

2012/13(Revised September 2012)

**GREATER MANCHESTER FIRE AND RESCUE AUTHORITY**

**SCHEME OF MEMBERS' ALLOWANCES MADE IN ACCORDANCE WITH THE  
LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND)  
REGULATIONS 2003**

1. This scheme shall be effective for the year commencing on 1<sup>st</sup> May 2003 to 31<sup>st</sup> March 2004 and each subsequent year thereafter (unless modified by the Authority).

**BASIC ALLOWANCE**

2. In each year a basic allowance of £3,912.00 (including a notional employers' superannuation contribution of 12%) shall be paid to each Member of the Authority, and, subject to the regulations, shall be uplifted from the first day of the municipal year in line with the local government annual percentage salary increase at Green Book spinal column point 49.

**SPECIAL RESPONSIBILITY ALLOWANCE**

3. In each year a special responsibility allowance (including a notional employers' superannuation contribution of 12%) shall be paid to those members who hold special responsibilities as set out in Schedule 1.

Special responsibility allowance shall be uplifted annually as in relation to basic allowance.

A Member of the Authority may not receive a special responsibility allowance in respect of duties for which the Member receives a special responsibility allowance from another authority.

A Member of the Authority can only be paid one Special Responsibility Allowance regardless of the number of remunerated posts they may hold on the Authority.

**CO-OPTEE'S ALLOWANCE**

4. A co-optees' allowance of £297.00 shall be paid to Independent Members of the Audit, Scrutiny and Standards Committee and the Independent Person to the Authority (appointed under the Localism Act 2011)

**PART-YEAR ENTITLEMENTS**

5. (a) The provisions of this paragraph shall have effect to regulate the entitlements of a member to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that member becomes, or ceases to be, a member, or accepts or relinquishes a

special responsibility in respect of which a special responsibility allowance is payable.

- (b) If an amendment to this scheme changes the amount to which a member is entitled by way of basic allowance or a special responsibility allowance, the entitlement to such an allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.
- (c) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a basic allowance shall be to the payment of such part of the basic 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 the year.
- (d) Where a Member has during part of, but not throughout, a year such special responsibilities as entitle him 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 he has such special responsibilities bears to the number of days in that year.
- (e) The foregoing provisions shall be applied in relation to co-optees' allowance.

#### TRAVEL AND SUBSISTENCE

- 6. Travel and subsistence allowances shall be paid to Members and Co-opted Members in respect of any of the duties set out in Schedule 2 to this scheme, in accordance with the rates set out in Schedule 3.
- 7. Examples of where the subsistence allowance should not be paid:
  - If a Member is attending a conference/course and meals are provided, the relevant subsistence allowance should not be claimed.
  - If a Member is travelling on a first class rail ticket then food and drink are provided on the train. The subsistence allowance, in relation to the meals available at the time of travel, should not be claimed.
  - If a Member is staying in a hotel and the evening meal and breakfast have been included in the room rate then the subsistence allowance for evening meal and breakfast should not be claimed.
- 8. If there are occasions where a Member incurs expenditure as a result of not having the meals provided, then receipts should be provided for this expenditure and the claim assessed to determine if it was reasonable that they have incurred this expenditure i.e. if they have special dietary requirements. If it is reasonable, then payment can be made up to the maximum daily allowance.

### USE OF TAXIS

9. The reimbursement of taxi fares is related to urgency or public transport not being reasonably available. In relation to attendance at meetings at Fire Service Headquarters, the Authority has resolved that public transport shall be deemed not to be reasonably available if the journey in total takes 1½ hours or more. The decision as to what constitutes urgent circumstances has been delegated to the Clerk.

### PROVISION OF RECEIPTS

9. Receipts must be produced for the reimbursement of actual expenditure.

### CENTRAL BOOKING

10. Where possible all travel and accommodation arrangements should be booked by the Democratic Services Department.

### GENERAL PROVISIONS

11.
  - (i) Payments shall be made monthly.
  - (ii) Claims to be submitted within 3 months after the expenses have been incurred.
  - (iii) All claims for a financial year should be submitted within one month of 31<sup>st</sup> March.
  - (iv) Late claims to be permitted only in exceptional circumstances such as sudden death and protracted periods of illness of the Member concerned or close family member.
  - (v) Late claims to require the written authorisation of the Treasurer and the Deputy Clerk and Authority Solicitor.
  - (vi) Members may by notice in writing given to the Treasurer elect to forego any part of their entitlement to an allowance under this scheme.
  - (vii) The Treasurer shall make arrangements for the discharge of the Authority's record keeping functions and is appointed as proper officer for the purposes of the receipt of notices of election to forego allowances. The Treasurer shall also make arrangements for the publication requirements of Sections 15 and 16 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

## SUSPENSION OF ALLOWANCES

12. If a Member or Co-opted Member is fully or partially suspended from acting as a member of the Authority after being found to be in breach of the Code of Conduct, the Audit, Scrutiny & Standards Committee may determine that the Member's allowances should be withheld wholly or in part. If the allowances have already been paid the Audit, Scrutiny & Standards Committee may determine that the member shall reimburse the Authority the relevant amount.
13. This scheme was made on 11<sup>th</sup> December 2003, became effective from 1<sup>st</sup> May 2003 and was amended on 2<sup>nd</sup> June 2005, 2<sup>nd</sup> August 2007, 13<sup>th</sup> December 2007, 15<sup>th</sup> April 2010, 23<sup>rd</sup> June 2011, 20<sup>th</sup> October 2011 and 6<sup>th</sup> September 2012. The rates of allowances shown are those currently applicable for the year ending on 31<sup>st</sup> March 2013.
14. At the Authority meeting on 11<sup>th</sup> February 2010 and 27<sup>th</sup> January 2011 Members resolved NOT to apply the indexation provisions relating to basic, special responsibility and co-optee allowances for the 2010/11 and 2011/12 financial year.

**Schedule 1****Special Responsibility Allowances**

(including notional 12% employers' superannuation contribution)

Chair of the Authority	£29,128.00
Vice-Chair of the Authority	£13,104.00
Deputy Chairman of the Authority <i>(including special responsibility for opposition leadership)</i>	£13,104.00
Chair of Emergency Response Committee	£10,195.00
Vice-Chair of Emergency Response Committee	£3,049.00
Chair of Prevention and Protection Committee	£10,195.00
Vice-Chair of Prevention and Protection Committee	£3,049.00
Chair of Audit, Scrutiny and Standards Committee	£3,713.00
Vice-Chair of Audit and Scrutiny Committee <i>(including special responsibility for opposition leadership)</i>	£2,185.00

(The above figures are with effect from 21<sup>st</sup> June 2012)

## Schedule 2

**The following duties are specified by the Authority as being approved for the purpose of the payment of travel and subsistence allowance:**

- (a) Attendance at a meeting of the Authority or of any committee or sub-committee of the Authority, or of any other body to which the Authority makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) Attendance at any other meeting, the holding of which is authorised by the Authority, or a committee or sub-committee of the Authority, or a joint committee of the Authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:
  - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
  - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited;
- (c) Attendance at a meeting of any association of authorities of which the Authority is a member.
- (d) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
- (e) The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- (f) The carrying out of 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 functions of the Authority or of any of its committees or sub-committees, including any duty carried out in accordance with a request or authorisation by a Chief Officer for the purpose of or in connection with the discharge of the functions of the Authority.
- (g) At the meeting of the Authority on 10<sup>th</sup> February 2011 a Policy was introduced to use standard class tickets for travel arrangements unless it can be demonstrated that the cost of first class is cheaper than standard, for the journey (Minute 107 refers).

### Schedule 3

#### Travel and Subsistence Allowance

Rates of travel and subsistence allowance are as follows:

Private Car Allowance: This shall be indexed to the HMRC mileage rates. Current rates are as follows:-

Vehicle Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
<b>Cars and vans</b>	45p	25p
<b>Motor cycles</b>	24p	24p
<b>Bicycles</b>	20p	20p
<b>Passenger Supplement Rate</b>	5p per passenger	5p per passenger

Public Transport: Reimbursement of actual cost (rail travel rate standard class unless it can be demonstrated that first class is cheaper).

\*Day Subsistence: (more than 4 hours away from normal place of residence)

- a) Breakfast allowance: £6.78
- b) Lunch allowance: £9.37
- c) Tea allowance: £3.63
- d) Evening meal allowance: £11.70

\*Overnight Subsistence: (deemed to cover a continuous period of 24 hours)

- a) Absence overnight £110.90
- b) Absence overnight in London or at the LGA Annual Conference £126.57

Alternatively, arrangements may be made whereby accommodation and meals are booked for members through the Authority's usual agents and the cost invoiced back for direct payment. In these circumstances, overnight subsistence allowance would not be applicable. For meals and other incidental expenses that cannot be pre-booked and are in excess of current allowance rates, reasonable cost will be reimbursed on production of receipts, up to a limit of £37.74\* per day.

Where the Authority has provided or (e.g. as part of a conference package) paid for a meal, subsistence claims should be reduced by the appropriate allowance.

\*The day subsistence allowance, overnight subsistence allowance and incidental expenses allowance are indexed to the consumer price index (CPI) with effect from the first day of the municipal year.

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