

**Tyne and Wear Fire and
Rescue Authority**

**Members' Allowances
Scheme**

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1. Introduction

- 1.1 Tyne and Wear Fire and Rescue Authority (“the Authority”) in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003 (“the Regulations”), has made the following Members’ Allowances Scheme (“the Scheme”).

2. The Members’ Allowances Scheme

2.1 Basic Allowance

- 2.1.1 Subject to paragraph 2.7, for each year (1st April to 31st March) a basic allowance of an amount as detailed in Schedule 1 shall be paid to each member.

2.2 Special Responsibility Allowances

- 2.2.1 For each year a special responsibility allowance shall be paid to those members who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme.
- 2.2.2 Subject to paragraph 2.7, for each year the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
- 2.2.3 Where a member takes on special responsibilities which would entitle them to payment of more than one allowance from the Authority, they will only be allowed to claim one allowance. The choice of which allowance is claimed will be at the member’s discretion.

2.3 Co-optees’ Allowances

- 2.3.1 Subject to the provisions of paragraph 2.7, a co-optees allowance will be paid to the Chair and Independent Member of the Governance Committee as specified in Schedule 1.

2.4 Carers’ Allowances

- 2.4.1 Allowances shall be paid in respect of such expenses of arranging for the care of members’ children or dependents as are necessarily incurred in the attendance at any meeting of a type specified in the Regulations or the performance of any duty specified in the Regulations.
- 2.4.2 The allowance will be actual expenditure incurred up to a maximum sum of number of hours of care multiplied by the current National Living Wage or National Minimum Wage hourly rate as appropriate, dependent upon the age of the worker..
- 2.4.3 Payments can be made for the care of dependents including children, elderly persons or those with some form of disability.

- 2.4.4 Members may claim for care provided by relatives and others provided they do not live in the family home.

2.5 Basis of Payment of Basic and Special Responsibility Allowances

- 2.5.1 Basic and Special Responsibility allowances are based broadly upon the terms of reference of the various committees within the Authority and the time commitment and responsibilities of Members of the Authority and the Chairs and co-opted members of the various committees. In addition, account is taken of the number of ad hoc training and development sessions and other areas of Member participation in addition to the formal decision making meetings, the wide range and variety of matters with which Members are required to deal and the need for Members to have a broad understanding of a number of technical matters including budgetary, operational, procurement, performance and human resources matters as well as other areas, including the political and financial situation of Tyne and Wear and other fire authorities, in order to consider reports and make decisions on these matters. Regard is also given to the level of allowances paid by the constituent councils to their Members and the level of allowances paid by a number of fire authorities elsewhere in the country.
- 2.5.2 Schedule 1 shows the current allowances.
- 2.5.3 All allowances will be paid at the frequency chosen by the member’s primary authority or the Office of the Police and Crime Commissioner for Northumbria, as appropriate.

2.6 Renunciation

- 2.6.1 A member may by notice in writing given to the Finance Officer elect to forego any part of their entitlement to an allowance under this scheme.

2.7 Part Year Entitlements

- 2.7.1 Details of the provisions of this section are shown in Schedule 2.

3. Travelling and Subsistence Allowances

3.1 Qualifying Approved Duties

- 3.1.1 A member is entitled to travelling and subsistence expenses necessarily incurred for the purpose of enabling them to perform any approved duty as a member of the Authority. The following approved duties qualify for travel and subsistence allowance:

- a) Meetings of the Authority and those Committees, Sub-Committees and panels as specified and agreed at the Annual Meeting of the Authority.
- b) Work undertaken in connection with the Authority's functions by the Chair and Vice-Chair of the Authority and the Leader of the Parties in Opposition at Fire and Rescue Service Headquarters and elsewhere.
- c) Work undertaken by the Chair and/or Vice-Chair of Committees, Sub-Committees and Working Groups in connection with the duties of the Committee or the work of the department and institutions controlled by the Committee.
- d) Attendance at political group meetings concerned with the Authority's functions.
- e) Attendance at conferences approved by the Authority.
- f) 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 function of the Authority, or any of its committees, sub-committees or working groups.

3.2 Travelling Expenses

3.2.1 The normal rates of travelling allowance are:

- a) Public Transport – Ordinary fare or any available cheap fare.
- b) Rail – Standard class fare .
- c) If a bicycle or motorcycle is used the rate payable is the Inland Revenue mileage rate. The current rates of allowance are specified in Schedule 1.
- d) If a private car is used the rate payable is the Inland Revenue mileage rate. The current rates of allowance are specified in Schedule 1. An additional amount per mile is payable for each passenger not exceeding 4, to whom a travelling allowance would be payable under any enactment, as set out in Schedule 1.
- e) Taxi-Cab
- f) The rate shall not exceed:
 - (i) In cases of urgency or where public transport is not reasonably available, the actual fare and any reasonable gratuity, and
 - (ii) In any other case, the appropriate public transport fare.

Please note:

- i) Specific details of each journey made must be recorded on the expenses claim form.
- ii) Where members travel direct from their place of work to a meeting the mileage which can be claimed is the difference between work-meeting place-home and work-home.
- iii) Where passenger allowance is claimed the names of any passengers carried must be shown on the expenses claim form.
- iv) Expenditure on tolls, ferries or parking fees may also be claimed.

3.3 Subsistence Allowance

3.3.1 A Member is entitled to a subsistence allowance where expenditure is necessarily incurred on an approved duty.

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 stars or 4 stars) within and outside of London. Unless there are exceptional circumstances the Authority 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	£9.07
Lunch Allowance	£12.55
Tea Allowance	£4.94
Evening Meal Allowance	£15.55

The limitations on reimbursements are:

- i) for breakfast, an absence of more than 4 hours, or where the authority permits, a lesser period before 11 am;
- ii) for lunch, an absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2 pm;
- iii) for dinner, an absence of more than 4 hours, or where the authority permits, a lesser period, ending after 7 pm;

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.

The rates of subsistence allowance shall be increased annually by the Retail Price Index excluding Mortgage Interest Payments (RPIX).

The current rates are shown in Schedule 1.

- 3.3.2 The above rates shall be reduced as shown in Schedule 1 in respect of meals provided free of charge by any authority or body during the period to which the allowance relates as follows:

Reduction of Subsistence Allowance for Meals Provided Free of Charge:

Reduction for Breakfast provided	£9.07
Lunch provided	£12.55
Tea provided	£4.94
Dinner provided	£15.55

- 3.3.2 Meals on Trains

When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meal (including VAT), may be reimbursed in full.

Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall be reduced by the sums set out in Schedule 1.

Members should also note that if they travel by the use of an Executive Ticket, which includes meal vouchers, and take advantage of the voucher facilities then the above mentioned

provisions for meals on trains will also apply and subsistence allowance claims should be reduced accordingly.

Please note that:

Where Executive Tickets are used and members do not take advantage of the meals provided, they can return the relevant portion of the ticket to the Exchequer Services Section of the Corporate Services Directorate, Sunderland City Council and claim the appropriate subsistence allowance.

3.3.3 Residential Courses

When a member attends a residential course or conference and the Authority has paid an inclusive fee, the normal subsistence allowance shall be payable for the period from leaving home to arriving at the Centre, and from leaving the Centre to arriving home.

4. Claims and Payments

- 4.1 Claims for all allowances should be made by members to their primary authorities or to the Office of the Police and Crime Commissioner for Northumbria, as appropriate, who will then make the necessary payments and apply for reimbursement from the Fire and Rescue Authority via the Lead Authority (Sunderland City Council).
- 4.2 A claim for any allowance under this Scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.
- 4.3 Payment for allowances which are not claimed within the periods specified in paragraph 4.2 can only be made with the consent of the Finance Officer in consultation with the Chairman of the Authority.

Schedule 1

Summary of Members' Allowances 2017/2019 £

Basic Allowance 2,500 per annum

Special Responsibility Allowances (amounts per Allowance per annum)

Chair 12,798

Vice Chair 10,000

(to include Chairing the Policy and Performance Committee)

Chair of the Human Resources Committee 6,399

Leader of Majority Party in Opposition 3,200

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

Co-optees' Allowances

Chair of Governance Committee 3,296

Independent Member 1,648

Carers Allowances

Actual expenditure up to a maximum of the equivalent of the current National Living Wage or National Minimum Wage hourly rate, as appropriate, dependent upon the age of the worker. The rate applicable shall be subject to automatic increases in line with uprating of the Adult National Living Wage and National Minimum Wage. (Current National Living Wage for 25 year olds and over is £7.50 per hour).

Travel Allowances

Motorcycle 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 rates for travel and car allowances are to be Her Majesty’s Revenue and Customs (HMRC) Rates Allowances to be updated as and 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	£9.07
Lunch Allowance	£12.55
Tea Allowance	£4.94
Evening Meal Allowance	£15.55
Reduction of Subsistence Allowance for Meals Provided Free of Charge:	
Reduction for Breakfast provided	£9.07
Lunch provided	£12.55
Tea provided	£4.94
Dinner provided	£15.55

3.3.3 Reduction of Subsistence Allowance for Meals

Payable when Cost of Meals on trains is reimbursed:-

Reduction for Breakfast reimbursed	£9.07
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Reduction for Lunch reimbursed	£12.55
Reduction for Dinner reimbursed	£15.55

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.

Schedule 2

Part Year Entitlements

1. The provisions of this Schedule shall have effect to regulate the entitlements to basic, special responsibility and co-optee allowances where, in the course of a year, this Scheme is amended or that member or co-optee becomes, or ceases to be, a member or co-optee or accepts or relinquishes a special responsibility in respect of which a special responsibility allowances is payable.
2. If an amendment to this Scheme changes the amount to which a member or co-optee is entitled by way of a basic allowance or a special responsibility allowance, or a co-optees allowance, then in relation to each of the periods.
 - a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
 - b) beginning with the day on which an amendment takes effect and ending the day before that on which the next amendment takes effect, or (if none) with the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

3. Where the term of office of a member or co-optee begins or ends otherwise than at the beginning or end of a year, the entitlement of that member or co-optee to a basic allowance or co-optees’ allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
4. Where this Scheme is amended as mentioned in paragraph 2 and the term of office of a member or co-optee does not subsist throughout the period mentioned in paragraph 2 (a) the entitlement of any such member or co-optee to a basic allowance or co-optees allowance referable to each such period (ascertained in accordance with that subparagraph) as bears to the whole the same proportion as the number of days during which the term of office as a member or co-optee subsists bears to the number of days in that period.
5. Where a member as during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that member’s entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which they have such special responsibilities bears to the number of days in that year.
6. Where the Scheme is amended as mentioned in paragraph 2 and a member has during part, but does not have throughout the whole, of any period mentioned in paragraph 2 (a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that

member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in

