

PART 7
MEMBERS' ALLOWANCES
SCHEME

Date Approved:	FRA 31 st March 2014
Date Revised:	December 2006; June 2007; June 2010; July 2012, September 2013, March 2014, September 2015, July 2016, March 2018, July 2018, October 2019, March 2021, February 2022, January 2024
Date of Next Review:	February 2026
Owner:	Deputy Clerk

The South Yorkshire Fire and Rescue Authority in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 (as amended), hereby makes the following scheme:-

1. The scheme may be cited as the South Yorkshire Fire and Rescue Authority Members' Allowances Scheme and shall have effect for the period 1st April 2018 to 31st March 2022 and for subsequent years commencing on the 1st April of each year.

2. In this scheme,

“Authority” means South Yorkshire Fire and Rescue Authority;

“Member” means a Member of South Yorkshire Fire and Rescue Authority.

“Year” means the 12 months ending with 31st March;

“Co-optee” means a person who is not a Member of South Yorkshire Fire and Rescue Authority but who is a member of a committee or sub-committee of the Authority.

Basic Allowance

3. Subject to paragraph 6, for each year a basic allowance, as specified in Schedule 1, shall be paid to each Member.

Special Responsibility Allowances

4. a. For each year a special responsibility allowance shall be paid to those Members who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme.

b. Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Renunciation

5. A person may, by notice in writing given to the Clerk to forego any part of his/her entitlement to an allowance under this scheme.

Part Year Entitlements - Basic and Special Responsibility Allowances

6. a. The provisions of this paragraph shall have effect to regulate the entitlements of a Member to basic and special responsibility allowances, where the amount payable is varied pursuant to an annual adjustment of allowances by reference to an index specified by the Authority or where appropriate a Member becomes, or ceases to be, a Member, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable or if suspended or partially suspended from his/her responsibilities or duties as a Member.

b. Regarding entitlement to basic or special responsibility allowances, if the amount payable under this Scheme to those allowances is amended or is adjusted by reference to an index then in relation to each of the periods:-

- (i) Beginning with the year and ending with the day before that on which the first amendment or adjustment in that year takes effect, or
- (ii) Beginning with the day on which an amendment or adjustment takes effect and ending with the day before that on which the next amendment or adjustment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

Basic Allowance

- 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 to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office as a Member subsists bears to the number of days in that year. Where this Scheme is adjusted by reference to an index provided for in the Scheme or amended and the term of office of a Member does not subsist throughout the year then the entitlement of any such Member to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with this sub-paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a Member subsists bears to the number of days in that period.
- d. Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, the part of basic allowance payable to him/her in respect of the period for which she/he is suspended or partially suspended may be fully or partly withheld by the Authority.

Special Responsibility Allowance

- e. Where a Member has during part of, but not throughout, a year such special responsibilities as entitle her/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 she/he has such special responsibilities bears to the number of days in that year.
- f. Where an adjustment takes place by reference to an index provided for in the scheme or an amendment takes place and a Member has during part, but does not have throughout the whole, of the year any such special responsibilities as entitle him/her to a special responsibility allowance, that Member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with this sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he/she has such special responsibilities bears to the number of days in that period.
- g. Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, that part of the special responsibility allowance payable

to him/her in respect of the special responsibility or duties from which he/she is suspended or partially suspended may be partly withheld by the Authority.

Pensions

7. The regulations do not permit members of Fire Authorities to join the Local Government Pension Scheme.

Co-optees' Allowance – Audit and Governance Committee

8. a. Subject to paragraph b. below, for each year an allowance, as specified in Schedule 1, shall be paid to each Co-optee of the Audit and Governance Committee.
- b. Where the appointment of a Co-optee begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Co-optees' allowance as bears to the whole the same proportion as the number of days during which his/her term of office as member subsists bears to the number of days in that year.

Travel and Subsistence Allowance

- 9 a Members and Co-optees, may claim travel and subsistence allowances in accordance with the rates specified below and set out in Schedule 1.

Subsistence within the County

- b No Subsistence Allowances shall be paid in connection with approved duties undertaken within the County boundary.

Travel within the County

- c Members can claim mileage at 45p per mile regardless of the size of their vehicle. Motor Cycle, Moped and Bicycle rates are given at Schedule 2.

Travel - Out of County

- d Travel by train shall normally be at Standard Class except in exceptional circumstances. Prior approval for travel at a higher class must be sought from the Clerk to the Authority.
- e Travel by car will be reimbursed at the rates set out in Schedule 2. However claims will be capped at the cost of a standard rail journey to the same location.
- f If the Member wishes to use a mode of transport for travel outside the County on Authority business and the terms specified are not appropriate then the member must seek prior approval from the Clerk or Treasurer. Receipts must be provided for the reimbursement of any claims.

Accommodation and Subsistence - Out of Authority Rest of UK

- g Wherever possible a Member shall organise their meals and accommodation through the Governance Unit (Barnsley MBC), who will pre-book and pre-pay in advance.

Where this is not possible, the Member shall conform to the rates set out in Schedule 2.

- h For meals and other incidental expenses that cannot be pre-booked and paid and are in excess of current rates payable, reasonable costs will be reimbursed on production of receipts up to a limit of £30 per day. This limit will be indexed to the annual percentage increase in the NJC Officer rates.

Travel, Accommodation and Subsistence - Overseas

- l If a Member is required to travel overseas on Authority business then travel and accommodation arrangements will be pre-booked by the Governance Unit (Barnsley MBC). Where this is not applicable the Member would be expected to travel by the most cost effective means possible. Accommodation, where not pre-booked, should be obtained on the most cost effective basis.
- j Wherever possible the Member shall organise their meals and accommodation through the Governance Unit (Barnsley MBC), who will pre-book and pre-pay in advance, where practicable.
- k Members will conform to the NJC Officer rates.
- l For meals and other incidental expenses that cannot be pre-booked and paid and are in excess of current rates payable, reasonable costs will be reimbursed on production of receipts up to a limit of £60 per day. This limit will be indexed to the annual percentage increase in the NJC Officer rates.

Claims and Payments

- 10. a. Payments shall be made in respect of basic and special responsibility allowances and Co-optees' allowances in instalments of 1/12 of the amount specified in this scheme.
- b. Reimbursements of travel and subsistence will be made by the Member's own District Council on the submission of claims and appropriate receipts.
- c. Co-optees will claim direct from Barnsley MBC.
- d. In order to claim entitlement to travelling and subsistence allowances, any claim for such allowances must be received within three months from the date on which entitlement to that allowance arises.
- e. Where a claim for such an allowance is received outside the three month period, the Authority shall exercise discretion as to whether payment shall be made.

SCHEDULE 1

Basic Allowance

- 1. The basic allowance has been increased to £4,190.87 per annum with effect from the 1st July 2023.

Special Responsibility Allowances

2. A Special Responsibility Allowance of the amounts set out below shall be paid to the following office

Chair	£16,191.18
Vice Chair	£8094.42
Chair, Audit and Governance Committee	£4048.96
Chair, Performance and Scrutiny Board	£2,427.51
Chair, Stakeholder Planning Board	£2,427.51
Leader, Minority Group (where applicable)	£4048.96
Chair, Local Pension Board	£793.26

3. A Member who is elected to more than one position and who is entitled to receive an allowance in respect of any of the above mentioned shall receive one Special Responsibility Allowance only which shall be the higher of the allowances to which the Member is entitled.

Co-optees' Allowances

4. A Co-optee's allowance of the amounts set out below shall be paid to a Co-optee of the following committees/sub-committees of the Authority:-

Independent Member Audit and Governance Committee	£540.86
Independent member, Local Pension Board	£540.86

Index Linking

5. The allowances specified in paragraphs (1) to (4) of this Schedule shall be index-linked to the annual percentage salary increase for public sector staff and firefighters. Revised rates will be payable from the 1st April each year, *except where the Authority so resolves not to increase, basic or special responsibility allowances.*

SCHEDULE 2 TRAVEL AND SUBSISTENCE ALLOWANCES

Members can claim a standard rate of 45p per mile for car journeys regardless of the size of their vehicle.

Where Members carry other Members to approved duties, up to a maximum of 4, a passenger allowance of 5p per first carried passenger can also be claimed on top of the above rates, and 2p for each extra passenger carried.

The above rates will be indexed and revised in accordance with the rates determined by the National Joint Council for Local Authorities.

Motor Cycles and Mopeds (per mile)

Motor Cycles and Mopeds will be paid at 24p per mile regardless of engine size.

The above rates will be indexed to and revised in accordance with the rates determined by the National Joint Council for Local Authorities

Bicycles

Where a Member uses a bicycle to attend approved duties on behalf of the Authority the rate shall not exceed 20p per mile. This rate should be revised in accordance with the maximum allowance for Income Tax purposes as determined by the Inland Revenue.

Taxis

If in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity will be paid, or in any other case, the amount of the fare for travel by appropriate public transport.

Subsistence

Breakfast	£6.86
Lunch	£9.47
Tea	£3.72
Evening Meal	£11.72

Accommodation and Subsistence - Out of Authority - Rest of UK

Wherever possible the Member organises their meals and accommodation through the Governance Unit (Barnsley MBC) who will pre-book and pre-pay in advance.

Or, that they conform to the same rates that are payable for Officers.

Hotel costs are covered up to a **maximum of £200 per night** (to include all food and beverage, but not alcoholic drinks).

For meals and other incidental expenses that cannot be pre-booked and paid and are in excess of current rates payable, that reasonable costs are reimbursed on production of receipts up to a limit of £30 per day. This limit should be indexed to the annual percentage increase in the NJC rates.

Travel, Accommodation and Subsistence - Overseas

Wherever possible the Member organises their meals and accommodation through the Governance Unit (Barnsley MBC) who will pre-book and pre-pay in advance.

Or, that they conform to the same rates that are payable for Officers.

For meals and other incidental expenses that cannot be pre-booked and paid and are in excess of current rates payable, that reasonable costs are reimbursed on production of receipts up to a limit of £60 per day. This limit should be indexed to the annual percentage increase in the NJC rates.

SCHEDULE 3

Approved Duties

- (1) The 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.
- (2) The 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 at least one other 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.
- (3) The attendance at a meeting of any association of Authorities of which the Authority is a Member.
- (4) 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.
- (5) 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 any of its Committees or Sub-Committees.
- (6) Meetings of the Authority, Committee and Sub-Committee Chairs and Vice-Chairs with the appropriate Chief Officers, (or their nominated representatives) for the purpose of, or in connection with, the discharge of the Authority functions.
- (7) Briefing meetings with appropriate Chief Officers (or their nominated representatives) for the purpose of enabling the Member to carry out her/his approved duties as the Authority's representative on other bodies.
- (8) Tribunals but only where they are for the purpose of, or in connection with, the discharge of Authority functions. Those tribunals which have no connection with the discharge of Authority functions or tribunals where Members receive remuneration do not fall within the relevant statutory definition.
- (9) Site visits provided that they are undertaken by a least two Members accompanied by an Officer and the specific details of the site visits have been approved in advance by the Authority, a Committee or Sub-Committee.
- (10) Members' briefing meetings, (pre-arranged by a Principal Officer of the Authority) with the approval of the appropriate Chief Officer in advance, for the purpose of or in connection with the discharge of Authority functions.

- (11) Attendance at training sessions organised by a Chief Officer of the Authority or Fire and Rescue Service.
- (12) Attendance at Strategic seminars organised by Chief Officers of the Authority or Fire and Rescue Service.
- (13) Any other 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.

SCHEDULE 4

Special Responsibilities in respect of which an allowance may be paid

Chair
Vice Chair
Chair, Audit and Governance Committee
Chair, Performance and Scrutiny Board
Chair, Stakeholder Planning Board
Leader, Minority Group
Chair, Local Pension Board