

Scheme for Members' Allowances 2017-18**THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003**

1. The London Fire and Emergency Planning Authority scheme for members' allowances pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003 is set out below.
2. The special responsibility allowances set out in this Scheme are based on the amounts referred to in Appendix A of the April 2010 Report of the Independent Panel to London Councils on Remuneration for London Councils¹. (The 2014 Report of the Independent Panel to London Councils on Remuneration for London Councils has been noted also.)

3. Basic Allowance

With effect from 20 April 2017, a basic allowance of £7,750.00 per year is payable to each borough and Mayoral representative.

4. Special Responsibility Allowance

- 4.1 With effect from 20 April 2017, special responsibility allowances are payable at the rates indicated to borough or Mayoral representatives who hold the following positions of special responsibility. Also with effect from 25 June 2015, special responsibility allowances are payable at the rates indicated to those London Assembly representatives who hold the position of Chairman and Vice Chair of the Authority. No other special responsibility allowances are payable to London Assembly representatives.

Position	Actual pa
Chairman	26,000.00
Vice Chairman	15,000.00
Chairman of Resources	12,000.00
Chairmen of Strategy and Governance, Performance And Audit Committees	7,500.00 (each)
Leader of 2nd Largest Group	2,250.00
Basic (x9)	69,750.00

- 4.2 A Member who falls within more than one of the above categories shall be entitled to one special responsibility allowance only, namely the highest value special responsibility allowance of any of those to which they are entitled.

¹ As detailed in the report presented to the meeting of the London Fire and Emergency Planning Authority on 24 June 2010 (report no. FEP 1559).

5. Payment of allowances

- 5.1 Basic and (subject to paragraph 5.2 below) special responsibility allowances will be paid monthly at a rate per month of one twelfth of the annual amount. Payment will be made on the last day of each calendar month, but when the last day is a Thursday, Friday, Saturday, Sunday or Bank Holiday, payment will be made on the preceding Wednesday.
- 5.2 If a Member so requests, in writing to the Clerk to the Authority, payment of the Member's special responsibility allowance will be made in one lump sum at the end of the financial year, on the first payment day after the end of the financial year concerned.

6. Adjustment of allowances

- 6.1 Where the period for which a person is a borough or Mayoral representative, or the holder of a position of special responsibility, is less than a whole financial year, the basic or special responsibility allowance (as the case may be) will be reduced to be proportionate to the number of days in the year in which she/he held the office or position concerned.

7. Travel and Subsistence Allowance

- 7.1 Members of the Authority may claim travel and subsistence allowances in respect of travelling and subsistence (including an allowance in respect of travel by bicycle or by any other non-motorised form of transport) undertaken in connection with or relating to the duties set out in the Annex to this scheme.
- 7.2 Subject to 7.3 to 7.8 below, the rates of travel and subsistence allowances shall be those from time to time applicable to LFEPA FRS/PO staff.
- 7.3 The rate of travel allowance for travel by bicycle or any other non-motorised form of transport is at the rate of the lower motorcycle rate payable from time to time to LFEPA FRS/PO staff.
- 7.4 The rate of travel allowance for travel by public transport is expenditure necessarily incurred (including seat reservations, luggage deposit, sleepers, and similar associated costs) except that first class travel is payable only for journeys outside Greater London.
- 7.5 Taxi fares may be paid only if the taxi was used in a case of urgency or if there was no public transport reasonably available. Transportation of the chains of office is not a justification for the wearer taking a taxi. The individual Member concerned must reimburse any waiting time beyond 20 minutes incurred as part of a taxi journey.
- 7.6 For travel by car the rate of allowance shall be increased to include car parking and congestion charges.
- 7.7 The rates of subsistence and travel allowances for duties outside the United Kingdom shall be decided in each case by the Head of Legal and Democratic Services, to reflect actual expenditure reasonably incurred.

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- 7.8 Where expenditure is necessarily incurred by a member on overnight accommodation the maximum reclaimable amount (excluding meals) is £115.
- 7.9 Where the period of duty entitles a Member to subsistence for more than one meal the Member may aggregate the allowances to spend on one meal only provided a receipt is supplied.
- 7.10 In respect of travel and subsistence in the UK, receipts are required for reimbursement of subsistence expenses and for first class travel outside London, car parking, congestion charges, taxi fares, seat reservations, luggage deposit, sleepers and other similar associated costs. Where no receipt is available, reimbursement will only be made if an explanation is provided with the claim form.

8. Waiving Allowances

A Member may elect to forgo all or any of her/his entitlement to an allowance under this scheme by giving notice in writing to the Clerk to the Authority.

9. Claims

Claims for travel and subsistence allowances should be made within 2 months of the date on which the relevant duty was performed. Payment of late claims may be made if the Clerk to the Authority, in consultation with the Party Group Leaders, considers that the lateness of the claim is justified.

10. Amendment to the Scheme

An amendment to this Scheme which affects an allowance payable for the year in which the amendment is made may be effective from the beginning of that year.

11. Membership of another Authority

A Member of LFEPA who is also a member of another authority to which the 2003 regulations apply shall not claim an allowance from more than one authority in respect of the same duty. When claiming an allowance from LFEPA every Member shall be required to certify that no allowance has been, or will be, claimed from any other authority or to give details of any such other allowance.

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ANNEXE TO THE LFEPa MEMBERS' ALLOWANCES SCHEME - APPROVED DUTIES FOR TRAVEL AND SUBSISTENCE ALLOWANCES

1. Meetings of the Authority and its committees.
2. Any other meeting the holding of which is authorised by the Authority or an Authority committee provided Members of at least two political groups are invited to the meeting.
3.
 - (a) Meetings of any body (or any committee or sub-committee of any body) to which the Authority makes appointments or nominations.
 - (b) Attendance by official Authority representatives (or their nominees) at meetings, briefings and seminars arranged by any body to which the Authority makes appointments or nominations.
4. Meetings of any association of authorities of which the Authority is a member.
5. Meetings with any external body for the purpose of discussing matters within the responsibilities of the Authority.
6. Attendance at one group meeting per party for each meeting of a committee or the Authority called to give preliminary consideration to matters coming before the Authority or committee provided that appropriate records as to attendance, duration and matters discussed (being identifiable to matters coming before the relevant meeting) are maintained.
7. Seminars, training courses, launches and briefing events organised by the Authority and external training courses.
8. Attendance by official Authority representatives (or their nominees) at external conferences and attendance at conferences or meetings, or official and courtesy visits outside the UK subject to the prior agreement of the Head of Legal and Democratic Services, following consultation with the Party Group Leaders.
9. Visits to fire stations.
10. Long Service and Good Conduct Awards ceremonies hosted by the Authority.
11. Meetings with the Authority's principal officers and/or Members of another group for the purpose of discussing matters within the responsibilities of the Authority.
12. Interviews required as part of a formal investigation of a complaint by the Commission for Local Administration.
13. Attendance at proceedings of the Greater London Assembly and subsidiary bodies to discuss matters within the responsibilities of the Authority.
14. Occasions when the Chairman or Vice-Chair of the Authority and/or other Members represent the Authority or act as hosts or speak at social or ceremonial functions.