



Lake District  
National Park

**MEMBERS' ALLOWANCES SCHEME  
OPERATIVE FROM 1 APRIL 2017-31 MARCH 2018**

## **2.9 MEMBERS' ALLOWANCES SCHEME**

The Lake District National Park Authority, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme which was agreed by the Authority on 19 December 2003:-

### **Lake District National Park Authority Members' Allowances Scheme**

2.9.1 This Scheme may be cited as the Lake District National Park Authority Members' Allowances Scheme, and shall apply to the year commencing on 1 April 2016 and to subsequent years.

#### **Meanings in the Scheme**

2.9.2 'Member' means the 20 appointed members to the full Lake District National Park Authority.

2.9.3 'Year' means the 12 months from 1 April to 31 March.

2.9.4 'Co-optees' means a person who is not a Member of the Authority but who is a member of a committee or sub-committee of the Authority.

#### **Basic Allowance**

2.9.5 Subject to Paragraph 2.9.29, a Basic Allowance of £3000 shall be paid to each Member per year. The amount will be automatically paid in monthly instalments and need not be claimed.

#### **Special Responsibility Allowance**

2.9.6 Subject to Paragraph 2.9.29, a Special Responsibility Allowance of £6000 shall be paid to the Chairman of the Authority.

2.9.7 Subject to paragraph 2.9.29, a Special Responsibility Allowance of £4500 shall be paid to the Deputy Chairman of the Authority.

2.9.8 The amount will be automatically paid in monthly instalments and need not be claimed.

## **Travel Allowance**

Travel allowances will be paid for those duties which are approved duties, as defined in Section 2.4 of the Authority Handbook.

### **Public Transport**

2.9.9 The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

2.9.10 The rate specified in Paragraph 2.9.9 may be increased by supplementary allowances not exceeding expenditure actually incurred:

- (a) on Pullman Car or similar supplements, reservations of seats and deposit or portage of luggage; and
- (b) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable to him/her for that night.

### **Motor Mileage Allowance**

2.9.11 The following table details the current rates of travelling allowances which Members may claim:

| <b>Motorcycles</b>      | <b>Rate (per mile)</b> |
|-------------------------|------------------------|
| i) not exceeding 150 cc | 8.5p                   |
| ii) 150 cc-500 cc       | 12.3p                  |
| iii) exceeding 500 cc   | 16.5p                  |

  

| <b>Motorcars</b>        | <b>Rate (per mile)</b> |
|-------------------------|------------------------|
| i) not exceeding 999 cc | 34.6p                  |
| ii) 999 cc-1199 cc      | 39.5p                  |
| iii) exceeding 1199 cc  | 48.5p                  |

2.9.12 The rates specified in Paragraph 2.9.11 may be increased:

- (a) in respect of the carriage of passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment, by not more than –

|                 | <b>Rate (per mile)</b> |
|-----------------|------------------------|
| First passenger | 3p                     |

Second and subsequent passengers 2p

- (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.

2.9.13 For the purposes of this paragraph, the cylinder capacity shall be that entered in the Vehicle Registration Certificate or document by the Secretary of State under the Vehicles (Excise) Act 1971.

### ***Taxis***

2.9.14 The rate of travel by taxi-cab or cab shall not exceed:

- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

### ***Hire vehicles***

2.9.15 The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it: Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

### ***Air travel***

2.9.16 The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air: Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the Member.

### **Subsistence Allowance**

#### ***Day subsistence***

2.9.17 In the case of an absence, not involving an absence overnight, from the usual place of residence:

**Authority Handbook**  
**Section 2: Members Supporting Information**

- |      |  |        |
|------|--|--------|
| i)   | Breakfast allowance (more than <b>4 hours</b> away from normal place of residence <b>before 11 am</b> )                                  | £5.80  |
| ii)  | Lunch allowance (more than <b>4 hours</b> away from normal place of residence, including the lunchtime <b>between 12 noon and 2 pm</b> ) | £8.00  |
| iii) | Tea allowance (more than <b>4 hours</b> away from normal place of residence, including the <b>period 3 pm to 6 pm</b> )                  | £3.15  |
| iv)  | Evening meal allowance (more than <b>4 hours</b> away from normal place of residence, ending <b>after 7 pm</b> )                         | £10.00 |

**Overnight accommodation**

2.9.18

- |     |   |         |
|-----|---|---------|
| i)  | Absence overnight from the usual place of residence   | £94.00  |
| ii) | Absence overnight in London*, or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretary of State may for the time being approve for the purpose | £107.00 |

*\*For the purpose of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.*

2.9.19 Any rate determined under Paragraphs 2.9.18 i) and ii) shall be deemed to cover a continuous period of absence of 24 hours.

**Meals provided free of charge**

2.9.20 The rates for day subsistence and overnight subsistence shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

**Meals taken on trains**

2.9.21 Where main meals (ie breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT), may be reimbursed in full, within the limits specified below. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

2.9.22 The limitations on reimbursement are:

- (a) for breakfast, an absence of more than 4 hours, or where the Authority permits a lesser period, before 11 am;
- (b) for lunch, an absence of more than 4 hours, or where the Authority permits, a lesser period, including the period between 12 noon and 2 pm;
- (c) for dinner, an absence of more than 4 hours, or where the Authority permits, a lesser period, ending after 7 pm.

### **Computer Allowance**

2.9.23 Members, who use computers for Authority work, are entitled to make claims for reimbursement of expenses incurred by them, up to a maximum of £237.12 per year. Any such claims for reimbursement shall be proportioned and included on the Members monthly claim form at a maximum of £19.76 per month.

### **Independent Person Allowance**

2.9.24 Independent Person(s) will be paid an annual allowance of £150, paid in one installment.

### **Dependants' Carers' Allowance**

2.9.25 Provision exists for Members who require special carers to be employed in order to attend Authority duties. This is an hourly rate and will not be below the minimum national wage.

### **Suspension of Allowances**

2.9.26 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, that part of any allowance payable to him/her under this Scheme will be withheld.

### **Renunciation**

2.9.27 A Member may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this Scheme. An omission, on the form used for reimbursement, of a claim for an allowance for a duty that a Member is entitled to claim shall be construed as a notice that the Member wishes to forego that allowance. Once notice has been given a Member cannot have any foregone allowance paid retrospectively.

### **Amendment to Scheme**

2.9.28 If an amendment to this Scheme is made which affects payment of a Basic Allowance or a Special Responsibility Allowance, then the entitlement to that allowance shall be calculated pro rata the length of the period that the amendment applies to. There shall be no retrospective entitlement to allowances under this scheme.

### **Term of Office**

2.9.29 Where the term of office of a Member begins or ends otherwise than at the beginning or end of the year of the Scheme, the entitlement of that Member to a Basic Allowance and a Special Responsibility Allowance if applicable shall be based on a proportion of the allowance relative to the number of days to which the term of office exists.

### **Claims & Payment of Allowances**

2.9.30 1/12 of Basic and Special Responsibility Allowances will be made automatically at the end of each month, unless this falls on a non-working day in which case payments will be made on the nearest working day.

2.9.31 Members are advised that it is best practice to submit expenses on a monthly basis and these will be paid at the same time as the Basic Allowance and Special Responsibility Allowances. All claims for travelling expenses should have attached receipts for car parking, where appropriate.