

## **Introduction**

- 9.1 In making a Members' Allowances Scheme the Fire Authority is required to comply with certain parts of and regulations within the Local Authorities (Members Allowances) (England) Regulations 2003 (as amended).
- 9.2 A Members' Allowances Scheme must make provision for the payment of a Basic Allowance which is a sum payable to every Member. It may make provision for various other payments, e.g. Special Responsibility Allowance, Dependants' Carers' Allowance and Travelling and Subsistence Allowance
- 9.3 A Members' Allowances Scheme must be made before the beginning of each year that it applies to. It can contain a provision for an annual adjustment of Members' Allowances by reference to an index. Such an index can be relied upon for a period of four years.
- 9.4 When making its Members' Allowances Scheme the Fire Authority is required to have regard to the recommendations of the independent remuneration panels of the local authorities that appoint its Members.
- 9.5 The Fire Authority undertakes a review of the Members' Allowances Scheme every four years. The review is supported by an individual that provides an independent view.
- 9.6 Each Member of the Fire Authority is paid a Basic Allowance which is the same amount for each Member. Special Responsibility Allowances are also payable for certain roles, e.g. Chair and Deputy Chair of the Fire Authority.
- 9.7 The Authority has made provision in its Members' Allowances Scheme for reimbursing Members for the cost of travel and subsistence in performing their duties. Such claims must relate to meetings and duties that are considered to be 'Approved Duties'. These are prescribed in the Members' Allowances Scheme.
- 9.8 Further information about the Scheme can be obtained from the Governance and Corporate Planning Manager, Fire Service HQ, Winsford, Cheshire.

## **Members' Allowances Scheme 2021-22**

### Note:

A Member cannot receive an allowance from the Fire Authority if another authority is paying that Member for the same duties.

### **Basic Allowance**

- 1 Each Member of the Fire Authority shall receive a sum of **£4,274.68** per annum in the form of a Basic Allowance from 1<sup>st</sup> April 2021. Payment of this Allowance shall be monthly in arrears.

### **Special Responsibility Allowances**

- 2 The following roles shall attract a Special Responsibility Allowance (SRA) in the sums specified:

Office	2021/22 Entitlement £
Chair of the CFA	14,062.86
Deputy Chair of the CFA	7,032.51
Chair of Performance and Overview Committee	2,813.01
Chair of Governance and Constitution Committee	1,622.88
Chair of Estates and Property Committee	1,622.88
Business Continuity Leads (Group Spokespersons and Lead Members of Constituent Authorities)	1,081.93
Member Champions Note: The following roles also attract the same Special Responsibility Allowance as Member Champions: Chair of Member Training and Development Group; and members of Risk Management Board	540.96

- 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 higher, or 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 £36.50 per meeting attended.

### **Independent (non-elected) members**

- 5 Independent (non-elected) members will receive an annual allowance of **£1252.25**.

## **Independent Persons**

- 6 Independent Persons will receive a payment of £36.50 per meeting attended and re-imbusement of expenses incurred (travel/subsistence).

## **Travel, Subsistence and Other Allowances**

### **Travel**

- 7 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**

- 8 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.

- 9 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

### **Dependents' Carers' Allowance**

- 10 A Dependents' 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.

The Dependents' Carers' Allowance will be paid up to a maximum of [£3000] per annum and in reimbursement of incurred expenditure upon submission of receipts.

## **Annual Increase - Index**

- 11 The Basic and Special Responsibility Allowances and allowance payable to the independent non-elected members shall be increased by the same percentage increase as the NJC pay award for Local Government employees (Green Book staff).

The increases shall apply from the same date as the pay increases take effect and will be backdated, if necessary.

This index shall apply for four years (up to 31<sup>st</sup> March 2025) unless the Scheme is amended.

### **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 e.g. induction and cluster exercises)

In addition to the above, Members attend other functions to represent the Fire Authority and in these circumstances these will normally be regarded as approved duties for the purpose of the Members' Allowances Scheme. If there is any doubt about this the Monitoring Officer will provide a ruling.