



SOUTH WALES FIRE & RESCUE AUTHORITY

MEMBERS' PAYMENT SCHEME

The South Wales Fire & Rescue Authority has adopted the following Members' Payment Scheme in line with the recommendations of the Independent Remuneration Panel for Wales.

1. This scheme shall have effect from 11 June 2018.
2. In this scheme:
 - "Member" means a Member of the South Wales Fire & Rescue Authority.
 - "the Authority" means the South Wales Fire & Rescue Authority.
 - "year" means the municipal year for the Authority.
 - "pro rata" means in proportion to the number of days during the effective period of this scheme to the total number of days in the year.
 - "co-opted Member" includes an independent Member appointed to serve on the Authority's Standards Committee.
3. **Members' Basic Salaries**
 - 3.1 Basic salary is payable to each entitled Member as shown in Schedule 3, pro rata, payable by monthly instalments in arrears and is subject to income tax and national insurance contributions.
 - 3.2 A Member who is in receipt of a Band 1 or Band 2 senior salary from their home authority shall not be entitled to receive a basic salary from this Authority.
4. **Senior Salaries**
 - 4.1 The following Members will be entitled to receive a senior salary as shown in Schedule 3:
 - 4.1.1 The Chairperson of the Authority
 - 4.1.2 The Deputy Chairperson of the Authority
 - 4.1.3 The Chairperson of the Finance, Audit and Performance Management Committee
 - 4.1.4 The Chairperson of the HR & Equalities Committee.

4.2 The salaries will be payable, pro rata, by monthly instalments in arrears and are subject to income tax and national insurance. The senior salary includes the basic salary.

4.3 A Member who is in receipt of a Band 1 or Band 2 senior salary from their home authority shall not be entitled to receive a senior salary from this Authority.

5. Travelling and Subsistence Allowances

5.1 Payment of travel and subsistence allowances shall be made in respect of the approved duties undertaken by a Member, as set out in Schedule 1 to this scheme, as amended from time to time by the Authority. Refreshments whilst on approved duties at South Wales Fire & Rescue Service HQ will be provided in accordance with Schedule 2.

5.2 The amounts payable to each Member in respect of travel allowances and subsistence allowances shall be in accordance with the scales adopted by the Authority, from time to time, outlined in Schedule 3.

5.3 Proper, original, VAT receipts for expenses, including parking fee tickets, public transport tickets, taxi fares and toll fees, are needed in order for the Authority to validate claims and, if appropriate, to reclaim VAT. Members should ask for/keep these and attach them to the claims form. Failure to supply a receipt may result in non-payment of a claim.

5.4 The Authority will reimburse actual costs of standard class rail fares or the cheapest alternative. If a Member chooses to travel first class rail travel they will only be reimbursed to the value of a second class ticket booked under the same circumstances.

5.5 When travelling by train, Members must in the first instance contact the Member Support Officer who will obtain the ticket at the most economical price. If Members have to purchase their own rail tickets, they should produce their receipt or ticket when claiming reimbursement.

5.6 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 second class rail fare.

5.7 Taxi fares may be claimed where travel is URGENT or where no suitable public transport is available. Receipts should be produced.

6. Carer Allowances

6.1 Payment of a carer allowance may be made in respect of such expenses of arranging for the care of children or dependants as are necessarily incurred in the carrying out of Members' duties.

7. Co-opted Members

- 7.1 Payments will be made to each co-opted Member, as shown in Schedule 3, in arrears following approved duties. These payments are subject to income tax and national insurance contributions.

8. Renunciation

- 8.1 A Member may, by notice given to the Monitoring Officer, elect to forego any part of his or her entitlement to salary, allowance or fee under this scheme.
- 8.2 Any such notice shall specify the effective date of renunciation. This notice may be revoked with notice in writing to the Monitoring Officer. Revocation cannot be retrospective.

9. Time Limit for Claims

- 9.1 Members should submit completed claim forms for travel and subsistence for each calendar month to the Member Support Officer at Fire & Rescue Service HQ by the 5th of the following month to ensure payment at the end of the month.
- 9.2 Claims must be submitted within three months of the end of the relevant month.

10. Dual Claims

- 10.1 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 from more than one authority in respect of the same duties, travel or subsistence.

11. Repayment of Salaries, Allowances or Fees

- 11.1 The Authority will require that such part of a salary, allowance or fee is repaid where payment has already been made in respect of any period during which the Member or co-opted Member concerned:
- 11.1.1 is suspended or partially suspended from that Member's/co-opted Member's duties or responsibilities; or
 - 11.1.2 ceases to be a Member or co-opted Member of the Authority; or
 - 11.1.3 in any way is not entitled to receive a salary, allowance or fee in respect of that period.

12. Part-Year Entitlement

- 12.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member's basic salary and senior salary where, in the course of a year:

- 12.1.1 this scheme is amended; or
- 12.1.2 that person becomes or ceases to be a Member; or
- 12.1.3 that Member accepts or relinquishes a senior salary.

12.2 In relation to basic and senior salaries:

- 12.2.1 if an amendment to this scheme changes the amount to which a Member is entitled; or
- 12.2.2 where the term of office of a Member begins or ends otherwise than the beginning or end of a year; or
- 12.2.3 where the senior salary does not subsist throughout the year

then the salary shall be paid pro rata to the number of days' entitlement.

13. **Administration**

- 13.1 The Director of People Services shall maintain, on behalf of the Authority, a record of all payments made under this scheme that shall specify in relation to each payment the name of the recipient and the amount and nature of the payment.
- 13.2 This record shall be available at all reasonable times for inspection by local government electors in the constituent authorities at no charge.

14. **Review of Salaries and Revision or Revocation of the Scheme**

- 14.1 The Director of Corporate Services will review this Members' Payment Scheme in line with the Annual Reports of the Independent Remuneration Panel for Wales, who have jurisdiction to make determinations concerning Member salaries for Fire & Rescue Authorities in Wales, and will make any necessary amendments to the scheme and advise Members accordingly.

APPROVED DUTIES

For the purposes of paragraph 5 of this scheme, the following shall be regarded as approved duties:

- Meetings of the Authority.
- Meetings of committees, panels and working groups of the Authority.
- Any other meeting convened by the Authority (or by the Chairperson or Deputy Chairperson in cases or urgency) to which Members are invited.
- Meetings between the Chairperson and/or the Deputy Chairperson of the Authority and the Chairperson(s) and/or Deputy Chairperson(s) of the Authority's committees and officers of the Service or other fire authorities or services to discuss Authority business.
- Meetings between other Members of the Authority and officers of the Authority or the Service to discuss Authority business, at the specific direction of the Authority, or at the specific or general direction of the Chairperson or committee Chairperson.
- Attendance at South Wales Fire & Rescue Service events at which Members' attendance is specifically requested.
- Attendance at meetings and conferences by appointed or nominated Members or their substitutes where they sit and represent the Authority on outside groups.
- Meetings organised by the Authority with Ministers and/or Government officials on Authority business.
- Attendance at any other meetings, groups, seminars, conferences, courses of visits on Authority matters, subject to the prior approval of the Authority (or the Chairperson or Deputy Chairperson in the case or urgency) for attendance at external or individual events.
- 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.

PROVISION OF REFRESHMENTS TO MEMBERS

1. Whilst the Service is not obliged to provide meals for Councillors attending South Wales Fire & Rescue Service premises, for Members' convenience we endeavour to make facilities available for official Fire & Rescue Authority committees or working groups held at Fire & Rescue Service HQ.
2. If Members attend HQ for meetings outside of the formal committee structure, we may not be able to provide meals nor can we provide meals for meetings held at fire stations. However, Members are reminded that when they incur expenses whilst engaged in approved Fire & Rescue Authority business, they can obtain a receipt and submit an expenses claim via their home authority or the Service in accordance with the Members' Payment Scheme.
3. If Members are attending HQ aside from formal committees, or following a meeting at a fire station, and would like refreshments, please contact the Member Support Team who may be able to make arrangements on your behalf. Please be aware that as the cafeteria is run by a private contractor, out staff will require a **minimum** of 48 hours' notice to process the relevant paperwork.
4. Where Members are provided with lunch as outlined above, the allowance includes:
 - a hot main dish OR a sandwich and packet of crisps
 - a dessert or piece of fruit
 - one cup of tea or coffee (this does not include bottled or canned drinks)
5. Tea and coffee will continue to be available at each meeting, provided in the relevant meeting room. Tea and coffee is not made available through the cafeteria prior to any meetings. Water is always available at various water cooler points throughout the HQ building.
6. We would respectfully ask that when cafeteria staff advise that refreshments cannot be provided that they are not challenged directly, as this can cause embarrassment to all concerned. If you believe an error has been made, please contact the Business Support Unit who will investigate the matter.

**MEMBERS' PAYMENTS
2018/19**

TRAVELLING ALLOWANCES	
Car	45p for first 10,000 miles/25p thereafter
Private Motor Cycles	24p per mile
Passenger Supplement	5p per mile
Bicycle	20p per mile
Train	
Members are entitled to claim:	
<ul style="list-style-type: none"> • Lowest reasonably available standard class fare • Reservation and left luggage expenses • Costs of getting to and from the station • First class fare where a reduction equal to second class rail travel is achieved 	
Taxi	
Members are entitled to claim:	
<ul style="list-style-type: none"> • The fare and reasonable gratuity where the need to travel is URGENT or where no public transport is reasonably available • The appropriate public transport fare (eg bus fare) in other cases. 	
Additional expenses can be claimed for the actual cost of parking.	
SUBSISTENCE ALLOWANCES	
NOTE: Maximum payment of £28 per day for all meals, including breakfast when not provided in the overnight charge.	
Breakfast Allowance	
Payable in respect of absence from home for at least 4 hours, before 11.00 am.	
Lunch Allowance	
Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm.	

Tea Allowance

Payable in respect of absence from home for at least 4 hours, including the whole of the period 3.00 pm to 6.00 pm.

Evening Meal Allowance

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

NOTE: Tea and evening meal allowances will not be paid in respect of the same evening. All claims must be substantiated by receipts.

Overnight Allowance

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. The following allowances are for bed and breakfast:

Visits to London.....£200.00

All other cases.....£95.00

Staying with family or friends.....£30.00

CARE ALLOWANCE

Members are entitled to claim up to a maximum of £403 when claimed on the basis of receipts, for the formal or informal care of dependant children or adults. Reimbursement will only be made on the production of receipts from the carer and the expense must have been necessarily incurred to allow the Member to fulfil Fire & Rescue Authority duties.

BASIC SALARY

£1,745 per annum payable by monthly instalments in arrears to all Members of the Fire & Rescue Authority.

SENIOR SALARIES

The following senior salaries are payable by monthly instalments in arrears:

Chairperson of the Fire & Rescue Authority.....£10,445 including basic salary

Deputy Chairperson of the Fire & Rescue Authority.....£5,445 including basic salary

Chairperson of the Finance, Audit & Performance
Management Committee.....£5,445 including basic salary

Chairperson of the HR and Equalities Committee.....£5,445 including basic salary

CO-OPTED MEMBERS

Fees for co-opted Members (with voting rights) of Local Authorities (including National Park Authorities and Fire & Rescue Authorities):

Chair of Standards Committee.....	£128 up to 4 hours
	£256 4 hours & over
Ordinary Member of Standards Committee.....	£ 99 up to 4 hours
	£198 4 hours & over

HOW AND WHEN TO CLAIM

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

Claims must be made on the Members' allowances claim form, copies of which are available from the Member Support Officers.

Claim forms should be completed for each calendar month in which expenses have been incurred and forwarded to the Member Support Officers **no later than the 5th of the following month to ensure payment at the end of the month.**

Claims must be submitted within three months of the end of the relevant month. The Director of Corporate Services may accept a late claim in exceptional circumstances and make the related payments.

The full address for completed claim forms submitted by post is:

**Member Support Officer
South Wales Fire & Rescue Service
Fire & Rescue Service Headquarters
Forest View Business Park
Llantrisant
CF72 8LX**

SCHEDULE OF REMUNERATION 2018/19
(to be completed after the AGM)

SENIOR SALARY ENTITLEMENT (includes Basic Salary)		
Role	Member	Annual Amount of Senior Salary
Chair of Fire & Rescue Authority	Cllr D T Davies	£10,415
Deputy Chair of Fire & Rescue Authority	Cllr S Bradwick	£ 5,445
Chair of HR & Equalities Committee	Cllr S Pickering	£ 5,445
Chair of Finance, Audit & Performance Management Committee	Cllr K Critchley	£ 5,445
MEMBERS ENTITLED TO BASIC SALARY (following named Members of Fire & Rescue Authority)		
Members		Annual Amount of Basic Salary
Cllr D Ali		£1,745
Cllr L Brown		£1,745
Cllr K Critchley		£1,745
Cllr R Crowley		£1,745
Cllr L Davies		£1,745
Cllr D De'Ath		£1,745
Cllr C Elsbury		£1,745
Cllr S Ebrahim		£1,745
Cllr S Evans		£1,745
Cllr J Harries		£1,745
Cllr A Hussey		£1,745
Cllr K McCaffer		£1,745
Cllr D Naughton		£1,745

Cllr A Roberts		£1,745
Cllr R Shaw		£1,745
Cllr A Slade		£1,745
Cllr V Smith		£1,745
Cllr G Thomas		£1,745
Cllr H Thomas		£1,745
Cllr J Williams		£1,745
ENTITLEMENT AS STATUTORY CO-OPTees		
Role	Member	Amount of Co-Optee Allowance
Chair of Standards Committee	G Hughes	£256 - 4 hours & over £128 - up to 4 hours
Standards Committee	R J Alexander	£198 - 4 hours & over £ 99 - up to 4 hours
	S J Barnes	
	D Fussell	
	M Kerbey	