

# Agenda

## COUNCIL



Date:

Monday, 6 July 2015 - Meeting to commence on the rising of the Special Council meeting, that commences at 6:15pm.

Venue:

Lowther Pavilion, West Beach, Lytham, FY8 5QQ

	<b>PROCEDURAL ITEMS:</b>	<b>PAGE</b>
<b>1</b>	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	<b>1</b>
<b>2</b>	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the AGM meeting held on 20 May 2015 as a correct record.	<b>1</b>
<b>3</b>	<b>Committee Minutes</b>	<b>3 - 4</b>
	<b>ANNOUNCEMENTS:</b>	
<b>4</b>	<b>Mayor's Announcements</b>	<b>1</b>
<b>5</b>	<b>Chief Executive's Communications</b>	<b>1</b>
	<b>REPRESENTATIONS:</b>	
<b>6</b>	<b>Questions from Members of the Council</b>	<b>5</b>
<b>7</b>	<b>Questions from Members of the Public</b>	<b>6</b>
	<b>DECISION ITEMS:</b>	
<b>8</b>	<b>Appointments to the Licensing Committee and Member Development Steering Group</b>	<b>7 - 8</b>
<b>9</b>	<b>Appointments to Outside Bodies</b>	<b>9 - 11</b>
<b>10</b>	<b>Members' Allowances</b>	<b>12 - 34</b>

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at  
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

**© Fylde Borough Council copyright 2015**

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at [www.fylde.gov.uk](http://www.fylde.gov.uk)

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk).

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	6 JULY 2015	3

## COMMITTEE MINUTES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### COMMITTEE MEETINGS HELD

1. Listed in the table below are committees which have held meetings since the last ordinary meeting of the council. Where draft minutes are available, a link is provided for members' information. Any matters of accuracy should be raised at the next meeting of the relevant committee, which will be invited to accept the minutes as a correct record.
2. Additionally, listed below are links to the minutes of five discontinued committees for information and noting.

Committee	Date of meeting	Link to minutes
Operational Management	2 June 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Tourism and Leisure	4 June 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Environment, Health and Housing	9 June 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Development Management	10, 17 and 18 June 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Finance and Democracy	22 June 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
<b>Discontinued Committees</b>		
Standards	10 March 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Policy Development	12 March 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Community Focus	19 March 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Cabinet	25 March 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>
Audit	26 March 2015	<a href="http://bit.ly/1KeDtBJ">http://bit.ly/1KeDtBJ</a>

### RECOMMENDATIONS TO COUNCIL

3. Decisions made by committees are normally effective without the need for further consideration by the council. However, a committee may decide to make a recommendation to council instead of taking a decision under its delegated powers. Additionally, a matter can be required to be brought to the council for further consideration under the referral or recovery mechanisms.

4. No matters stand before the council for further consideration.

<b>LEAD AUTHOR</b>	<b>TEL</b>	<b>DATE</b>	<b>DOC ID</b>
Ian Curtis	01253 658506	25 June 2015	

<b>LIST OF BACKGROUND PAPERS</b>		
<b>Name of document</b>	<b>Date</b>	<b>Where available for inspection</b>
Committee Minutes		Council Website

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	6 JULY 2015	6

## QUESTIONS FROM MEMBERS OF THE COUNCIL

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

There have been no questions received from Members of the Council before the requisite deadline, as outlined in Procedural Standing Orders for Council and Committees of Part 4 of the Council's Constitution, and by the statutory deadline for publication of the agenda.

Any questions received before the deadline for questions, as outlined above, will be circulated prior to the meeting for members' information, under separate cover.

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	6 JULY 2015	7

## QUESTIONS FROM MEMBERS OF THE PUBLIC

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

There have been no questions received from members of the public before the requisite deadline, as outlined in the Procedural Standing Orders for Council and Committees in Part 4 of the Council's Constitution, and by the statutory deadline for publication of the agenda.

Any questions received before the deadline for questions, as outlined above, will be circulated prior to the meeting for members' information, under separate cover.

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	6 JULY 2015	8

## APPOINTMENTS TO THE LICENSING COMMITTEE AND MEMBER DEVELOPMENT STEERING GROUP

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The Council at its meeting held on 20 May, 2015 appointed fourteen members to the Licensing Committee and a chairman and vice-chairman of the Member Development Steering Group.

Licensing Committee has a membership of fifteen and the council is invited to appoint Councillor Christine Akeroyd to the remaining place on the committee. Member Development Steering Group has a membership of 8 and the council is invited to appoint the remaining six members to the group.

### RECOMMENDATION

1. To appoint Councillor Christine Akeroyd as a member of the Licensing Committee.
2. To appoint the remaining six members to the Member Development Steering Group.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The council receives a report on the confirmation of committees and allocation of membership each year at its annual meeting. This was undertaken at the Annual Meeting of the Council on 20 May 2015. The appointment of fourteen of the fifteen members of the Licensing Committee and the chairman and Vice-Chairman of the Member Development Steering Group was made at that meeting.

## REPORT

1. The council appointed fourteen members to the Licensing Committee at its annual meeting on May 20. The full membership of the committee is fifteen, and the remaining seat is presently vacant. The committee is appointed under the Licensing Act 2003 and is not required to be politically balanced.
2. Councillor Christine Akeroyd has been nominated to fill the vacant seat on Licensing Committee.
3. The Member Development Steering Group is not a committee. The group is an internal working group and its functions are leading, co-ordinating and monitoring the Council's actions in delivering the Member Development Strategy. The membership of the group is cross party and because of this, it is deemed convenient to deal with its appointment at Council. Its main purpose is to ensure that elected members are fully engaged in the formulation, monitoring and evaluation of member development programmes. It will oversee all councillor training and development on behalf of the council.
4. The group has a membership of 8 and the council is invited to appoint the remaining 6 members to the group.
5. The following members have been nominated to fill the vacancies: Councillors Julie Brickles, Barbara Nash, Grahame Neale, Peter Collins, Sandra Pitman and Jan Barker.

IMPLICATIONS	
Finance	None arising from the report.
Legal	None arising from the report
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Lyndsey Lacey	01253 658504	16 June 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Committee Report AGM	20 May 2015	Website

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MONITORING OFFICER	COUNCIL	6 JULY 2015	9

## APPOINTMENTS TO OUTSIDE BODIES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The Council makes a number of appointments to outside bodies each year. In an election year these are usually confirmed at Annual Council. However this year the Council deferred the item and asked the programme committees to make recommendations to appointments from within their respective memberships.

Every member serving on an outside body is required to complete a reporting form every six months, which will be reported to the relevant programme committee to which the external partnership relates.

Those members failing to complete the information following a second reminder will be brought to the attention of Group Leaders. Group Leaders must then determine whether they wish to request a Notice of Motion at the next Council meeting as to whether the subject member should continue to represent the Council on the particular outside body.

The current list of outside bodies and those members nominated to them, are attached as an appendix.

### RECOMMENDATION

1. To confirm nominated appointments to outside bodies for the 2015/16 municipal year, as shown in appendix 1.
2. Where a vacancy is shown in the appended list, to consider a suitable appointment to that partnership.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

## SUMMARY OF PREVIOUS DECISIONS

Council are required to confirm the appointments to outside bodies annually.

## REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year.
2. The outside bodies to which the Council nominates, together with the names of those members nominated by the relevant programme committee, is attached as appendix 1.
3. This list was been reviewed by Group Leaders during the course of 2014/15 and refined to reflect current practice and live partnerships.
4. The current protocol is that members are required to produce regular reports on the bodies on which they serve, currently every six months. These reporting forms will come to the programme committee to which the external partnership relates.

IMPLICATIONS	
Finance	None arising from the report.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	11 June 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1 – Nominated Representatives to Outside Bodies.

Outside bodies / partnerships attended by Elected Members	Seats Occupied	Nominated representatives
Arts Partnership for Lytham	1	Councillor Thomas
Arts Working Group	1	Councillor Settle
Blackpool, Fylde & Wyre Economic Development Company (EDC) Leader's Group	1	Councillor Fazackerley
Childrens Partnership Board (formally the Children's Trust)	1	Councillor Taylor
Council for Voluntary Services, BWF	1	Councillor Neale
Duty to Cooperate	2	Chairman and Vice Chairman of DM Committee
East Lytham Working Group	1	Councillor Lloyd
Face to Face	1	Councillor Taylor
Fylde Arts Association Executive Committee	1	Councillor Thomas
Fylde & Wyre Health & Wellbeing Partnership	1	Councillor D Collins
Fylde Citizens Advice Bureau	3	Cllrs Rigby, Taylor and Vacancy
Fylde Coast Women's Aid	1	Councillor Goodman
Fylde Coast YMCA Partnership Board	1	Councillor Little
Fylde Community Projects Fund	1	The Mayor
Fylde Peninsular Coastal Programme Board	1	Councillor Pounder
Fylde Peninsular Water Management Group	1	Councillor Aitken
Lancashire Health and Wellbeing Board	1	Representation to be undertaken by Wyre BC for 2015/16
Lancashire Waste Partnership	1	Councillor Eaves
Lancashire County Council Health & Scrutiny Committee	1	Councillor Green
Local Liaison Committee Springfield Works	2	Cllrs Lloyd and Threfall
Lowther Trust	1	Councillor Little
Lytham Town Trust	1	Councillor T Ashton
MATAC (Tasking and Coordinating)	1	Councillor Lloyd
North West Employers Organisation	1	Chairman of Finance and Democracy (substitute Councillor Taylor)
North West of England & the Isle of Man Reserve Forces & Cadets Association	1	Councillor E Nash
Ormerod Trust	1	Vacancy
PATROL (Parking And Traffic Regulations Outside London)	1	Councillor Pounder
Planning Education Liaison Group	2	Councillor Redcliffe and Councillor Nulty
Police Crime Commissioners Forum	1	Councillor Neale
Police and Crime Commissioner Panel	2	Councillor Aitken and Councillor Speak
Progress Housing	1	Councillor Wilder
Registered Social Landlord (RSL) Partnership	1	Councillor Aitken
St George's Day Festival Committee	1	Councillor Little
Sintropher Working Group	1	Councillor Pounder
<b>Key</b>		
Green = a Limited Company		
Pink = a Limited Company that is also a Registered Charity		
Blue = an Unincorporated Association		
Grey = a Statutory Body		
<b>Deleted Outside Bodies</b>		
Age UK Lancashire		
BFW Volunteering Centre		
Elected Member Older People's Network North West of England		
Fylde Substance Misuse Tactical Group		



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	6 JULY 2015	10

## MEMBERS' ALLOWANCES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The council meeting of 26 January considered a report on members' allowances, incorporating the recommendations of the council's independent remuneration panel. The council decided to implement those recommendations on an interim basis pending further consideration at tonight's meeting.

### RECOMMENDATIONS

1. Reconsider the recommendations of the Independent Remuneration Panel and make any changes to the scheme of members' allowances as members see fit, having regard to the recommendations of the panel.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

Council, 26 January 2015: Resolved to adopt the recommendations of the independent remuneration panel, with effect from 20 May 2015, with the scheme to be revisited at the first meeting of the council after the 2015 AGM.

### REPORT

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 empowers local authorities to adopt a scheme setting out allowances to be paid to elected members. A scheme must include 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 the inclusion of a travel and subsistence and a co-optees' allowance within an allowances scheme. These allowances are discretionary.

2. When a local authority makes or amends a scheme of allowances, it must have regard to the recommendations made by its independent remuneration panel.
3. The council considered the recommendations of its independent remuneration panel at its meeting on January 26 this year. The council resolved to *“adopt the recommendations of the independent remuneration panel, with effect from 20 May 2015, with the scheme to be revisited at the first meeting of the council after the 2015 AGM”*. The scheme presently in operation is therefore the one recommended by the panel, attached as appendix 4.
4. The council is therefore asked to revisit the scheme, as mandated by the resolution set out above, and having regard to the recommendations of the independent remuneration panel. Attached for members’ reference are the report to the January 26 meeting and the appendices originally attached to that report.

IMPLICATIONS	
Finance	The provision for the cost of Members’ Allowances within the approved revenue budget for 2015/16 is in the sum of £240,138. Any increases in allowance levels would therefore result in increased revenue costs.
Legal	Payment of members’ allowances and the amount of such allowances is discretionary. However, the council is obliged to “have regard” to the recommendations of the independent panel.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	12 June 2015	

LIST OF BACKGROUND PAPERS		
Report to remuneration panel	19 November 2014	Town Hall, Lytham St Annes
Notes of remuneration panel meeting	19 November 2014	Town Hall, Lytham St Annes

Attached documents

Appendix 1: The report to the council meeting of January 26 2015

Appendix 2: The report to the independent panel;

Appendix 3: A note of the panel’s deliberations and recommendations

Appendix 4: The allowances scheme, as it presently appears following the implementation of the panel’s recommendations from May 20.

# REPORT

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	26 JANUARY 2015	9

## MEMBERS' ALLOWANCES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting

### SUMMARY

The independent remuneration panel has agreed on recommendations for councillors' allowances for the financial year 2015-16. The recommendations are detailed below. The report asks members to consider the recommendations and adopt them if appropriate.

### RECOMMENDATION

Adopt the following recommendations of the independent remuneration panel with effect from 1 April 2015:

1. *Maintain the present level of basic allowance (£3,500) for 2015 – 16.*
2. *To continue to pay travel and subsistence allowances, with an increase to the members' mileage rate to 45p per mile*
3. *To place 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 would not be paid.*
4. *To recognise the change in governance with the following changes to the Members special responsibility allowance:-*
  - *Leader of the Council - £6,000*
  - *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.*
5. *To continue to the payment of £250 per annum to the three Independent persons, who work*

*with the Standards and Audit Committee and the Monitoring Officer*

6. *To continue to pay dependents' carers' allowance at the current rate*

#### **CABINET PORTFOLIO**

This item falls within cabinet portfolio:

Finance and Resources - Councillor Karen Buckley

#### **CORPORATE PRIORITIES**

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

#### **SUMMARY OF PREVIOUS DECISIONS**

Council considers recommendations from the independent remuneration panel each year. Last municipal year the recommendations were reported to the council on 2 December 2013. The recommendation was to maintain the existing level of basic allowance. Council accepted the recommendation.

#### **REPORT**

1. 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.
2. The council must have regard to the recommendations of the panel.
3. 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 allow the inclusion of a travel and subsistence and a co-optees' allowance within an allowances scheme. These allowances are discretionary.
4. The independent panel has met and has made recommendations concerning the council's scheme, with particular regard to change in the Council's governance arrangements in May 2015.
5. The independent panel has made recommendations in regards to special responsibility allowances, whilst being mindful of the Council's budget.
6. Members are asked to consider the three appendices to this report:
  - Appendix 1: The report to the independent panel;
  - Appendix 2: A note of the panel's deliberations and recommendations; and
  - Appendix 3: The allowances scheme, as it would appear following the implementation of the panel's recommendations.

IMPLICATIONS	
Finance	The provision for the cost of Members' Allowances within the approved revenue budget for 2014/15 is in the sum of £240,138. There is no assumed increase to this budget in respect of future years. Any increases in allowance levels would therefore result in increased revenue costs in future years which would require approval by Council in due course.
Legal	Payment of members' allowances and the amount of such allowances is discretionary. However, the council is obliged to "have regard" to the recommendations of the independent panel.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 68506	4 December 2014	

LIST OF BACKGROUND PAPERS		
Report to remuneration panel	19 November 2014	Town Hall, Lytham St Annes
Notes of remuneration panel meeting	19 November 2014	Town Hall, Lytham St Annes

Attached documents

Appendix 1: The report to the independent panel;

Appendix 2: A note of the panel's deliberations and recommendations

Appendix 3: The allowances scheme, as it would appear following the implementation of the panel's recommendations.

# REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	MEMBERS' ALLOWANCES INDEPENDENT REMUNERATION PANEL	19 NOVEMBER 2014

## 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. Panel members will need in particular to consider changes in the roles and responsibilities of councillors that flow from the council's change from a cabinet form of governance to a committee system.

### RECOMMENDATIONS

- Members are asked to reach recommendations for the financial year 2015-16 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
  - Whether to continue to pay travel and subsistence allowances and, if so, of how much; and
  - What allowance (if any) to pay in respect of independent persons appointed in conjunction with the standards machinery.

### SUMMARY OF PREVIOUS DECISIONS

The Independent Remuneration Panel last met, to review Members' Allowances, on 17 October 2013.

## REPORT

### Introduction

- 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.

2. The council must have regard to the recommendations of the panel.
3. 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 allow the inclusion of a travel and subsistence and a co-optees' allowance within an allowances scheme. These allowances are discretionary.
4. 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 commencing 1 April 2015, is as set out as appendix 1. For convenience, the levels of basic and special responsibility allowances presently payable are set out in paragraph 26.
5. Paragraphs 10 to 25 below are based on previously published guidance from the Department for Communities and Local Government on members' allowances, subject to deletion of material now superseded and material not now applicable to Fylde.
6. 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.

### **Financial settlement**

7. The latest announcements by the Department of Communities and Local Government are of further reductions in funding to local authorities for future years. This comes on top of previously announced (and implemented) public sector funding reductions which have impacted to a significant extent upon the Councils overall financial position.
8. These reductions in funding have meant that the Council has needed to take significant steps to reduce expenditure in the current and future years. Based on the latest forecast position the Council currently has a recurring funding shortfall in future years which is unsustainable in the long-term. Consequently the Council continues to explore, and implement where possible, all opportunities to reduce expenditure including taking advantage of efficiency-savings achieved through the restriction on non-essential spending.
9. The annual budgeted cost of members' allowances and expenses to the council based on the amount estimated for 2014/15 under the present scheme is set out in Table 1 –

Table 1 – Annual Estimated Members Allowances & Expenses – Budget provision 2014/15

Basic Allowances	£178,500
Independent Person Allowances	£750
Special Responsibility Allowances	£60,888
National Insurance	£925

Car Mileage	£5,000
Total Estimated Cost	<b>£246,063</b>

### **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.
17. This may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport.
18. 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**

19. 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.
20. 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.
21. Independent remuneration panels may make recommendations, where relevant, as to whether the payments on which they have made a recommendation may be backdated. Authorities will be required to have regard to these recommendations.

### Annual Adjustments of Allowance levels

22. 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.
23. 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 deemed to have been amended, and thus an authority will not have to seek a recommendation from its independent remuneration panel.
24. Where a panel makes a recommendation 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

25. 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

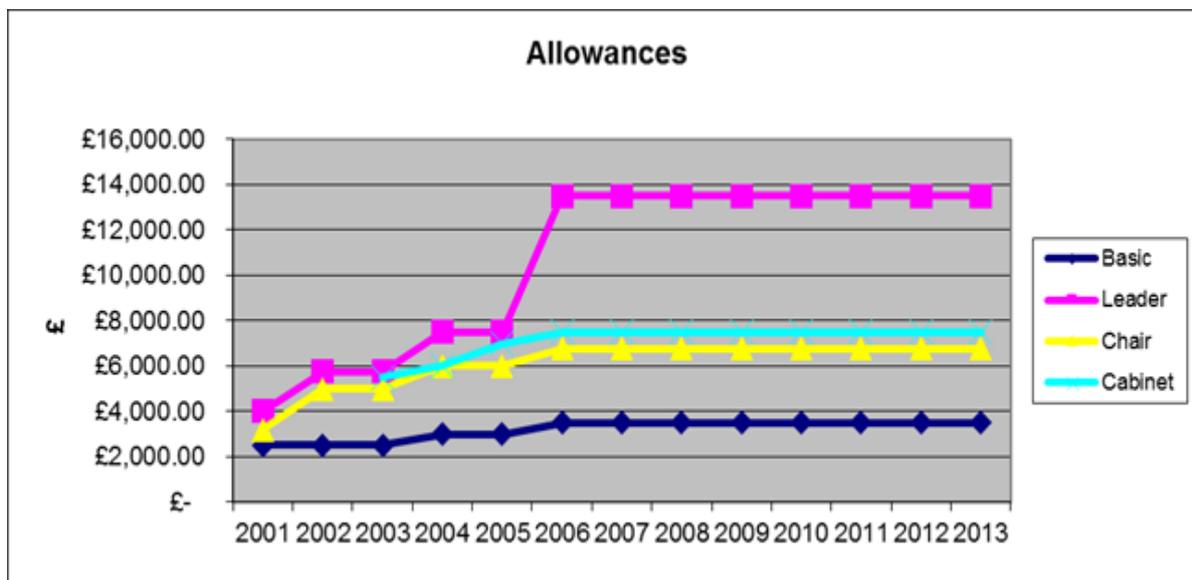
26. The present allowances scheme at Fylde provides for a basic allowance of £3,500 and the following special responsibility allowances:  
 Leader of the Council - £6,000.00.  
 Members of the Executive Cabinet - £4,000.  
 Chairmen of the Policy Development Scrutiny Committee, the Community Focus Scrutiny Committee and the Development Management Committee - £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.  
 Chairman of the \*Standards Committee - £1,900.00  
 Vice –chairman of the Standards Committee - £950.00  
 Chairman of the Audit Committee - £1,980  
 Vice-chairman of the Audit Committee - £990  
 Leader of each political group - £32 per group member.  
 \* N.B Independent persons, who work with the Standards Committee and the monitoring

### Historical data

27. The following table and graph<sup>1</sup> shows allowance levels at Fylde since 2001 :

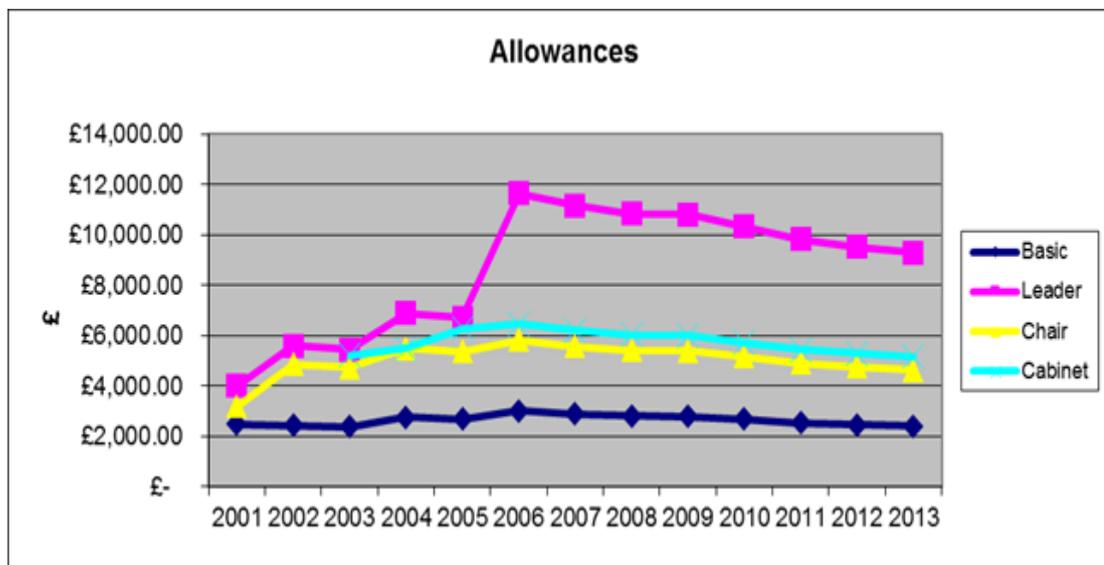
<sup>1</sup> The allowance shown leader includes his basic allowance and his special responsibility allowance as a cabinet member, as well as the leader's allowance; the allowance shown for cabinet member includes basic allowance.

	Basic	Leader	Chair	Cabinet
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	£5,500.00
2004	£3,000.00	£ 7,500.00	£6,000.00	£6,000.00
2005	£3,000.00	£ 7,500.00	£6,000.00	£7,000.00
2006	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2007	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2008	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2009	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2010	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2011	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2012	£3,500.00	£13,500.00	£6,750.00	£7,500.00
2013	£3,500.00	£13,500.00	£6,750.00	£7,500.00



28. The following table and graph<sup>2</sup> shows the same data adjusted for inflation since 2001:

	Basic	Leader	Chair	Cabinet
2001	£2,500.00	£ 4,000.00	£ 3,200.00	
2002	£2,435.47	£ 5,601.57	£ 4,870.93	
2003	£2,375.48	£ 5,463.60	£ 4,750.96	5,226.05
2004	£2,755.56	£ 6,888.89	£ 5,511.11	5,511.11
2005	£2,690.08	£ 6,725.21	£ 5,380.17	6,276.86
2006	£3,021.38	£11,653.90	£ 5,826.95	6,474.39
2007	£2,897.47	£11,175.97	£ 5,587.98	6,208.87
2008	£2,812.96	£10,850.00	£ 5,425.00	6,027.78
2009	£2,805.17	£10,819.94	£ 5,409.97	6,011.08
2010	£2,679.01	£10,333.33	£ 5,166.67	5,740.74
2011	£2,547.59	£ 9,826.42	£ 4,913.21	5,459.12
2012	£2,473.94	£ 9,542.35	£ 4,771.17	5,301.30
2013	£2,410.15	£ 9,296.31	£ 4,648.16	£5,164.62



<sup>2</sup> The allowance shown for leader includes his basic allowance and his special responsibility allowance as a cabinet member, as well as the leader's allowance; the allowance shown for cabinet member includes basic allowance

### Comparisons with other authorities

29. 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. It is considered to be more relevant and reliable than the latest Local Government Association data, which dates back to 2008. 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 whole range of council functions.
30. 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 four such authorities.
31. For ease of reference, I set out comparisons between Fylde and relevant averages below:
- The basic allowance at Fylde (£3,500) is **below** the average for all councils in Lancashire (£4,010) and **below** the average for shire districts in Lancashire (£3,516).
  - The special responsibility allowance for the leader of the council at Fylde (£6,000) is **below** the average for all councils in Lancashire (£12,004) and **below** the average for shire districts in Lancashire (£10,782).
  - Fylde does presently pay a dependent/carer's allowance. 177 out of 203 shire districts<sup>3</sup> surveyed also pay such an allowance, as do 31 out of 37 of all councils in the North West and 15 out of 21 of shire districts in the North West. Fylde's dependent carer's allowance is paid at cost. Other authorities pay an hourly rate. The average hourly rate paid by shire districts is £8.16. The average hourly rate paid by councils in the North West is £6.61. The average hourly rate paid by shire districts in the North West is £6.74. There is no specific budget provision for this allowance as difficult to forecast, as it will vary each year. At time of writing, no payments are believed to have been made for 2014/15.
  - Fylde does presently pay travel and subsistence allowances. 193 out of 203 shire districts surveyed<sup>4</sup> pay subsistence allowance, and 197 pay travel allowance. 33 out of 37 of all councils in the North West pay subsistence allowance and 35 also pay travel allowance. 18 out of 21 shire districts in the North West pay subsistence allowance and 20 also pay travel allowance.

### Specific issues: governance change

32. In May 2015, Fylde Council's system of governance will change from a Leader and Cabinet (England) form of executive arrangements to a committee system. The panel will need to consider carefully how the new structure should be reflected in the allowances scheme.
33. The present scheme provides for special responsibility allowances to be paid for the following roles, which will be discontinued: cabinet members, chairmen and vice-chairmen

<sup>3</sup> Information from 2008 LGA survey

<sup>4</sup> Information from 2008 LGA survey

of scrutiny committees, chairman and vice-chairman of Audit Committee, chairman and vice-chairman of Standards Committee.

34. The new structure will contain the following new roles which the panel may consider should attract a special responsibility allowance:

Role	Observations
Chairman and vice-chairman of each of the four new programme committees: Finance and Democracy, Operational Services, Health and Housing, Tourism and Leisure	<i>Between them, the four programme committees will take responsibility for the functions previously under the remit of the Cabinet. However, unlike cabinet members, chairmen and vice-chairmen will not have power to take decisions individually.</i>
Chairman and vice-chairman of the Audit and Standards Committee	<i>The committee will take responsibility for the functions previously under the remit of the separate Audit and Standards committees.</i>

35. The role of the Leader of the Council will also change significantly. Under the present system, the Leader is responsible for appointing the Cabinet, chairs Cabinet meetings and has authority to take any executive decision on behalf of the council. Those responsibilities will no longer exist under a committee system. The leader would still be expected to be the political figurehead of the council and the leading advocate for local communities. However, his formal responsibilities would be confined to answering, or choosing another member to answer, questions from members of the public at council meetings.
36. The remit of the Development Management Committee will be expanded to include development of planning policy.

#### **Specific issues: time limits for claims**

37. Members are presently encouraged to submit claims for travel and subsistence allowances monthly. However, not all members do so. Claims are occasionally submitted six or even twelve months after the event giving rise to them. Processing and paying these claims causes accounting and administrative difficulty, especially where the claim relates to a previous financial year.
38. The panel is asked to consider introducing a time limit under which claims for travelling or subsistence submitted more than three months after the event giving rise to them would not be paid.

#### **Specific issues: Mileage rates**

39. Travelling allowance includes a rate per mile for travel in a member's own private motor vehicle<sup>5</sup>, or one provided for their use. The rate per mile has not increased over the last eleven years and is not considerably different to the rate payable to officers undertaking car travel in the course of their employment. The relevant comparisons are in the table below.

<sup>5</sup> Not including a solo motorcycle

The panel is asked to consider increasing the rate per mile payable to members to bring it in line with that payable to officers.

Vehicle CC	Rate payable to members	Rate payable to officers
999 or less	34.6p	46.9p
1000 or more	39.5p	52.2p

IMPLICATIONS	
Finance	The Council's base revenue budget includes recurring provision of £246,063 per annum for member's allowances as set out in paragraph 9 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	
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	
Health & Safety and Risk Management	

REPORT AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	17November 2014	

LIST OF 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

**INDEPENDENT REMUNERATION PANEL –  
NOTE OF MEETING HELD ON 19 NOVEMBER 2014, TOWN HALL, ST ANNES**

Present: Mr David Cam, Chairman

Mrs Helen Hockenhull

Mrs Mary Wilson

Tracy Morrison, Director of Resources

Ian Curtis, Head of Governance

Katharine McDonnell, Democratic Services Officer

Ian Curtis presented a report, of which a copy had previously been circulated to members of the Panel, regarding the current level of members' allowances, the forthcoming change in governance arrangements and the impact on special responsibility allowances, and comparison statistics for neighbouring local authorities.

Mr Curtis also asked the panel to consider continuing dependents' carers' allowances and the level of members' mileage rates. In regards to claims, Mr Curtis asked the panel to consider whether they wished to impose a deadline on members' for claims.

In considering the levels on member allowances the Panel took note of current scheme of allowances; the Council's financial position and the Government's policy on public sector funding; the levels of allowances since 2001 and the allowances adjusted for inflation; and the comparisons between allowance schemes operated by other authorities in Lancashire.

Following a detailed discussion, especially in regard to the forthcoming governance change, the Panel noted that -

- In common with other councils, the financial settlement for Fylde continued to be extremely challenging. The council continues to explore all opportunities to reduce expenditure through efficiency saving schemes. It was noted that some members do not claim travel allowances that they are entitled to.
- Councillors had not received an increase in their allowances for a number of years, however an increase could be politically unpalatable.
- The change in governance would place more responsibility on the Chairmen of the new programme committees.
- The Panel felt considerable responsibility to not further add to the Council's financial burden by recommending increases to members' allowances.

The following recommendations were made by the Panel -

- *Maintain the present level of basic allowance (£3,500) for 2015 – 16.*

- *To continue to pay travel and subsistence allowances, with an increase to the members' mileage rate to 45p per mile*
- *To place 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 would not be paid.*
- *To recognise the change in governance with the following changes to the Members special responsibility allowance:-*
  - *Leader of the Council - £6,000*
  - *Deputy Leader of the Council - £3,000*
  - *Chairmen of the Development Management, Finance and Democracy, Operational Management, 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.*
- *To continue to the payment of £250 per annum to the three Independent persons, who work with the Standards and Audit Committee and the Monitoring Officer*
- *To continue to pay dependents' carers' allowance at the current rate*

Mr Cam thanked the new panel members and thanked the officers for their work and advice.

-----

**Part 6**  
**Members' Allowances 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.

## 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;

- 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 portorage 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.

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 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

<b>Meeting</b>	<b>Persons qualified for allowance</b>
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