009	£ 2,963.07	£ 11,428.98	£ 5,714.49	£6,349.43
2010	£ 2,897.22	£ 11,175.00	£ 5,587.50	£6,208.33
2011	£ 2,788.77	£ 10,756.68	£ 5,378.34	£5,975.94
2012	£ 2,724.66	£ 10,509.40	£ 5,254.70	£5,838.56
2013	£ 2,660.71	£ 10,262.76	£ 5,131.38	£5,701.53
2014	£ 2,617.97	£ 10,097.89	£ 5,048.95	£5,609.94
2015	£ 2,793.75	£ 10,243.75	£ 5,773.75	£ -
2016	£ 2,768.83	£ 10,152.38	£ 5,722.25	
2017	£ 2,699.28	£ 9,897.34	£ 5,578.50	
2018	£ 2,638.10	£ 9,673.04	£ 5,452.08	
2019	£ 2,586.81	£ 9,484.95	£ 5,346.06	
2020	£ 2,728.94	£ 9,977.68	£ 5,628.43	
2021	£ 2,677.45	£ 9,789.42	£ 5,522.24	
2022	£ 2,432.65	£ 8,894.39	£ 5,017.35	



Comparisons with other authorities

28. Officers have carried out a survey of current members' allowances schemes, which is included as appendix 2. The survey covers all other district councils in Lancashire. The comparative information below is taken from this survey except where noted. Members will note that Blackburn with Darwen and Blackpool are unitary authorities, which deal with the full range of council functions.

¹ The allowance shown for those members receiving a special responsibility allowance includes their basic allowance and their special responsibility allowances, other than allowances as group leaders.

² The measure of inflation used is the Consumer Prices and Housing Index (CPIH), which is the ONS lead index for consumer prices.

29. Other district councils have changed to a committee system since the Localism Act 2011 made it possible to do so. The spreadsheet at appendix 2 includes information about allowances payable by three such authorities.
30. For ease of reference, I set out comparisons between Fylde and relevant averages below:
- The basic allowance³ at Fylde (£4,000) is **below** the average for all councils in Lancashire (£4,866) and **below** the average for shire districts in Lancashire (£4,166). However, the cost of basic allowance per head of population per year is the joint highest among shire districts in Lancashire (£2.51).
 - The special responsibility allowance for the leader of the council at Fylde (£10,625) is **below** the average for all councils in Lancashire (£15,371) and **below** the average for shire districts in Lancashire (£13,490).

New committee structure from May 2023

31. The number of councillors that form the council will reduce from the May 2023 elections from 51 to 37. It is expected that the council will also change its committee structure from that time. While keeping a committee system, the existing four programme committees would be replaced by one overarching Policy Committee, together with two overview and scrutiny committees. The Planning, Licensing and Public Protection Committees would be kept, but the Audit and Standards Committee would be replaced by an Audit and Governance Committee and a Standards Committee. The new structure is shown at appendix 3.
32. The new Policy Committee would have terms of reference that would make it responsible for all functions of the council other than were reserved by law or by the council's constitution to the council or to other committees. As the council uses a committee system of governance and not an executive model, individual members of the Policy Committee will not have decision-making powers. However, the council could choose to give responsibility to particular members of the committee to take oversight of particular areas of council activity.
33. The panel is asked to base its recommendations on the committee structure described above and in appendix 3. In particular, the panel might want to consider:
- The extent, if any, to which the reduced number of councillors should be reflected in the basic allowance;
 - Whether members of the Policy Committee should be entitled to a special responsibility allowance and, if so, at what level; and
 - Whether members of the Policy Committee who are given oversight of a particular area of the council's activity should be entitled to a special responsibility allowance and, if so, at what level.
 - Whether the allowance for group leaders, currently set by reference to the number of members of the group, should be revised, perhaps by replacing it with an element in the leader's allowance and a separate fixed allowance for the leader of the opposition
34. The amount of basic and special responsibility allowances that would be payable during the current municipal year if all members claimed all available allowances is £263,904. The amount that would be payable at the same rates under the intended new structure, taking into account the smaller number of members, and making certain assumptions (e.g. that chairmen of the Policy Committee and scrutiny committees were considered equivalent to programme committee chairmen) would be £206,228.

Transition

35. Any changes to allowances would normally take effect from 1 April. However, given that changes to the number of councillors and the committee structure would take effect following the elections in May 2023, the panel is recommended to stipulate that any changes that it puts forward should take effect from May 8, when the councillors elected take office.

³ Figures rounded to the nearest pound

IMPLICATIONS	
Finance	The Council's base revenue budget includes recurring provision of £271,502 per annum for members' allowances as set out in paragraph 8 of this report. Any increases in allowances will result in increased revenue costs which will require approval by Council in due course.
Legal	The council must take into account the views of the panel when reviewing members' allowances.
Community Safety	None arising from this report
Human Rights and Equalities	The allowances scheme should enable people from all sectors of the community to serve as elected members without suffering a financial detriment by doing so.
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	01253 658506	29 September 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

- Appendix 1 Existing Members Allowance Scheme
- Appendix 2 Allowance Schemes at Other Authorities
- Appendix 3 New Committee Structure

PART 6 – MEMBERS’ ALLOWANCES SCHEME
Approved by Council on 19 October 2020

1 INTRODUCTION

The scheme outlined in this document is based on the recommendations of the Members’ Allowances Independent Remuneration Panel, which has met to consider members’ allowances in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003. The scheme will have effect from 1 October 2007.

2 BASIC ALLOWANCE – with effect from 1 April 2020

Basic allowance is to be paid to all Members, and is intended to recognise a time commitment expected of all Members, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of homes, and IT costs such as telephone connections to the internet. Each Member is entitled to £4,000.00 per annum, which will be paid monthly.

3 SPECIAL RESPONSIBILITY ALLOWANCE – with effect from 1 April 2020

3.1 A special responsibility allowance will be paid in addition to any entitlement to basic allowance for those Members who have significant responsibilities.

3.2 The Members receiving special responsibility allowance and the yearly allowances payable are as follows:-

Leader of the Council - £10,625

Deputy Leader of the Council - £3,190

Chairmen of the Planning; Finance and Democracy; Operational Management; Environment, Health and Housing; Tourism and Leisure Committees - £4,250

Vice-Chairmen of the above Committees - 50% of Chairmen’s allowance - £2,125

Chairman of Audit and Standards Committee - £3,450

Vice-Chairman of the Audit and Standards Committee - 50% of Chairmen’s allowance - £1,725

Chairman of Member Development Steering Group - £2,125

Chairmen of the Public Protection and Licensing Committees - £1,725

Vice-Chairmen of the above Committees - £865.

Leader of each political group - £34 per group member.

** NB Independent persons, who work with the Standards Committee and the Monitoring Officer receive an honoraria payment of £475 per annum each from Fylde Borough Council with an annual uplift in line with the Retail Price Index (RPI) in April, reviewed every three years.*

4 PART PAYMENTS

In the case of basic and special responsibility allowances, payment will only be made for the period during which a person performs the duties for which these allowances are payable.

5 REPAYMENTS

In the event of a Member ceasing to be entitled to these allowances for whatever reason, any amount overpaid should be repaid in full to the Council on demand.

6 REVOCATION

Basic and special responsibility allowances will be paid automatically unless notice is received in writing from the member concerned revoking the entitlement. All such notices should be delivered to the Director of Resources.

7 TRAVEL AND SUBSISTENCE ALLOWANCES

- 7.1 In addition to the Members’ Allowances Scheme, travel and subsistence allowance are payable.
- 7.2 A full schedule of rates payable for travel and subsistence is attached at annex B.
- 7.3 A full list of those bodies which are accepted as approved duties for the payment of travel allowance is attached at annex C.

8 DEPENDENTS’ CARERS’ ALLOWANCES

- 8.1 In addition to the Members’ Allowances Scheme, dependents’ carers’ allowances are payable.
- 8.2 The allowance is payable in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred by a member in attending at a meeting of a body accepted as an approved duty for the payment of dependents’ carers’ allowance.
- 8.3 A full list of those bodies which are accepted as approved duties for the payment of dependents’ carers’ allowance is attached at annex C.

9 CLAIMS

Claims for travel and subsistence allowances should be submitted monthly. Claims must be made on the official claim form available from the Finance Director. Claims must be made within three months of the meeting or travel occurring. Any claims made after three months will not be paid.

10 PUBLICATION

The Council is required to publish details of the Members’ Allowances Scheme as soon as practicable after the scheme has been determined/revised and after the end of each financial year the total amounts received by each Member.

ANNEX A

SUMMARY OF THE LOCAL AUTHORITIES (MEMBERS’ ALLOWANCES) (ENGLAND) REGULATIONS 2003, insofar as they define “approved duty” and are relevant to Fylde

The regulations provide that the following duties are approved for the purposes of the payment of travel and subsistence allowance and dependants’ carers’ allowance:

- Attendance at a meeting of the authority, or any committee or 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;
- 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 other authorities, or a sub-committee of such a joint committee, provided that-
 - (a) where the authority is divided into two or more political groups, it is a meeting of which members of at least two such groups have been invited, or
 - (b) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- a meeting of any association of authorities of which the authority is a member;
- Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- Any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority, or of any of its committees or sub-committees.

Annex B

RATES OF TRAVELLING ALLOWANCE PAYABLE

1 (1) The rate of travel by public transport shall not exceed the amount of ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(2) The rate specified in the proceeding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

(a) on Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and

(b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable to him/her for that night.

2 (1) The rate of travel by a member's own solo motor cycle, or one provided for his/her use, shall not exceed:

(a) for the use of a solo motor cycle of cylinder capacity not exceeding 150 c.c., 8.5p a mile;

(b) for the use of a solo motor cycle of cylinder capacity exceeding 150 c.c., but not exceeding 500 c.c., 12.3p a mile;

(c) for the use of a solo motor cycle of cylinder capacity exceeding 500 c.c., 16.5p a mile.

(2) The rate of travel by a member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle, shall not exceed:

45p a mile;

(3) The rate specified in paragraph (2) may be increased:

(a) in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment, by not more than 3.0 pence a mile for the first passenger and 2.0 pence per mile for the second and subsequent passengers.

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

(4) For the purpose of this paragraph the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

3. The rate of travel by taxi-cab or cab shall not exceed:

(a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and

(b) in any other case, the amount of the fare for travel by appropriate public transport.

4. The rate of travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it:

Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air:

Provided that where the council resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

RATES OF SUBSISTENCE ALLOWANCE PAYABLE

1 (1) The rate of subsistence allowance shall not exceed:

(a) in the case of an absence, not involving an absence overnight, from the usual place of residence:

(i) of more than 4 hours, or where the authority permits, a lesser period, before 11 a.m., (breakfast allowance) £4.92;

(ii) of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2 p.m., (lunch allowance), £6.77;

(iii) of more than 4 hours, or where the authority permits, a lesser period, including the period 3 p.m. to 6 p.m., (tea allowance), £2.67;

(iv) of more than 4 hours, or where the authority permits, a lesser period, ending after 7 p.m., (evening meal allowance), £8.38.

(b) in the case of an absence overnight from the usual place of residence £79.82 and for such an absence overnight in London, or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under paragraph 1(b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in paragraph 1 above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

4. Where main meals (breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to a day subsistence allowance, the reasonable cost of the meals (including VAT), may be reimbursed in full, within specified limits. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowances for the appropriate meal period.

ANNEX C

Approved Duties

Attendance at any of the following meetings or events in column 1 is specified as an approved duty for the purpose of the payment of travelling and subsistence allowances and dependents’ carers’ allowances for the persons specified in column 2

Meeting	Persons qualified for allowance
Council	Councillor
Committee	Member of that committee
Sub-committee	Member of that sub-committee
Joint committee	Member of that committee appointed or nominated by Fylde Borough Council
Committee chairman’s briefing	Chairman and vice-chairman
Tender opening	One Chairman
Site visit	Member of the committee or sub-committee under whose auspices the visit has been arranged
Course, seminar or conference	Member authorised to attend by the Member Development Steering Group or the Chief Executive
Any other external organisation	Member appointed or nominated to the organisation, or nominated to attend its meetings, by the council
Any other meeting or event at which the attendance of a member is invited or sanctioned by an officer	Member whose attendance is invited or sanctioned

APPENDIX 2 Comparison of Councillor

	Committee system														
	Blackburn	Blackpool	Burnley	Chorley	Hyndburn	Lancaster	Preston	Rossendale	South Ribble	West Lancs	Wyre	Fylde	Craven	Stroud	Ribble Valley
Population (ONS 2020 mid-year estimates)	150,030	138,381	89,344	118,870	81,133	148,119	144,147	71,432	111,086	114,496	113,067	81,211	57,338	120,903	62,026
Number of Elected Members	51	42	45	47	35	60	57	36	50	54	50	51	30	51	40
Basic Allowance	£7,464	£10,664	£3,570	£4,856	£4,634	£3,629	£4,357	£3,342	£4,827	£4,842	£4,545	£4,000	£4,690	£6,108	£3,885
Leader	£21,328	£31,992	£12,495	£14,661	£21,594	£11,281	£9,651	£13,368	£15,105	£12,105	£21,452	£10,625	£8,910	£12,216	£15,540
Deputy	£797	£19,195	£3,570	£4,540	£10,797	£6,661	£7,015	£10,026	£4,864	£7,263	£2,273	£3,190	£4,690	£6,108	£9,712
Leader of Opposition	£7,464	£14,396	£893	£7,525	£6,951	£5,540.60*	£3,921	£6,684	£4,864	£3,389	£727	£544	£940	£4,482	£7,770
Deputy Leader of Opposition	£2,133	£7,198	0	£2,117	£2,317	0	0	0	0	£1,694	0	£0	0	0	0
Cabinet Members	£7,464	£14,396	£4,643	£4,859	£8,110	£5,641	£5,490	£6,684	£6,302	£4,842	£9,090	n/a	n/a	n/a	n/a
Chairs Regulatory Committees (Dev.Cont & Lic)	£5,225 - Dev £5,012 - Lic	£8,531	£2,856 - Dev £1785 - Lic	£3,289	£6,951 - Dev £1,529 - Lic	£4,371	£3,921 - Dev day rate -Lic	£3,342	£5,401 - Dev £3,432 - Lic	Licensing2 x £2,421 Planning £4,842	£6,818 Dev £4,545 Lic	£4,250 - Dev £1,725 - Lic	£2,350 - Dev £2,350 - Lic	£6,719 - Dev, Lic	£7,770 - Dev £5,827 Lic
Vice Chairs Regulatory Committees	£1,919 - Dev £1,813 - Lic	£4,266	£1428 - Dev	£1,620	£2,317 - Dev £765 - Lic	0	day rate	£150*	0	£0	0	£2,125 - Dev £865 - Lic	£470 - Dev £760 Lic	£2,443- Dev , Lic	£1,111 - Dev £556 Lic
Chairs Overview & Scrutiny	£3,199	£10,664	£4,463	£4,859	£6,719	£4,228	£23,267	£3,342	£3,689	2 x £2,421	£6,818	n/a	£2,350	n/a	
Vice Chairs Overview & Scrutiny	£0	£5,332	£1,428	£1,620	£5,561	£0	day rate	0	0	£0	0	n/a	£470	n/a	
Chair Audit	£0	£8,531	£1,785	£1,943	£765	£2,326	£1,690	£3,342	£3,689	£2,421	£4,545	Joint Audit & Standards £3,450	£3,500	£6,719	£5,827
Vice Chair Audit	£0	£4,856	0	£57	0	0	day rate	0		£0	0	Joint Audit & Standards £1,725	£470	£2,443	£556
Chair Standards	£1,600	n/a	n/a	n/a	0	£1,234	£1,690	Merged with Audit	£563	£0	£546	see above	£2,350	merged with audit	n/a
Vice Chair Standards	£0	n/a	n/a	n/a	0	0	day rate	Merged with Audit	0	£0	.	see above	£470	merged with audit	n/a
Independent Persons		see Fylde		£573	0	0	£514	0	Only paid expenses	£500 Reserve	Only travel expenses	£400 x3 (50% paid by B/pool)	0	0	Only travel allowance
Notes					Members of Planning Cmt receive £765 (excl chair etc)	*Divided between group leaders not represented in Cabinet	Vice-chair day rates When acting as chair only	*One off Payment to Vice Chair when acting as Chair only.			Leader's allowance includes a separate group leader's allowance	Programme Committees Chairman £4,250 and Vice Chair £2,125.		Chairmen of service committees £6,719, vice-chairs £2,443	Committee chairmen: £5,827, vice-chairs £556

												Leader's allowance includes a separate group leader's allowance			
Basic Allowance per Cllr per resident	£2.54	£3.24	£1.80	£1.92	£2.00	£1.47	£1.72	£1.68	£2.17	£2.28	£2.01	£2.51	£2.45	£2.58	£2.51

New Committee System with 2 Scrutiny Committees

