



CAMBRIDGESHIRE
& PETERBOROUGH
FIRE AUTHORITY
Working together to improve community safety

MEMBERS' ALLOWANCES SCHEME

2019/20

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY SCHEME OF MEMBER ALLOWANCES

1. INTRODUCTION

- 1.1 This scheme has been adopted by Cambridgeshire and Peterborough Fire Authority (the Authority), as its local scheme in accordance with the provisions of the Local Authorities (Member Allowances) (England) Regulations 2003. The scheme comes into effect from 1 April 2019.
- 1.2 In this scheme the following definitions apply:

“Member” means any councillor appointed by a constituent authority to serve on the Cambridgeshire and Peterborough Fire Authority;

“Independent Member” means a person who is not appointed by a constituent authority but by the Fire Authority itself to serve on any of its committees/subcommittees or panels.
- 1.3 Unless amended in the intervening period, this scheme covers the period 1 April 2019 to 31 March 2020.

2. SCHEME OF ALLOWANCES

- 2.1 Members of Cambridgeshire and Peterborough Fire Authority are entitled to claim the following allowances, as specified in this Scheme:
 - Basic Allowance
 - Special Responsibility Allowance
 - Travel and Subsistence Allowance
- 2.2 In preparing this scheme of allowances, due consideration had been given to the report made by the Independent Remuneration Panel set up by Cambridgeshire County Council.
- 2.3 Any Member who wishes to forego entitlement to all or part of their allowances should notify the Deputy Chief Executive Officer in writing.
- 2.4 The Authority is obliged to make public all payments made to Members under this scheme of allowances (see paragraph 10).

3. BASIC ALLOWANCE

- 3.1 The Authority shall pay to each Member an annual basic allowance, as set out in Schedule 1.
- 3.2 The Basic Allowance is intended to contribute to expenses incurred as a result of carrying out Authority business and other semi-official activities carried out by Members – such as the use of the home and telephone. The allowance is not intended to recompense Members for all the time they devote to Authority business, as it is assumed that some elements of the work of Members are undertaken on a voluntary basis.
- 3.3 This allowance will be paid automatically in equal monthly instalments, one month in arrears. It may be subject to tax and national insurance deductions (see paragraph 8). The payment will be made one month in arrears direct to the nominated bank or building society account, normally on the last working day of each month.
- 3.4 If a Member is replaced on the Authority by another Member, then the basic allowance will be adjusted in accordance with the number of days to which they are entitled. If a Member is suspended or partially suspended in accordance with Part III of the Local Government Act 2000 or regulations made there under, then the allowance payable for that period shall be withheld.

4. SPECIAL RESPONSIBILITY ALLOWANCE

- 4.1 In addition to the Basic Allowance, a Special Responsibility Allowance (SRA) will be paid to Members who have special or additional responsibilities and/or hold particular posts. The categories of SRA's are set out in Schedule 1.
- 4.2 Subject to paragraph 4.4 below, Members will be restricted to being in receipt of one SRA at any one time.
- 4.3 An ad-hoc SRA may be payable to a Member designated by the Policy and Resources Committees for undertaking significant additional responsibilities and workload in relation to a particular ad-hoc project as determined by the Committee. The allowance shall be payable for the period that the Member concerned is actively involved in the project or as determined by the Committee. The SRA will be payable only where authorised in advance by the Policy and Resources Committee. Only one such allowance will be payable at any one time.
- 4.4 To reflect the amount of work involved on the part of the individuals concerned, an SRA of £1,050.91 shall be paid to Members sitting on Type 3 Project Boards; Members will be able to receive this SRA in addition to any other SRA that they receive under this Scheme.
- 4.5 This allowance will be paid automatically in equal monthly instalments, one month in arrears. It may be subject to tax and national insurance deductions (see paragraph 8). The payment will be made one month in arrears direct to

the nominated bank or building society account, normally on the last working day of each month.

- 4.6 Where a Member takes up or relinquishes a post that carries a SRA during the course of a financial year, the allowance will be adjusted in accordance with the number of days to which they are entitled.
- 4.7 If a Member is suspended or partially suspended in accordance with Part III of the Local Government Act 2000 or regulations made there under, then the allowance payable for that period shall be withheld.

5. DEPENDENT CARERS' ALLOWANCE

- 5.1 Under the legislation, the Authority is not entitled to pay any dependent carers' allowances.

6. PENSION

- 6.1 Under the legislation, the Authority is not entitled to decide that any of its allowances be pensionable.

7. TRAVEL AND SUBSISTENCE ALLOWANCES

- 7.1 Travel and subsistence allowances are payable in respect of attendance at events regarded as approved duties. These relate to:
- Attendance at designated meetings as part of the internal political management process.
 - Attendance at events as the formally designated representative of the Authority.
 - Attendance by invitation at designated events as part of the advisory process.
 - Attendance at designated external conferences and courses.
- 7.2 The full range of approved duties for which travel and subsistence allowances apply is set out in Schedule 2. The level of travel and subsistence allowances payable shall be set having regard to the rates set by the National Joint Council.
- 7.3 Travelling and subsistence allowances are not payable for journeys undertaken outside the geographical County of Cambridgeshire other than for authorised attendance on behalf of the Authority at those meetings under Schedule 2 that are held outside the County. International travel and attendance at regional meetings held outside the region shall require approval in advance by Group Leaders.
- 7.4 Travel and subsistence allowances are not payable in relation to:
- A social function of any nature other than civic, ceremonial or courtesy visits by the Chairman in relation to his/her area of responsibility or by any other

Member on behalf of the Chairman of the Authority.

- Attending parish council meetings, Members' surgeries or consultation (other than as the Authority's formally designated representative) or unofficial visits to local fire service establishments.
- Voluntary attendance at any meeting of the Authority's committee meetings, an outside body or other organisation.
- Visits by Members to Authority offices to undertake research or for individual discussions with officers on issues of general interest only and not related to a local constituency issue.
- Attendance at any party political or union meeting.

7.5 Where Members are unsure as to whether a particular event is eligible for the payment of travel and subsistence allowances, they should consult the Deputy Chief Executive Officer who shall be authorised to determine whether these allowances should apply.

8. TAX AND NATIONAL INSURANCE (NI) ARRANGEMENTS

8.1 This section is intended to provide a brief summary, for information purposes, of the tax implications associated with the allowances set out in this scheme. The Authority does not guarantee that the information is necessarily accurate or appropriate for individual Members. It is for each Member to satisfy themselves personally that their tax and insurance arrangements are in order.

8.2 Basic and SRAs are all subject to income tax and NI as they are payments made in respect of duties of an office. Travel and subsistence may be the subject of income tax and Members are asked to keep appropriate records to satisfy any enquiries the Tax Office may make.

8.3 Tax will be deducted at the basic rate unless the Authority is notified to the contrary by the Inland Revenue and Customs.

8.4 NI contributions on allowances will be in accordance with the prevailing HMRC guidance and the Authority is not responsible for checking aggregated figures for individual Members sources of income.

8.5 Members who are self-employed or have elected to pay reduced rate NI contributions will need to discuss this with HMRC.

8.6 The receipt of allowances from the Authority may affect Members who are receiving Department for Work and Pensions (DWP) Benefits. All allowances should be declared to the DWP who will advise Members of any impact on their benefits. Members should note that failure to disclose any allowance to the DWP may result in prosecution.

9. INDEXING OF ALLOWANCES

- 9.1 The basic allowance and SRAs will be automatically updated each year for inflation in line with the National Joint Council increase applied to staff salaries. This arrangement will apply for a maximum of 4 years, before the scheme has to be reviewed.

10. PUBLIC INSPECTION

- 10.1 In accordance with the legislation, the Authority is obliged to publish details of the total sum paid during the financial year to each recipient. Records of payments must be made available for inspection to the public on request.

11. SUSPENSION OF ALLOWANCES

- 11.1 Authority meetings are important, formal events with a clear purpose – to make decisions. Each Member of the Authority has a responsibility to attend meetings when summoned to do so; the notice to attend an Authority meeting is, in law, a summons. This encompasses attendance at full Authority meetings and any committees/subcommittees or panels to which a Member is assigned.
- 11.2 Attendance sheets are maintained for each meeting and are also a mechanism for recording apologies. Where a Member fails to attend two consecutive meetings, for whatever reason, the Monitoring Officer will initiate discussions with the Member concerned and if appropriate, their political group leader to consider the suspension of allowances payable for the period in question. The outcome of any such discussions will be communicated, in writing, to the Member concerned.

12. OFFICER CONTACTS

- 12.1 If Members require any assistance with particular aspects of the scheme, please contact the relevant Officer as indicated below:

Monitoring Officer	01480 444556
Payroll Officer	01480 444543

SCHEDULE 1

DETAILS OF ALLOWANCE	2018/19	2019/20	COMMENTS
All Fire Authority Members	£2483.00	£2532.66	
Chairman of the Fire Authority	£12415.04	£12663.34	
Vice-Chairman of the Fire Authority	£9311.28	£9497.51	75% of Chairman
Fire Authority Liberal Democrat Group Leader	£4941.16	£4979.61	£2000 plus 1/17 th of Chairman per Member in Group
Fire Authority Labour Group Leader	£3480.58	£3489.80	£2000 plus 1/17 th of Chairman per Member in Group
Fire Authority Independent Group Leader	NA	NA	
Chairman, Policy and Resources Committee	£4966.01	£5065.34	40% of Chairman
Chairman, Overview and Scrutiny Committee	£4966.01	£5065.34	40% of Chairman
For ad-hoc additional responsibilities as defined by the Policy and Resources Committee	£51.00 per month	£52.00 per month	Maximum of one ad-hoc SRA payable at any one time
Members sitting on Type 3 Project Boards	£1030.30	£1050.91	

MILEAGE RATES FOR USING PRIVATE MOTOR VEHICLES				
	451-999 cc	1000-1199 cc	Over 1200 cc	
Rates from 6 April 2011 Per mile up to 8500	Payment per mile will be the maximum mileage rate on which there is no taxable benefit as advised by the Inland Revenue (currently 45 p per mile)			

SCHEDULE 2 – TRAVEL AND SUBSISTENCE ALLOWANCES

Travel Allowances

1. Reimbursement of expenditure on travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare. In exceptional circumstances and to facilitate the conduct of the Authority's business, reimbursement of the first class fare will be payable.
2. The rate for travel by a Members own solo motor cycle shall be 24 pence per mile regardless of engine size.
3. The rate for travel by a Members own private motor vehicle shall be as per the HMRC Maximum Mileage rate (see Schedule 1).
4. The mileage rates payable will be increased in respect of the carriage of passengers based on the rate advised by HMRC, currently 5 pence per passenger, per business mile carried.
5. Expenditure incurred on tolls, ferries or parking fees, including overnight garaging will be reimbursed on production of evidence of the expenditure having been incurred, except in circumstances where no receipts are issued where this requirement will be waived.
6. The rate of travel by taxi-cab or cab shall be:
 - a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid as indicated on a receipt, and
 - b) in any other case the amount of the fare for travel by appropriate public transport.
7. 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, except where authorised in advance by the Authority, where the rate may be increased to an amount not exceeding the actual cost of hiring.
8. The cost of travel by air will be reimbursed where authorised in advance by the Authority where:
 - a) this is less than 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, or

- b) the saving in time is so substantial as to justify payment of the fare for travel by air, provided that the amount shall not exceed:
 - i. the ordinary fare or any available cheap fare for travel by regular air service; or
 - ii. where no such service is available or in case of urgency, the fare actually paid by the Member.

Subsistence allowances

1. The Authority will reimburse the cost of meals taken by Members in connection with approved duties involving an absence (not overnight) from the usual place of residence on production of receipt(s) up to the following maximum amounts:
 - i. up to 5 hours £5
 - ii. up to 10 hours £10
 - iii. up to 15 hours £25
2. In the case of an absence overnight from the usual place of residence 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, hotel accommodation and meals are normally booked and paid for directly by the Authority. Therefore payments of any additional allowances are not normally made.
3. Provided that the Member is otherwise entitled to claim subsistence allowances, Members may make claims without the production of a receipt provided that a letter is submitted in support of the claim explaining the circumstances to the Deputy Chief Executive Officer.
4. Subsistence allowances are not payable at meetings where a meal is provided by the Authority, whether or not the Member takes advantage of this facility, unless the Member gives at least 48 hours written notice to the Deputy Chief Executive Officer that he/she will be making their own meal arrangements on that day.

APPROVED DUTIES

The Authority specifies the following as approved duties for the purpose of the payment of travelling and subsistence allowances:

1. Attendance at any meetings of the Authority, its committees / sub committees, panels and working groups, of which the claimant is a Member or has a right to attend under the Authority's standing orders.
2. Attendance at meetings of outside bodies to which the Authority makes appointments or nominations, including any committee or sub-committee of such a body.

3. Attendance at conferences, seminars and training events as agreed by the Authority in its calendar of meetings, or subsequently by the Chairman or the Vice Chairman.
4. Attendance at briefing meetings, consultation sessions and other events for Members convened by the Chief Fire Officer including bi-monthly updates between the Chief Fire Officer and Chairman.
5. Exhibitions, official openings and visits to premises or similar events (including induction visits) to which Members have been invited by the Chief Fire Officer.
6. Attendance by Fire Authority appointed Members or their appointed substitutes, at any meetings of any association of authorities of which the Fire Authority is a member, or bodies to which these associations also make appointments.
7. Any other duty or class of duty approved by the Authority for the purpose of or in connection with the discharge of the functions of the Authority, or its committees, sub-committees or panels. In this instance approval would be required from the Chairman or Vice Chairman.
8. Travelling allowances cannot be claimed for political group meetings, or for meetings to which only one political group has been invited (except update meetings between the Chief Fire Officer and Chairman).