

## Section G

### East Sussex Fire Authority - Members' Allowance Scheme

Responsible Officer	First Section Issue Date	Section Amended/Updated	Review Date
ACO(CS)	November 2005	January 2007 March 2008	March 2009

This is the East Sussex Fire Authority Members Allowance Scheme, covering the allowances, which can be claimed by Members (including Co-opted Members) of East Sussex Fire Authority.

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### Section 1

#### The Scheme and Summary of Allowances Payable

##### 1.1 The Scheme

- 1.1.1 This is the East Sussex Fire Authority Members' Allowance Scheme ["the Scheme"] for the payment of Members' Allowances. The Scheme is based on the provisions contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 as may be amended from time to time ["the Regulations"]. It also has regard to relevant Government guidance. At a meeting on 19 January 2006 the East Sussex Fire Authority ["the Authority"] approved the Scheme to take effect on and from 1 April 2006.
- 1.1.2 The Scheme shall have effect without time limit and may be amended or revoked in accordance with the Regulations. Sections 4, 8 and 9 of this document and any other content included in this document for information may be updated, supplemented or deleted as appears appropriate. Any such alterations shall not be treated as amendments to the Scheme.
- 1.1.3 The Scheme shall have effect and be construed in accordance with the Regulations. In the event of any inconsistencies between the Scheme and the Regulations, the Regulations shall prevail.
- 1.1.4 Any procedures or requirements of the Regulations, which are not expressly incorporated in the Scheme, are hereby deemed to have been so incorporated.
- 1.1.5 A reference herein to a Schedule shall be deemed to be a reference to a Schedule in the Scheme unless there appears to be a contrary intention. A reference to a Member or a Co-optee shall be to a Member or Co-optee of the Authority.
- 1.1.6 A year, for the purposes of the Scheme, starts on 1 April and ends on 31 March.

##### 1.2 Summary of Allowances payable and Amendments to the Scheme

- 1.2.1 Section 2 of the Scheme provides for the payment of an annual Basic Allowance for each Member of the Authority.
- 1.2.2 Section 3 of the Scheme provides for annual Special Responsibility Allowance for those Members who have special duties and/or hold particular posts.
- 1.2.3 It is outside the powers of the Authority to approve Dependants Carers' Allowance but information is given in Section 4 of the Scheme as to how Members of the Authority may be able to claim such allowance from either Brighton & Hove City Council or East Sussex County Council.
- 1.2.4 Section 5 and 6 of the Scheme provide for Travelling and Subsistence Allowance for all Members, Co-opted Members and Independent Persons of the Authority and explain how claims should be made.
- 1.2.5 Section 7 of the Scheme provides for annual Co-optees' Allowance. Eligible for this are Co-optees such as the Independent Persons appointed by the Authority to serve on the Standards Panel of the Authority.
- 1.2.6 Where an amendment is to be made by the Authority to the Scheme which affects an Allowance payable in the year in which the amendment is made, the Authority may decide that the entitlement to that Allowance is to apply with effect from the beginning of the year in which the amendment is made, i.e. to backdate the amendment to that extent.

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- 1.2.7 The Policy & Resources Panel is the nominated Panel to consider changes to the approved levels of allowances. It may be assisted in this by the Independent Remuneration Advisory Group, set up in 2005/06.
- 1.2.8 The Scheme includes a formula for increasing Members' and Co-optees' allowances (see Section 10) and the Chief Fire Officer & Chief Executive also has delegated powers to amend travel and subsistence allowances (see Section 10 and Schedule 3).

### **1.3 Tax and Insurance**

- 1.3.1 Sections 8 and 9 of the Scheme mention liability to Income Tax and the insurance arrangements for Members and Co-optees of the Authority. These sections do not deal with entitlements under the Scheme and are only brief summaries for information. The Authority does not guarantee that they are necessarily accurate or appropriate for individual Members or Co-optees. It is for Members and Co-optees to satisfy themselves personally that their tax and insurance arrangements are in order and they should consult their own advisers as they think fit about these matters.

### **1.4 Responsibility to Submit Accurate Claims**

- 1.4.1 It is important that Members and Co-optees are aware of their responsibility to submit accurate claims and to be able to demonstrate that they did incur any expenditure for which they are claiming.

### **1.5 Public Record of Payments and Availability of the Scheme**

- 1.5.1 The Authority maintains a record showing payments made to Members and Co-optees in accordance with the Scheme. The record is kept available for public inspection during normal office opening hours at the Authority's principal office (20 Upperton Road, Eastbourne). The record may be inspected free of charge by any local government elector for the areas of Brighton & Hove City Council and of East Sussex County Council, these being the areas within which the Authority exercises its functions. A copy of the record will be supplied to any person who so requests and who pays the Authority's reasonable fee as determined by the Authority.
- 1.5.2 Copies of the Scheme are made available for inspection by the public at the Authority's principal office (20 Upperton Road, Eastbourne) during normal office opening hours. A copy will be supplied to any person who so requests and who pays the Authority's reasonable fee as determined by the Authority.

### **1.6 Forgoing Entitlement to Allowances**

- 1.6.1 A Member or Co-optee may elect to forgo entitlement or any part of his/her entitlement to allowances under the Scheme, by notifying the Chief Fire Officer & Chief Executive in writing. In practice this relates to the Basic Allowance, Special Responsibility Allowance and Co-optees Allowance, which are the allowances which will otherwise be paid automatically.

### **1.7 Advice & Queries**

- 1.7.1 Any Member or Co-optee requiring advice about how best to maintain records to authenticate claims or with any other queries about the Scheme should contact the Clerk to the Fire Authority.

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### Section 2

#### Basic Allowance

- 2.1 Basic Allowance is paid to all Members of the Authority at the same rate. It is intended to recognise the requirement for Members to attend various meetings of the Authority as part of their duties. It is also to recognise the variety of roles Members perform within the community, out of pocket expenses incurred and other ancillary work, which Members undertake.
- 2.2 The amounts and payment of Basic Allowances are as stated in Schedule 1. Part Year entitlement will be assessed in accordance with Schedule 2.
- 2.3 Co-optees are not eligible for Basic Allowance.
- 2.4 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, the part of the Basic Allowance payable to them in respect of the period for which they are suspended or partially suspended may be withheld by the Authority for that period of suspension or partial suspension. The Standards Panel of the Authority shall determine whether or not to withhold Basic Allowance in such circumstances.
- 2.5 Basic Allowance is subject to Income Tax and National Insurance Contributions (see Section 8).

### Section 3

#### Special Responsibility Allowance

- 3.1 Special Responsibility Allowances enable payments to be made to Members who have special duties and/or hold particular posts and can be of different amounts. The categories of special responsibilities are set out in the Regulations.
- 3.2 The amounts and payment of Special Responsibility Allowances are as stated in Schedule 1. Part Year entitlement will be assessed in accordance with Schedule 2.
- 3.3 Co-optees are not eligible for Special Responsibility Allowance, with the exceptions that all co-opted Members who serve on the Policy & Resources, and the Scrutiny & Audit Panels shall be paid a special responsibility allowance equivalent to non-voting Panel Members.
- 3.4 Only one Special Responsibility Allowance is payable per Member. If more than one such allowance appears to be payable, the Member may elect which allowance shall be paid, but in the event of failure to elect, they will be deemed to have elected to receive the Special Responsibility Allowance which is the greatest.
- 3.5 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, the part of any Special Responsibility Allowance payable to them in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the Authority for that period of suspension or partial suspension. The Standards Panel of the Authority shall determine whether or not to withhold Special Responsibility Allowance in such circumstances.
- 3.6 Special Responsibility Allowance is subject to Income Tax and National Insurance Contributions (see Section 8).

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### Section 4

#### Dependants Carers' Allowance

- 4.1 It is outside the powers of the Authority to approve Dependants Carers' Allowance.
- 4.2 However, as the Authority is a body to which Brighton & Hove City Council and East Sussex County Council ["the Constituent Authorities"] make appointments, it is possible for the Constituent Authorities to pay Dependants Carers' Allowance to Members of the Authority (but not to Co-optees) in limited circumstances.
- 4.3 Before incurring any expenses, any Member of the Authority who may wish to claim Dependant Carers' Allowance should contact the Constituent Authority for which they are an elected Member to see if they are eligible to claim under the Constituent Authority's allowance scheme and to find out the requirements and procedures for a claim.

### Section 5

#### Travelling and Subsistence Allowance

##### 5.1 Travelling Allowances

- 5.1.1 Members, including Co-optees, may claim travelling expenses for travel undertaken in connection with Approved Duties. Details of the Travelling Allowances which may be claimed are set out in Schedule 3. The duties which are Approved Duties for which a claim may be made are set out in Schedule 4.
- 5.1.2 Please note that proper VAT receipts for expenses including parking fee tickets are needed in order for the Authority to validate claims and to reclaim VAT. Members should ask for/keep these and attach them to claim forms. Failure to supply a receipt may result in non-payment of a claim.
- 5.1.3 When travelling by train Members should obtain a rail warrant so that the Authority can take advantage of preferential rates. In the first instance please contact the Clerk to the Fire Authority for guidance on obtaining a travel warrant as soon as travel arrangements have been confirmed and the postholder will arrange for a travel warrant to be issued.
- 5.1.4 Claims for Travel Allowance are not subject to deductions for Income Tax and National Insurance (see Section 8).

##### 5.2 Subsistence Allowances

- 5.2.1 Members, including Co-optees, may claim subsistence for costs of refreshments and accommodation necessarily incurred when undertaking Approved Duties. Details of the Subsistence Allowances which may be claimed are set out in Schedule 3. The duties which are Approved Duties for which a claim may be made are set out in Schedule 4.
- 5.2.2 Members are not entitled to claim subsistence to the extent that suitable refreshments are provided for them while they are undertaking the approved duty. In calculating the length of time it has taken to perform an approved duty, such as a meeting, Members are entitled to include reasonable travelling time in getting to and from the meeting place.
- 5.2.3 Members are not entitled to claim subsistence to the extent that suitable accommodation is provided for them while they are undertaking the approved duty. Normally accommodation will be booked for Members and the Authority will pay direct. Members should always get in touch with the Clerk to the Fire Authority prior to arranging and paying for accommodation themselves.

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- 5.2.4 Please note that proper VAT receipts are needed in order for the Authority to validate claims and to reclaim VAT. Members should ask for/keep these and attach them to claim forms. Failure to supply a receipt may result in non-payment of a claim.
- 5.2.5 When a receipt is not provided, claims for Subsistence Allowance are subject to deductions for Income Tax and National Insurance.

## Section 6

### How to Claim Travelling and Subsistence Allowance

- 6.1 In this section "Members" includes Co-optees.
- 6.2 Claims for Travelling and/or Subsistence Allowance must be submitted on the standard forms.
- 6.3 The forms include the following declaration which must be completed:

"I declare I have incurred expenditure on travelling and/or subsistence for the purpose of enabling me to perform approved duties as a Member or Co-opted Member of East Sussex Fire Authority and that the rates are in accordance with those determined by the Authority.

I declare that the statements in my claim are correct. I have not made and will not make any other claim under any enactment for the same travelling and/or subsistence."

- 6.4 Claim forms are kept by the Clerk to the Fire Authority, from whom additional forms may also be obtained.
- 6.5 The deadline for processing claims is the 7th day of the month and payment is made monthly on the last working day by direct transfer to bank/building society accounts.
- 6.6 Members should submit claims monthly to the Clerk to the Fire Authority. All claims should be submitted no later than 2 months after the date of the duty attended.
- 6.7 If any of the rates of Travelling and Subsistence Allowance are increased by the Authority and the increase is backdated to the start of a year, Members may be able to show that claims already processed or being processed should be revised to reflect the increase. If so, the Clerk to the Fire Authority should be contacted and the circumstances explained and appropriate action considered.
- 6.8 Members should note that it is their responsibility to ensure that any claims submitted are accurate, and that they can demonstrate that they attended meetings for which they are claiming allowances etc. It is suggested that this can best be done by Members maintaining diary records of meetings attended, showing the dates of the meetings and duration. Where there is an attendance book at the meeting, the Members must sign the attendance book.

NB: If Members' allowance payments become the subject of investigation, these records may be required by the investigator.

- 6.9 Members should also note that, as mentioned in Section 1 above, the Authority has to maintain a record showing payments made to Members which is open to public inspection.

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### Section 7

#### Co-optees' Allowance

- 7.1 Co-optees' Allowance enables payments to be made to Co-optees in respect of attendance at conferences and meetings and can be of different amounts for different Co-optees.
- 7.2 The amounts and payment of Co-optees Allowances are as stated in Schedule 1. Part Year entitlement will be assessed in accordance with Schedule 2. These amounts are in addition to any Travelling or Subsistence Allowance that may be claimed by Co-optees under sections 5 and 6 of the Scheme.
- 7.3 Co-optees should submit claims monthly to the Clerk to the Fire Authority. All claims should be submitted no later than 2 months after the date of the duty attended.
- 7.4 Where a Co-optee is suspended or partially suspended from their responsibilities or duties as a Co-optee of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made thereunder, any Co-optees Allowance payable to them in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the Authority for that period of suspension or partial suspension. The Standards Panel of the Authority shall determine whether or not to withhold Co-optees' Allowance in such circumstances.
- 7.5 Co-optees' Allowance is subject to Income Tax and National Insurance Contributions (see Section 8).

### Section 8

#### Income Tax & Welfare Benefits

##### 8.1 General

- 8.1.1 NB - Members must read the paragraph in Section 1 above headed "**Tax and Insurance**"
- 8.1.2 In this section "Members" includes Co-optees.

##### 8.2 Income Tax

- 8.2.1 Basic and Special Responsibility Allowances are subject to Income Tax as they are payments made in respect of the duties of an office. Travelling and Subsistence Allowance is not normally subject to Income Tax if it is paid in respect of actual costs necessarily incurred in connection with the Approved Duty. Appropriate records should be kept to satisfy the Tax Office. Subsistence Allowance where no receipt is provided is subject to Income Tax.
- 8.2.2 The Inland Revenue is notified of the names and addresses of all Members who claim taxable allowances. Tax is deducted at basic rate until the Inland Revenue notify the Authority of the appropriate tax code for each Member.
- 8.2.3 Some expenses incurred by Members in the course of Authority duties as Members may be deductible against tax. Any Member who believes that some of their expenses as a Member may be tax deductible, should contact their Tax Office.

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The Authority's Tax Office is:  
Inland Revenue Tax Office  
Portsmouth 1 TSO  
Lynx House  
1 Northern Road, Cosham  
Portsmouth  
Tel 0845 3000628  
Quote Ref 581/E3001

### 8.3 National Insurance Contributions

8.3.1 Basic and Special Responsibility Allowance payments will attract National Insurance (NI) contributions at levels which vary depending on the total earnings of Members.

8.3.2 Some Members may not be liable to any NI Contributions on Allowances if they fulfil any of the following criteria:

- (a) Their total earnings are less than the specified amount mentioned in 8.3.3 para (a) below.
- (b) They are men aged 65 or over.
- (c) They are women aged 60 or over.
- (d) They are already paying the maximum NI Contributions on their employment earnings mentioned in 8.3.3 para (b) below

8.3.3 There is no NI liability if total earnings are less than the specified minimum, currently £390 per month. Earnings of £390.01 per month to £453 per month, although not subject to NI, should be recorded as if they were eligible for NI. Earnings above the £453 threshold are subject to the following NI liabilities:

	Employee	Employer
	%	%
£453.01 - £3337.00		
Band A	11	12.8
Band B	4.85	12.8
Band C	Nil	12.8
Over £3337.01		
Band A	1	12.8
Band B	1	12.8
Band C	Nil	12.8

8.3.4 Some Members, who are married women or widows who have elected to pay reduced rate contributions for NI, may also need to have their NI Contributions on allowances calculated at a reduced rate.

8.3.5 Members who are self-employed may also be subject to different levels of NI Contributions.

8.3.6 Members who believe that they fall into any of the above categories should contact the Clerk to the Fire Authority who will seek to obtain further information to assist with the query. Members should also obtain the appropriate certificates from the Department of Social Security (DSS).

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### 8.4 Statutory Sick Pay

8.4.1 Provided certain requirements are satisfied, Members can claim Statutory Sick Pay from their respective Constituent Authority to whom they should approach for further details as being the primary employer in this respect.

### 8.5 Social Security Benefits

8.5.1 The receipt of allowances may affect Members who are receiving Social Security Benefits. All allowances should be declared to the DSS who will be able to advise Members about the way in which allowances affect benefits such as Income Support.

8.5.2 Members should note that failure to disclose any allowances to the DSS may result in prosecution.

## Section 9

### Insurance for Members

9.1 NB - Members must read the paragraph in Section 1 above headed "**Tax and Insurance**".

9.2 In this section "Members" includes Co-optees.

9.3 The Authority provides some insurance cover for Members when they are engaged on business which relates to their activities for the Authority. The insurance does not cover Party Political activities.

9.4 The insurance covers certain risks in the following broad categories:

- Public Liability
- Officials Indemnity
- Libel and Slander
- Employers Liability
- Personal Accident Insurance
- Business Travel Insurance.

For further details relating to the extent of this cover please contact the Fire and Rescue Service's Contracts and Insurance Manager.

9.5 Please note that the Authority's motor insurance does not extend to Members' own vehicles, even if these vehicles are used on Authority business. Members should ensure that they have advised their own insurers and they are suitably covered if their own vehicles are to be used on Authority business.

### Section 10

#### Updating of Allowances

- 10.1 The rates of basic, special responsibility and Co-optees allowances set out in Schedule 1 shall be upgraded for the years 2007/08, 2008/09 and 2009/10 by using the national headline increase applied to Local Government Support (LGS) staff.
- 10.2 The upgrade shall take effect on and from 1 April, based upon the headline increase of the previous year's national pay award for LGS staff.
- 10.3 The Chief Fire Officer & Chief Executive shall keep the travel and subsistence rates under review and upgrade them as set out in Schedule 3. An appropriate report on the increases shall be presented annually to the December meeting of the Fire Authority for implementing the following April.
- 10.4 The Policy & Resources Panel shall monitor this and other CFAs' schemes on an annual basis between formal review periods to ensure that it remains equitable and fair.

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### Schedule 1

#### Rates of Basic, Special Responsibility and Co-optees' Allowances

	East Sussex Fire Authority (as approved CFA 10.12.07) effective from 1 April 2008
	£
Basic Member Allowance	1,570
Additional Special Responsibilities	
Chairman of CFA (presuming also Chairman of Policy & Resources and/or Scrutiny and Audit Panels)	9,450
Vice-Chairman of CFA (presuming also Chairman of Scrutiny & Audit Panel)	4,724
Leader of a Political Group (except where the Group includes either or both the Chairman or Vice-Chairman of the Fire Authority)*	2,362
Chairman of other Panels if not Chairman of CFA	1,890
Panel membership for Policy & Resources, Scrutiny & Audit and their respective Working Groups, Standards and Urgency Panels excluding those members in receipt of special responsibility allowances for Chairman, Vice Chairman and leader of other political groups	815
Co-optees Allowance	
Co-optee Chair of Standards Panel (in addition to the basic amount for Co-optees set out below)	1,086
Co-optees including Standards Panel Independent Persons – same as basic member allowances	1,570

N.B. No Member can be paid more than one Special Responsibility Allowance. See section 3 of the Scheme.

#### Payments

1. Payments shall be made, in respect of Basic and Special Responsibility and Co-optees Allowances, in arrears on a monthly basis taking into account the days in the month (unless otherwise notified).

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### Schedule 2

#### Part-Year Entitlement

- 1.1 The following will apply if in the course of a year:
- (a) The scheme is amended; or
  - (b) a Member (excluding any Co-optee) becomes, or ceases to be a Member; or
  - (c) a Member (excluding any Co-optee) accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable or a Co-optee becomes, or ceases to be a Co-optee.

#### 1.2 Amendments to the Scheme

- 1.2.1 If one or more amendments to the Scheme are made which take effect after 1 April for the year in question and change the amount(s) of any Allowance to which Members are entitled, the effect on Members' entitlement will be as follows.
- 1.2.2 If the amendment is backdated to the start of the year, Members' entitlement shall be adjusted accordingly.
- 1.2.3 Otherwise the Members' entitlement shall reflect the changes in the rate of Allowance and the period(s) during which each rate was in force.

#### 1.3 Members for part Year only

- 1.3.1 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, their entitlement to Basic Allowance shall be to the payment of the appropriate proportion of the Basic Allowance:
- (a) For the number of days during which his/her term of office as a Member subsists; and
  - (b) at the rate or rates applicable to that Allowance while his/her term of office as a Member subsists.

#### 1.4 Members performing Special Responsibilities for part Year only

- 1.4.1 Where a Member carries out any special responsibility such as entitles him/her to a Special Responsibility Allowance during part only of a year, his/her entitlement shall be to payment of the appropriate proportion of the Special Responsibility Allowance:
- (a) for the number of days during which that Member has such special responsibility and
  - (b) at the rate or rates applicable to that Allowance while the Member had such special responsibility.

#### 1.5 Co-optees for part Year only

- 1.5.1 Where the appointment of a Co-optee begins or ends otherwise than at the beginning or end of a year, his/her entitlement to Co-optees' Allowance shall be to the payment of the appropriate proportion of the Co-optees' Allowance:
- (a) for the number of days during which his/her appointment as a Co-optee subsists and
  - (b) at the rate or rates applicable to him/her as a Co-optee while their appointment as a Co-optee subsists.

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### Schedule 3

#### Travelling and Subsistence Rates Public Transport

The Authority will reimburse the actual cost of coach travel or standard class rail fares. First class rail travel will only be reimbursed with prior agreement where Members/Co-optees have to work on the journey.

When travelling by train Members should obtain a rail warrant so that the Authority can take advantage of preferential rates. In the first, instance please contact the Clerk to the Fire Authority for guidance on obtaining a travel warrant as soon as travel arrangements have been confirmed and the postholder will arrange for a travel warrant to be issued.

Members/Co-optees purchasing their own rail tickets should produce their receipt or ticket when claiming reimbursement.

Long distance travel by public transport is encouraged but may be undertaken by private car and if so the Authority will pay Members/Co-optees the appropriate car mileage allowance shown below.

For local travel Members may choose either:

- (a) the appropriate car or cycle mileage allowance shown below; or
- (b) an annual bus pass valid for buses.

Taxi fares may be claimed but only -

- (a) in cases of urgency; or
- (b) for meetings outside normal working hours (8.30 a.m. - 6.30 p.m.) and, in either case, where there is no suitable public transport available or for those Members suffering from mobility problems where it is left to the discretion of the Chief Fire Officer & Chief Executive. Receipts should be produced in normal circumstances.

The Chief Fire Officer & Chief Executive has delegated powers to implement:

- (a) appropriate annual increases to travel rates in line with the increase mechanisms used in the previous Members' Allowance Scheme, where these remain appropriate and/or available; and that the cycling allowance be linked to 50% of the car mileage rates as so determined;
- (b) appropriate annual increases to subsistence rates, in line with national remuneration rate increases, where these remain appropriate and/or available as nationally determined scales;

PROVIDED THAT where there are circumstances where the nationally determined scales either are no longer available or do not meet the Fire Authority's requirements, the matters be referred back to the Policy & Resources Panel so that the Panel can consider reconvening the Independent Remuneration Advisory Group.

Car Mileage Allowances	40.0p per mile on 1 April 2006
Cycle Allowance	20.0p per mile on 1 April 2006

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### Day Subsistence

The latest rates that are applied to LGS support staff shall apply to Members also. The amounts below are the maximum that can be claimed. Receipts should be produced for all subsistence claimed. Eligibility is based on the time of day meals are taken and time away from home, as follows:-

		2008/09
Breakfast allowance	More than four hours absence before 11.00am	£5.69
Lunch allowance	More than four hours absence including 12 noon – 2.00pm	£7.86
Tea allowance	More than four hours absence including 3.00pm – 6.00pm	£3.11
Evening Meal allowance	More than four hours absence ending after 7.00pm	£9.75

### Overnight Subsistence

Where an overnight stay is required, overnight subsistence for bed and breakfast may be claimed up to a maximum of:

		2008/09
London/Conference Rate	Not exceeding	£137.00
Standard Rate	Not exceeding	£84.00

In addition, for overnight stays, up to £21.11 can be claimed for an evening meal.

Receipts should be produced for all subsistence claimed.

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### Schedule 4

#### Approved Duties

The Authority specifies as approved duties for the purpose of the payment of Travelling and Subsistence Allowance:

1. Attendance at any meeting of the Authority or any of its Committees and Sub-Committees. (The Authority's Panels are its Committees. At the time of approval of the Scheme, the Authority had not set up any Sub-Committees.)
2. Attendance at any meeting of any bodies to which the Authority makes appointments or nominations, including any Committee or Sub-Committee of such a body. (This category includes the Regional Management Board)
3. Attendance at any other meeting
  - (a) the holding of which is authorised by the Authority, or any of its Committees or Sub-Committees, or by any Joint Committee (or Sub Committee thereof) of the Authority and any other authority; and
  - (b) which is a meeting to which Members of at least two political groups of the Council have been invited

(without restricting the freedom to add to this list, the following meetings are approved under this category.)

- i. Meetings of the Way Forward Working Group/Scrutiny & Audit Working Group and any other informal working or consultative group to which Members of at least two political groups are invited.
  - ii. Members' tours of the Authority's area.
  - iii. Training sessions for the induction of Members or for the better performance of their duties and responsibilities or to enable better understanding of the Authority's functions.)
4. Attendance at any meetings of any association of authorities of which the Authority is a member. (At the time of approval of the Scheme, the Authority was a member of the Local Government Association).
5. 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. (At the time of approval of the Scheme, there was no such requirement in the Authority's Standing Orders).
6. Performance of any duty in connection with any function of the Authority conferred by or under enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises. (At the time of approval of the Scheme, Members were not performing any such duties).

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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 any of its Committees or Sub-Committees. For this purpose, the Chief Fire Officer & Chief Executive or the Assistant Chief Officer in either case after consultation with the Chair(man) of the Authority, may approve any duty or class of duty on behalf of the Authority, and the Authority has approved the following classes of duty as approved duties:

Any duty including:

- i. Officer Panels which have a single (or more) Member(s) of the Authority on them.
- ii. Single (or more) Member briefings.
- iii. Single Group meetings with the Chief Fire Officer & Chief Executive or other Officer of Authority.
- iv. Chairman's visits to Stations.
- v. Chairman's attendances at major incidents.
- vi. Chairman's visits to organisations pursuant to the Authority's business.

The Scheme was approved by the Authority on 19 January 2006 (minute 975) and replaced the Scheme made by the Authority on 18 September 2003.

Amendments were made by the Authority on 8 June 2006 to reflect changes in the Terms of Reference of the Panels (minute 9).