

**Part 6**

**Members' Allowances Scheme**

## PART 6 – MEMBERS’ ALLOWANCE SCHEME

**Members’ Allowances Scheme****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**

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 £3,500.00 per annum, which will be paid monthly.

**3 SPECIAL RESPONSIBILITY ALLOWANCE**

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 - £6,000.00.

Deputy Leader of the Council - £3,000

Chairmen of the Development Management; Finance and Democracy; Operational Management; Environment, Health and Housing; Tourism and Leisure; Audit and Standards Committees - £3250.00.

Vice-Chairmen of the above Committees - 50% of Chairmen’s allowance - £1,625.00.

Chairmen of the Public Protection and Licensing Committees - £1,625.00.

Vice-Chairmen of the above Committees - 50% of Chairmen’s allowance - £812.50.

Leader of each political group - £32 per group member.

*\* NB Independent persons, who work with the Standards Committee and the Monitoring Officer receive a payment of £250 per annum each from Fylde Borough Council*

**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.

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**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 Corporate 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.

**NB** – There is a time limit of three months on claims, i.e. claims must be made within 3 months of the meeting or travel occurring. Any claims made after 3 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;

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- 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 rates specified in sub-paragraphs (1) and (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.

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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

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Attendance at any of the following meetings 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

NB. “Committee”, “sub-committee” and “joint committee” include committees and sub-committees

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
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 arranged by an officer of the council	Member invited
Site visit	Member of the committee or sub-committee under whose auspices the visit has been arranged