

MEETING: 25 MARCH 2013

MEMBERS' ALLOWANCES SCHEME

**JOINT REPORT OF THE CHIEF FIRE OFFICER, CLERK TO THE
AUTHORITY AND FINANCE OFFICER**

1. At its meeting on 26 March 2012, the Authority considered a report of the Independent Remuneration Panel, which had undertaken a review of the Members' Allowances Scheme. The Authority accepted the Panel's recommendations regarding the level of allowances and agreed to the adoption of the Scheme to apply during the financial year 2012-2013 and thereafter, until further review. A summary of the scheme is shown in the Appendix to this report.
2. There have been no changes to the Authority's governance arrangements which would indicate that a further review is required at this time and therefore members are recommended formally to confirm that the scheme should continue in the same terms for the next financial year, until further review.
3. **RECOMMENDATIONS**

To agree that the provisions of the Members' Allowances Scheme, which are summarised in the Appendix, shall continue to apply during the financial year 2013-1014 and thereafter, until further review and consideration by the Independent Remuneration Panel and the Authority.

BACKGROUND PAPERS

There are no background papers to this report

Appendix

Summary of Members' Allowances

	£
Basic Allowance	1,848
Special Responsibility Allowances:	
Chairman	12,798
Vice Chairman (to include Chairing the Policy and Performance Committee)	6,399
Chairman – Human Resources Committee	6,399
Leader of Majority Party in Opposition	3,200
Co-optees Allowances:	
Governance Committee	
Chair of Governance Committee	3,296
Independent Members	1,648

Where there is no single majority party in opposition and there is equal representation of any opposition parties on the Joint Authority, the allowance payable to the Leader of the Majority Party in Opposition shall be shared equally between the Leader of the Parties who are so represented.

Carers Allowances:

Actual expenditure up to a maximum of £6.87 per hour

Travel Allowances:

Motor Cycle Allowance	24p per mile
Bicycle Allowance	20p per mile
Car Allowance	45p per mile for first 10,000 miles and 25p thereafter Passenger Supplement 5p per mile for the Passenger (not exceeding 4)

The above rates match Her Majesty's Revenues and Customs authorised mileage rates and will be updated when HMRC publishes revised allowances.

Accommodation and Subsistence Allowances:

Overnight Accommodation - the allowance will not be claimable as an allowance as such, rather reasonable costs of an overnight stay (including breakfast) will be met for business class accommodation (3 star or 4 star) within and outside of London. Unless there are exceptional circumstances officers will book the accommodation direct selecting the most economic option available and utilising the established procurement arrangements in place. Where exceptional circumstances exist, these will be approved in advance by the Finance Officer and reasonable costs will be reimbursed subject to submission of receipts.

The above approach is proposed for dealing with overnight stays (including breakfast). The subsistence rates for other meals, where necessary, are still considered appropriate and would be in addition.

In the case of absence from the usual place of residence for a continuous period which exceeds 4 hours but does not involve an overnight absence, subsistence is payable as per the table set out below:

Breakfast Allowance	£5.91
Lunch Allowance	£8.13
Tea Allowance	£3.20
Evening Meal Allowance	£10.07

Reduction of Subsistence Allowance for Meals Provided Free of Charge:

Reduction for Breakfast provided	£5.91
Lunch provided	£8.13
Tea provided	£3.20
Dinner provided	£10.07

A contribution in excess of the above amounts can be made in exceptional extenuating circumstances. Such circumstances must be approved in advance by the Finance Officer.

