



AGENDA ITEM: 14

NORTH WALES FIRE AND RESCUE AUTHORITY

18th June 2012

MEMBERS' REMUNERATION SCHEME

**Report by Colin Everett, Clerk to the Authority and
Ken Finch, Treasurer to the Authority**

Purpose of Report

- 1 Members are asked to approve the revised North Wales Fire and Rescue Authority's Members' Remuneration Scheme following the publication of the Independent Remuneration Panel's Annual Report.

Background

- 2 The remit of the Independent Remuneration Panel (IRP) was extended through the Local Government (Wales) Measure 2011. Under the powers provided by the Measure, the IRP has produced a new set of Regulations which come into effect on 1 April 2012. The Regulations apply to payments made to members and co-opted members of local authorities, national park authorities and the three fire and rescue authorities in Wales.

Information

- 3 Remuneration will be paid to Members from the date they are appointed to the Authority. All other allowances will be paid as of the date of the annual meeting (18 June 2012).
- 4 The Panel has stipulated that:
 - Members must not receive more than one FRA salary.
 - An FRA Senior Salary is paid inclusive of the FRA Basic Salary.
 - A local authority member in receipt of a Band 1 or Band 2 Senior Salary cannot receive a salary, from any FRA for which s/he has been nominated.

- 5 In addition to the senior salary payable to the chair and deputy chair, there are two "senior salary" options available for a "main committee chair" and "other committee chair".
- 6 The Chair of the North Wales Fire and Rescue Authority is also the Chair of the Executive Panel and can only claim one salary. In order to differentiate between 'main committee' and 'other committee', it is based on the number of meetings held per year. The Executive Panel meets five times per year and the Audit Committee meets 3 times per year. Therefore the Chair of the Audit Committee will be paid under the category "other committee chair".

Travel, Subsistence and Care Allowance

- 7 At the June 2011 meeting, Members voted in favour of keeping the mileage allowance at 40p per mile and pay a care allowance of up to £100 per month.
- 8 The IRP has stipulated that Members can claim a care allowance of up to £403 per month and that FRAs should pay mileage in accordance with the current HMRC rate of 45p per mile.
- 9 Subsistence rates will remain at £28 per day – day allowance for meals, including breakfast where not provided in the overnight charge.

Financial Implications

- 10 In light of the IRP's Regulations, the Authority will need to increase the members' salary budget by approximately £10,500 per annum.

Recommendations

- 11 Members are asked to approve the revised Members' Remuneration Scheme.

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NORTH WALES FIRE AND RESCUE AUTHORITY

MEMBERS' REMUNERATION SCHEME

Following the approval of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales (IRPW) has had its powers extended for its national framework to include payments to Members of the Welsh Fire and Rescue Authorities. The North Wales Fire and Rescue Authority's remuneration scheme is set in accordance with the determinations of the IRPW.

1 This Scheme shall for Basic Salaries have effect from the date that Members are appointed by the constituent authorities to serve on the Authority. For Senior Salaries, travel and subsistence expenses the Scheme shall have effect from 18th June 2012.

2 In this Scheme:

- "the Authority" and "FRA" means the North Wales Fire and Rescue Authority;
- "Member" means a Member of the North Wales Fire and Rescue Authority;
- "Independent/co-opted member" means a person, other than a Member of the Authority, appointed to serve on the Authority's Standards Committee (in accordance with Standards Committees (Wales) Regulations 2001) made under Section 53, Local Government Act 2000;
- "Executive Group" comprises the Chief Fire Officer, Deputy Chief Fire Officer and two Assistant Chief Fire Officers;
- "Regulations" means the Independent Remuneration for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities;
- "Year" means the 12 months ending with 31 March.

3 No salary, fee, care allowance or travel or subsistence allowance will be paid to any substitute members.

4 Members must not receive more than one FRA salary.

5 An FRA senior salary is paid inclusive of the FRA basic salary.

6 A local authority member in receipt of a Band 1 or Band 2 Senior Salary from their constituent authority cannot receive a salary from any FRA for which she/he has been nominated.

7 Basic and senior salaries will be paid by monthly instalments and are subject to Income Tax and National Insurance contributions, where applicable.

8 Member Remuneration

8.1 An FRA basic salary is payable to each named Member as shown in Schedule 1.

9 FRA Chair, Deputy Chair and Audit Committee Chair Remuneration

9.1 The named Members holding the offices of Chair, Deputy Chair and Audit Committee Chair shall receive the senior salaries shown in Schedule 1.

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10 Independent Persons/Co-opted Members' Fee

- 10.1 Independent/co-opted members as named of the Standards committee will be paid a fee as set out in Schedule 1.
- 10.2 Payments for co-opted members are capped at the equivalent of payment for 4 full days per year each. Payments are for meeting time only and include time spent on preparation and travelling.
- 10.3 The fee will be paid in arrears subsequent to the date that meeting is held. Fees are subject to Income Tax and National Insurance contributions, where applicable.

11 Care Allowance

- 11.1 The Scheme provides for the payment of a care allowance to Members for the arrangement for the care of dependant children or adults as are necessarily incurred in the carrying out of that Member's duties in accordance with Schedule 2.
- 11.2 Care allowance is an allowance that contributes towards caring costs rather than a reimbursement of actual costs. The payment of the allowance shall be subject to the deduction of Income Tax. Receipts must be produced with each claim.

12 Travel and Subsistence

- 12.1 Payment of travel and subsistence shall be made in respect of the official duties undertaken by a Member or Independent/co-opted member, as set out in Schedule 1, as amended from time to time by the Authority.
- 12.2 The amounts claimable by Members or Independent/co-opted members for travel and subsistence shall be in accordance with the scales determined by the IRPW as set out in Schedule 4.
- 12.3 A subsistence rate of £28 over a 24-hour period is available, including breakfast when not provided as part of overnight accommodation. This is a reimbursement of actual costs for official duties with receipts to be provided. Claims must be reasonable and within time limits set out in Schedule 3. Where meals are provided, subsistence claims will not be payable.
- 12.4 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 the claim form. Failure to supply a receipt may result in non-payment of a claim and/or inability to reimburse the VAT element.
- 12.5 The Authority will reimburse actual costs of standard class rail fares or the cheapest alternative. First class rail travel will only be allowed where the cost is reasonable value by comparison to standard class rail fare.
- 12.6 When travelling by train, Members should in the first instance contact the Member Liaison Officer who will obtain the ticket at the most economical price, including utilising wherever possible discount cards of various types. If Members have to purchase their own rail tickets, they should produce their receipt or ticket when claiming reimbursement and should utilise wherever possible discount cards of various types.

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- 12.7 Travel by public transport is encouraged for long distance journeys, but may be undertaken by private car where this is expedient. The Authority will pay Members the appropriate car mileage rate shown in Schedule 3 not exceeding an amount equivalent to the standard class rail fare unless the use of a car for the entire journey has been approved by a member of the Executive Group.
- 12.8 Taxi fares may be claimed where travel is URGENT or where no suitable public transport is available. Receipts should be produced.

13 Renunciation

- 13.1 A Member may renounce part or all of their Basic and/or Senior Salary. Renouncement must be made in writing to the Clerk to the Fire and Rescue Authority and must specify the date of renouncement. A notice of renouncement may be revoked at any time by giving further written notice to the Clerk. Any revocation cannot be backdated from the date of the further notice.

14 Payment / Time Limit for Claims

- 14.1 The payment of Basic and Senior Salaries is incorporated into the monthly payroll system and paid automatically on the 18th of each month or the nearest banking day by bank credit transfer without any action required by Members .
- 14.2 These payments are augmented by travelling and subsistence allowances together with care allowances (where appropriate) claimed for the previous month. Claims should be submitted on the appropriate form to the Member Liaison Officer by the 5th of each month.
- 14.3 Claims must be submitted within three months of the end of the relevant month. The Treasurer may, having consulted the Chair of the Authority, accept a late claim for good cause and make the related payments.

15 Dual Claims

- 15.1 Where a Member of the Authority is also able to claim allowances as a Member of another Authority, that Member may not receive any allowance, including care allowance, from more than one Authority for the same duties, travel or subsistence.
- 15.2 Members who perform other Local Authority duties on the same day must ensure that travelling and travelling time together with care allowances (where appropriate) are apportioned reasonably between the paying authorities.

16 Right to Withdraw Allowances or Require Repayment

- 16.1 Where a Member or Independent/co-opted member is suspended or partially suspended from his or her 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 Authority will withhold the part of the Basic or Senior Salary or fee payable for the responsibilities or duties from which that Member is suspended or partially suspended as applicable.
- 16.2 Where a Member or independent person/co-opted member is suspended or partially suspended from his or her duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 or Regulations made

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under that Part, the Authority will withhold travelling and subsistence allowances payable to that Member or Independent/co-opted member for the responsibilities or duties from which that member is suspended or partially suspended.

- 16.3 In the circumstances outlined in paragraph 16.1 and/or 16.2, or if a Member or Independent/co-opted member ceases to be a Member of the Authority or an independent member of its Standards Committee, or is in any other way not entitled to receive or has been paid a salary, allowance or fee for any particular period, the Authority will require that such part of the salary, allowance or fee for any such period to be repaid to it.

17 Part-Year Entitlement

- 17.1 The provisions of this paragraph shall have effect to regulate the entitlements to the basic salary or senior salary as appropriate of a Member where, in the course of a year:
- (a) This Scheme is amended; or
 - (b) That person becomes or ceases to be a Member; or
 - (c) A Member becomes or ceases to be Chair or Deputy Chair.
- 17.2 Where paragraph 17.1 applies the entitlement to allowances will be adjusted on a daily basis in accordance with the Regulations.

18 Administration

- 18.1 The Treasurer to the Authority shall maintain, on behalf of the Authority, a record of all payments made under this Scheme, which shall specify in relation to each payment the name of the recipient and the amount and nature of the payment.
- 18.2 This record shall be available at all reasonable times for inspection by local government electors in the constituent authorities at no charge. Copies will be provided on request on payment of a reasonable fee decided by the Treasurer.
- 18.3 Arrangements will be made annually to publish payments made in the previous financial year to Members for Basic and Senior Salaries paid, the daily fees paid to independent members and Care Allowances and Travel and Subsistence Expenses.

19 Review of Salaries, Fees and Allowances

- 19.1 The salaries and daily fees and travel and subsistence allowances payable under this scheme will be set in accordance with IRPW's annual or supplementary reports. Care Allowances will be reviewed when the Authority considers the Annual Report from the IRPW.

Entitlement to Basic Salary

A Basic Salary of **£1,350 per year** will be paid to FRA ordinary members:

Cllr
Cllr

Entitlement to Senior Salary

A Senior Salary, inclusive of Basic Salary, will be paid to the following office holders:

Chair of the Fire Authority – Cllr	£10,085 per year
Deputy Chair of the Fire Authority – Cllr ...	£5,095 per year
Chair of the Audit Committee – Cllr	£3,400 per year

Entitlement to Co-opted Member Fee

The following fees for Independent/co-opted members of the Standards Committee are payable:

Chair – Mr	£362.50 per day (£181.75 per half day)
Other Members – Mr..., Mr	£190.00 per day (£95 per half day)

Subject to an overall maximum payment of the equivalent of 4 days fees in a year

Care Allowance

The Fire Authority provides for the payment to Members of a Care Allowance for the expenses of arranging for the care of children or dependants as are necessarily incurred in the carrying out of that Member's duties.

Payment will not be paid:

- for any child over the age of 15 years or dependent unless the member satisfies the Authority that the child or dependant required supervision which has caused the Member to incur expenses that were necessary in the carrying out of that Member's duties as a member;
- to more than one member in relation to the care of the same child or dependent;
- for more than one care allowance to any Member who is unable to demonstrate to the reasonable satisfaction of the Authority that he / she has to make separate arrangements for the care of different children or dependants.

Members are able to claim up to a maximum of £100 care allowance per month subject to the production of receipts.

The amount of the allowance will be reviewed each year when the Authority considers the IRPW's Annual Report.

Travelling and Subsistence Allowance

1. Motor Car

	Per mile
Mileage allowance - up to 10,000 miles	45p
Mileage allowance - over 10,000 miles	25p
Passenger allowance (a passenger must have been carried to claim this)	5p
Bicycle	
Mileage allowance	20p

Additional expenses can be claimed for the actual cost of parking

2. Public Transport

Members are entitled to claim:

a) Train

- Lowest reasonably available standard class fare
- Reservation and left luggage expenses
- Costs of getting to and from the station
- Special first-class fare where the cost is reasonable value by comparison to standard class rail fare

b) Bus/Coach

- The appropriate fare
- Reservations and left luggage expenses

3. Taxi

Members are entitled to claim the fare and reasonable gratuity where the need to travel is URGENT or where no bus service is readily available.

4. Subsistence

Up to a maximum of £28 over a 24-hour period can be claimed; time limits are set out below:

a) Breakfast (where no overnight stay is required)

Payable in respect of absence from home for at least 4 hours, before 11.00am.

b) Lunch

Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00pm.

c) Evening Meal

Payable in respect of absence from home for at least 4 hours, ending after 7.00 pm.

The above is subject to reasonable claims being made and receipts being attached to claim forms.

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d) Overnight

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. All overnight bookings must be made by the Members Liaison Officer. The following maximum amounts are for bed and breakfast:

Visits to London	£150
Visits to Cardiff	£120
Elsewhere	£ 95
Staying with relatives/friends	£ 25

5. HOW AND WHEN TO CLAIM

Claims for travelling and subsistence allowances should be submitted to the Member Liaison Officer and must relate to approved duties undertaken (see Schedule 1 for details). Claims will be paid directly to Members' bank accounts on a monthly basis.

Claims must be made on the Members' Allowances claim forms, copies of which are available from the Member Liaison Officer.

Claim forms should be completed for each calendar month in which expenses have been incurred and forwarded to the Member Liaison Officer **no later than the 5th of the following month to ensure payment that month.** Claims must be submitted within three months of the end of the relevant month. The Treasurer may, having consulted the Chair, accept a late claim for good cause and make the related payments.

The full address for completed claim forms is:

**Member Liaison Officer
North Wales Fire and Rescue Service
Fire and Rescue Service Headquarters
Ffordd Salesbury
St Asaph Business Park
ST ASAPH
Denbighshire
LL17 0JJ**

OFFICIAL BUSINESS

For the purposes of the Authority's Scheme of Remuneration, the following shall be regarded as official business:

- Meetings of the Authority.
- Meetings of Committees, Panels and Working Groups of the Authority.
- Any other meeting convened by the Authority (or by the Chair or Deputy Chair in cases of urgency) to which Members are invited.
- Meetings between the Chair and/or the Deputy Chair of the Authority and the Chairs and/or Deputy Chairs of the Authority's Committees and/or officers of the Authority or the Service or other fire authorities or services to discuss Authority business, including the purpose of opening tenders.
- Attendance at NWFRS events, at which Members' attendance is specifically requested.
- Attendance at meetings of the Welsh Local Government Association/Local Government Association (including plenary meetings and Policy Groups) by the appointed Members.
- Meetings organised by the Authority with Ministers and/or Government officials on Authority business.
- Attendance at the Welsh Local Government Association/Local Government Association Annual Fire Conference by the Chair or Deputy Chair or any other Member specifically authorised by the Authority.
- Attendance at any other meetings, groups, seminars, conferences, courses or visits on Authority matters, subject to the prior approval of the Authority (or the Chair or Deputy Chair in the case of urgency) for attendance at external or individual events.
- Meetings of bodies (other than those specified above) to which the Authority has resolved to make appointments or nominations.
- Carrying out any other duty previously approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the Authority's functions.
- Pre-arranged meetings arranged through the Member Liaison Officer by Members to fire stations, in the County or County Borough of which they are a Member.