



**BUCKINGHAMSHIRE AND MILTON
KEYNES FIRE AUTHORITY**

***MEMBERS' SCHEME OF ALLOWANCES
2010/11***

THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

MEMBERS' SCHEME OF ALLOWANCES

Introduction

1. This Scheme is governed by the Local Authorities (Members' Allowances)(England) Regulations 2003 and the Local Authorities (Members' Allowances)(England) (Amendment) Regulations 2003 – “the regulations.”
2. Elected Members of the Buckinghamshire and Milton Keynes Combined Fire Authority may claim basic allowances, special responsibility allowances, travelling allowances and subsistence allowances for approved duties in accordance with the provisions of this scheme.
3. Appointed (non elected) members may claim co-optees allowance, travelling allowances and subsistence allowances for approved duties specified in this scheme.
4. "Year" means the 12 months ending with 31 March.
5. The Scheme has four Schedules attached which are:
 - (a) Schedule 1 - Special Responsibility Allowances
 - (b) Schedule 2 - Payment of Travelling and Subsistence Allowances
 - (c) Schedule 3 - Duties Excluded from the Allowances Scheme
 - (d) Schedule 4 - Rates of Allowances

Creation and Amendment of the Scheme

6. This scheme comes into effect on 1 April 2010.
7. For subsequent changes in basic allowances, special responsibility allowances and co-optees allowances, new rates will be payable from the date the amendment takes effect as set out either in this scheme or the Regulations.
8. The Fire Authority will be responsible for amending the scheme and in doing so will have regard to any recommendations to its constituent councils of the independent remuneration panels set up by them.

Basic Allowances

9. The Fire Authority will pay equally to each Member of the Authority a basic allowance of an amount specified in Schedule 4.
10. Where the term of office of a Member begins or ends in the course of a financial year entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
11. Basic Allowances are payable monthly and are subject to tax and national insurance deductions.

Special Responsibility Allowances

12. The Fire Authority will pay each year to the Members of the Fire Authority who have special responsibilities by reason of the office(s) they hold the special responsibility allowances set out in Schedule 1.
13. Where a Member takes up or relinquishes any post that carries a special responsibility allowance in the course of a financial year the entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
14. Special responsibility allowances are payable in monthly installments and are subject to tax and national insurance deductions. Where a Member is eligible for more than one special responsibility allowance (whether payable by the Fire Authority or another authority for Fire Authority duties) only the highest one will be payable, with the exception that
 - (a) a Lead Member may claim one Lead Member's Allowance in addition to one other Special Responsibility Allowance payable; and
 - (b) the Authority's representative on the South East Fire and Rescue Control Centre Limited may claim the Special Responsibility Allowance payable in addition to any other Special Responsibility Allowance payable.

Approved Duties

15. Travelling and Subsistence Allowances are payable monthly and are only payable to Elected Members of the Fire Authority for the approved duties set out in Schedule 2.

Co-optees Allowance

16. A Co-optees Allowance may be paid to appointed members (i.e. non-Elected Members whether voting or not) for the performance of any approved duty as defined by this document.
17. The allowance will be payable in monthly instalments and are subject to tax and national insurance deductions.

Travelling and Subsistence Allowances

18. The term "Member" for the purpose of travelling and subsistence allowances applies to any person who is a Member of the Fire Authority, or who is a member of any committee, sub-committee or panel of the Fire Authority, and so includes appointed non-elected members of those bodies. The payment of these allowances is dependent upon the performance of an "approved duty" which is an attendance as a member at a meeting, or the carrying on of a duty, set out in Schedule 2.
19. The rates for travel and subsistence allowances are specified in Schedule 4.

Suspension of Allowances

20. Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any allowance payable under this scheme may be withheld by the Fire Authority.

Allowances are Maxima

21. The scales for all allowances are maxima and there is no obligation on any Member to claim any or all of the allowances.
22. A Member shall give notice in writing to the Treasurer that he/she elects to forego any part of his/her entitlement to an allowance under the scheme.

Social Functions and Occasions

23. Elected Members on occasions are invited, or feel it necessary to attend functions, or occasions which have a social element. No allowances are paid to Members of the Fire Authority on these occasions unless the Member is undertaking the performance of a positive duty and one of significant size, e.g. making a speech or distributing prizes when travel and subsistence allowances may be paid. Merely to attend because the

member is interested or represents people in the district is insufficient to justify payment of any allowances.

Conference Expenses

24. If attendance at a conference has been approved by the Authority, conference expenses which are obligatory and outside the control of the Member, will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of accommodation, meals and the like, will only be met or reimbursed if it is part of the inclusive charge for the conference or it is a requirement of the conference or its organisers that the Member should stay at a particular hotel.
25. Travel and subsistence allowances are payable where appropriate.

Telephones

26. A mobile phone will be provided to the Chairman of the Fire Authority, with the cost of supply, rental and business calls being met by the Fire Authority.

Avoidance of Duplication

27. A claim for an allowance under this scheme must include, or be accompanied by, a statement signed by the claimant that no other claim has been, or will be made for the matter to which the claim relates.

Records of Payments

28. Records of payments made to Members are available for inspection free of charge by any local government elector of the Fire Authority.
29. A person entitled to inspect a record may make a copy of any part of it.
30. Details of total payments made to each Member for allowances under this scheme will be published as soon as practicable after the end of the year to which they relate.

Claim Forms

31. All information requested on the claim form must be provided, including details of start and finish times, journeys made and meetings attended. (It is always advisable for members to make contemporaneous notes in their diary to assist in the completion of claims).

32. Claims for expenses should only be made when actually incurred, ie rail/bus, taxis, hotel accommodation. Receipts should be provided.
33. Claims for the same expenses (mileage, travel and subsistence etc) must not be made from more than one body (see examples set out as an **Annex** to this scheme for detailed guidance where meetings of more than one authority are being attended on the same day).
34. Claim forms should be completed and submitted to the Treasurer, preferably within seven working days after the end of each calendar month.
35. Payments for basic and special responsibility allowances will be paid monthly in arrears and travel and subsistence payments will be paid monthly in arrears on the submission of a claim form.
36. No claim from a member for traveling or subsistence allowances which is submitted more than three months after the costs were incurred will be entertained.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES FROM APRIL 2009

Special Responsibility Allowance per annum

• Position	£
• Chairman	11,507
• Vice-Chairman	3,855
• Chairman – Executive Committee	4,747
• Chairman – Audit Committee	3,110
• Chairman – Overview and Performance Committee	3,110
• Chairman - Standards Committee	1,556
• Chairman – Safety Panel	1,556
• Chairman – Human Resources Sub-Committee	1,556
• Group Leaders	3,452
• Lead Members	3,000
• Representative on the South East Fire and Rescue Control Centre Limited	2,000

SCHEDULE 2

PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES

The duties in this Section have been approved for the payment of travel and subsistence allowances:

- (a) Attendance at a meeting of the Fire Authority;
- (b) Attendance at a meeting of any committee or sub-committee of the Fire Authority;
- (c) Attendance at a meeting of any section, panel, working party or other meeting authorised by the Fire Authority or a committee or sub-committee of the Fire Authority or a joint committee of the Fire Authority and one or more other authorities to which the member has been specifically appointed provided that it is a meeting to which Members of at least two political groups have been invited.
- (d) Attendance at a meeting of an association of authorities of which the Fire Authority is a member and to which the member has been appointed by the Fire Authority to represent it.
- (e) Attendance at ad hoc meetings with other authorities, organisations or bodies authorised by a committee or sub-committee of the Fire Authority, or the Clerk on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (f) Attendance at briefing meetings to which Members of at least two political groups have been invited authorised by a committee or sub-committee of the Fire Authority, or the Clerk on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (g) Attendance at seminars and conferences arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Clerk on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions.
- (h) Attendance at specific visits arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Clerk on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions and where Members of at least two political groups have been invited.
- (i) Attendance at a meeting of any body or authority upon which the member has been appointed by the Fire Authority or a committee or sub-committee of the Fire Authority to represent it.
- (j) Attendance in connection with the discharge of any function of the Fire Authority conferred by or under any enactment and empowering or

requiring the Fire Authority to inspect or authorise the inspection of premises.

- (k) Attendance at meetings of bodies where the Fire Authority makes appointments, where the Fire Authority has a major influence at national, regional, county or district level. These bodies are listed below:

National Bodies

Local Government Association
Fire Forum

Regional Bodies

Buckinghamshire Strategic Partnership
Government Office for the South East
Joint Consultative Committee
Joint Local Authority M4 Forum
Leaders' group (Shared Services)
Milton Keynes Local Strategic Partnership
South East Fire and Rescue Control Centre Limited
Thames Regional Flood Defence Committee
Regional Management Board

- (l) Attendance at any disciplinary, grievance, dismissal or appeals sub-committee or panel.

- (m) The following duties if approved by the Fire Authority or a Committee:

- Attendance at briefing meetings held for the purpose of, or in connection with, the discharge of the functions of the Fire Authority or any of its committees or sub-committees.
- Attendance at the official opening of new Fire Authority establishments or projects.
- Attendance by the Chairman and Vice-Chairman of the Fire Authority and of committees at official functions in a representative capacity.
- Duties undertaken by Chairmen and Vice-Chairmen of the Fire Authority, committees or subcommittees acting in an official capacity.
- Members' delegations to Government Departments.
- Town Centre Management Meetings and Parishes.

- (n) Meetings organised by the Chief Fire Officer, Treasurer or Clerk or their nominated representatives with external bodies or persons to further the business and aims of the Fire Authority which the relevant officer certifies requires the attendance of members on the grounds of urgency which

prevents approval being obtained from the Fire Authority, a committee or sub-committee

Note: In authorising attendances in accordance with the above, no member, official or officer of the Fire Authority shall act in a discriminatory manner reflecting party political preference. Members, officials and officers should take care to ensure that their actions can not be construed as having been discriminatory.

SCHEDULE 3

DUTIES EXCLUDED FROM THE ALLOWANCES SCHEME

The duties in this Section are those for which the Fire Authority has decided that no allowances will be paid.

- Members' surgeries
- Political activities

SCHEDULE 4

RATES OF ALLOWANCES

From April 2010 the following rates of allowances will apply

Basic Allowance:

£1,151 per annum

Special Responsibility Allowances:

See Schedule 1

Co-optees Allowance

£288 per annum

Travel Allowances

(a) Car

The rate for 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, for the use of a motor vehicle of cylinder capacity:

- (i) not exceeding 999cc, 37 pence for the first 3000 miles and 32 pence for each mile after that;
- (ii) exceeding 999cc, but not exceeding 1400cc, 46 pence for the first 3000 miles and 39 pence for each mile after that; and
- (iii) exceeding 1400cc, 57 pence for the first 3000 miles and 49 pence for each mile after that.

(b) Motorcycle

The rate for travel by a Member's own motorcycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall not exceed, for the use of a motorcycle of cylinder capacity:

- (i) not exceeding 125cc, 19 pence per mile;
- (ii) exceeding 125cc, but not exceeding 249cc, 26 pence per mile;
- (iii) exceeding 249cc, but not exceeding 499cc, 34 pence per mile; and
- (iv) exceeding 499cc, 40 pence per mile.

(c) Bicycle

The rate for travel by a Member's own bicycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall not exceed 20p a mile.

(d) Public Transport

Members can claim the full cost of travelling on public transport at standard class rates whilst carry out Approved Duties, provided a valid receipt, bus ticket etc is produced to substantiate the claim.

Subsistence

The rate of subsistence allowance shall not exceed the amounts which can be claimed by officers under the Buckinghamshire County Council Members Allowances Scheme applicable at the time when the cost is incurred.

Uplift for Inflation

Basic, Special Responsibility and Co-optees allowances will be adjusted for inflation each year until, but not beyond 1 April 2012, in line with the Retail Price Index, excluding house prices, as at September each year.

In addition, the allowances will be reviewed by the Fire Authority annually and compared with those paid by other fire authorities in the South East Region.

Travel and Subsistence allowances will be adjusted for inflation each year in line with the Buckinghamshire County Council Members Allowances Scheme applicable at the time when the cost is incurred.

Example A

A Member sets out from his/her office to attend a meeting of the Finance and General Purposes Committee at County Hall at 10.30 am, travelling a distance of 30 miles.

The meeting finishes at 1.00 pm, after which he/she has lunch.

At 2.00 pm he/she walks to Aylesbury Vale District Council's Council Offices for a meeting of the Planning Committee, which starts at 2.15 pm and finishes at 6.30 pm.

He/she then drives home, a distance of 10 miles, arriving at 7.15 pm.

The mileage claimable from the Fire Authority is 30 miles; 10 miles is claimable from Aylesbury Vale District Council.

Example B

A Member leaves home one morning from Winslow to attend a party political group meeting in Aylesbury. After lunch he/she has to attend a Members' training seminar at Haddenham.

Travel from Aylesbury to Haddenham can be claimed, plus the journey from Haddenham to home.

The group meeting is not included in the list of Bodies for which payment can be claimed.

Example C

A Member leaves home for a 12.30 Regional Management Board Meeting. The meeting finishes at 3.00 p.m.

He/she travels home and has to leave home at 7.15 p.m. for an 8.00 p.m. meeting of a local parish council which he/she has been asked to attend on behalf of the Fire Authority to discuss the relocation of the local fire station there. He/she returns home at the end of the meeting.

He/she can claim travel allowance for both return journeys.