

INTRODUCTION

- 9.1 Local authorities are required to introduce a scheme dealing with Member remuneration complying with the provisions contained in the Local Authorities (Members Allowances) (England) Regulations 2003 (and amendments thereto).
- 9.2 Local authorities must establish and maintain an Independent Remuneration Panel to make recommendations on their schemes. Whilst the Regulations do not require a fire authority to have its own Independent Remuneration Panel, it must have regard to the recommendations made by Panels of the local authorities that appoint its Members (i.e. the constituent authorities).
- 9.3 The amounts payable under the Regulations are for individual authorities to decide, taking into account local circumstances, ways of working and the make up of individual decision making arrangements.
- 9.4 Authorities determine the amount of each allowance within the scheme on an annual basis.
- 9.4 The Regulations enable authorities to make provision for the annual adjustment of allowances by reference to an index which may apply for no longer than four years. Cheshire Fire Authority undertakes a review of the scheme every four years with the assistance of a member of an Independent Remuneration Panel operated by a constituent authority. The most recent review was carried out in 2024.
- 9.5 Schemes must include a Basic Allowance payable to all Members of the Authority and any Special Responsibility Allowances. Travel and subsistence are discretionary. The current Scheme of Members' Allowances is attached as **Appendix 1**.

BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

- 9.6 Each Member is paid a basic allowance which is the same for each Member. The allowance recognises the time commitment of all Members including attending meetings and working within their locality.
- 9.7. A special responsibility allowance is payable to those Members who have significant responsibilities e.g. the Chair and Deputy Chair of the Authority.

TRAVEL AND SUBSISTENCE

- 9.8. The Authority has made provision in its scheme for reimbursing Members for the cost of travel and subsistence in performing their duties. The allowances can only be claimed in respect of meetings and duties as prescribed in the Scheme.

FURTHER DETAILS

- 9.9. Further information on the Scheme can be obtained from the Governance and Corporate Planning Manager, Fire Service HQ, Winsford, Cheshire.

Appendix 1

Members' Allowance Scheme 2025-26

Basic Allowance

- 1 Each Member of the Fire Authority shall receive a sum of **£4,978.96** (2025-26) per annum in the form of a Basic Allowance from 1st April 2025. Payment of this Allowance shall be monthly in arrears.

Special Responsibility Allowance

- 2 The following roles shall attract the amounts specified as Special Responsibility Allowances:

Office	2025/26 Entitlement £
Chair of the CFA	16,379.84
Deputy Chair of the CFA	8,191.18
Chair of Performance and Overview Committee	3,276.47
Chair of Governance and Constitution Committee	1,890.27
Chair of Estates and Property Committee	1,890.27
Chair of Audit Committee	1,890.27
Chair of Local Pension Board	1,890.27
Business Continuity Leads (Group Spokespersons and Lead Members – Constituent Authorities)	1,260.18
Member Champions (includes Chair of Member Training & Development Group)	630.08

- 3 Only one SRA shall be paid to an individual Member. Where a Member holds two, or more positions which attract an SRA only the highest amount will be paid. This excludes regional appointments.

Regional Appointments

- 4 Members appointed to the North West Fire Forum will receive a payment of **£35** per meeting.

Independent (non-elected) member

- 5 An Independent (non-elected) member will receive an annual allowance of **£1,458.56**.

Independent Audit Committee member

- 6 An Independent Audit Committee member will receive an annual allowance of **£1,430.91**.

Independent Persons

- 7 Independent Persons will receive a payment of **£75** per meeting attended that lasts up to 4 hours, or **£150** per meeting attended that lasts 4 hours, or more, as well as re-imbursement of expenses incurred (travel/subsistence).

Travel, Subsistence and Other Allowances

Travel

- 8 Members may claim travel expenses for mileage to and from meetings/ events associated with the Fire Authority at the prevailing HMRC rate (currently 45p per mile).

Subsistence

- 9 As a general rule lunch and other refreshments for meetings held at Fire Service HQ and other Service establishments are provided free of charge and, therefore, no claim for any allowance or reimbursement can be made. This may also include meals/refreshments provided at conferences/ seminars/meetings free of charge at other non-Service venues.
- 10 For meetings where refreshments are not provided and Members are required to pay for meals, the actual expenditure will be reimbursed up to a maximum rate. At present these rates are as follows:

Breakfast	£7
Lunch	£9
Dinner	£15
Dinner (London)	£20

If it is unavoidable and Members need to book their own accommodation the following rates are the maximum that will be paid:

Hotel	£100
Hotel (London)	£120

Dependants' Carers' Allowance

- 11 A Dependants' Carers' Allowance is payable to Members where actual costs are incurred for the care of dependent relatives whilst discharging their approved duties for the Fire Authority.
- 12 The Dependants' Carers' Allowance will be paid up to a maximum of £3,000 per annum and in reimbursement of incurred expenditure upon submission of receipts.

Annual Increase

- 13 The Basic and Special Responsibility Allowances in this scheme shall be increased by the same percentage increase as the NJC pay award for Local Government employees (Green Book). This will take place automatically, without a requirement for Members to make a decision.
- 14 If the NJC (Green Book) pay award is expressed as a figure rather than a percentage the increase will be determined as follows:

- The figure will be applied to the relevant spinal column points for Green Book staff. This will give a range of percentage increases. An average increase can then be calculated.
- Provided that the average increase is no greater than any Grey Book pay award then it will be the annual increase and automatically applied to the Scheme.
- If the average increase is higher than the Grey Book pay award the annual increase will be determined by the Fire Authority (after consideration by the Governance and Constitution Committee).

If the Grey Book pay award has not been settled the annual increase to the Scheme will be held in abeyance until the Grey Book pay award is known.

- 15 The annual increase shall apply from the same date as the Green Book pay increase takes effect and will be backdated, if necessary.
- 16 This index shall apply for four years (from 1st April 2025 to 31st March 2029) unless the Scheme is amended.
- 17 The annual increase will also be applied to the allowances payable to an Independent (non-elected) member and an Independent Audit Committee member.

Cheshire Fire Authority: List Of Approved Duties

- Attendance at meetings of the Fire Authority, Committees, Sub-Committees, Special Committees, Panels, Boards, Forums and Working/Task Groups
- Authorised briefings for Committees/Sub-Committees including all meetings which are called by officers e.g. Members Planning Days and pre-meeting briefings
- All approved conferences and seminars
- Regional Bodies - North West Fire Forum, NW Fire Control Ltd Board of Directors and associated working groups
- National Bodies – LGA Fire Commission and associated working groups
- Member Learning and Development Events (including induction and attendance at cluster exercises)

In addition to the above, the Chair or his nominee, attend other functions on behalf of the Fire Authority and in these circumstances these are regarded as approved duties for the purpose of the Members' Allowance Scheme.