



LONDON FIRE & EMERGENCY PLANNING AUTHORITY

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AGENDA ITEM

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SUBJECT

**Members' Allowances – Monitoring of the Authority's Scheme
2000-2001**

REPORT

(11.07.01) by the Head of Democratic Services

Summary

The LFCDA's Monitoring Committee on 13 May 1996 agreed that future monitoring reports be submitted annually detailing actual payments made to individual members. This report provides details of such payments made under the Members' Allowances Scheme agreed by the LFCDA and revised by LFEPA during the twelve months ending 31 March 2001. Payments relate to basic, attendance and special responsibility allowances, together with payments made under Sections 174 and 175 of the Local Government Act 1972 in respect of travel, subsistence and conference allowances and Local Government Association duties.

RECOMMENDATION

That the report be received.

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INTRODUCTION

1. The Local Authorities (Members' Allowances) Regulations 1991 require the Authority, as soon as practicable after the end of the financial year to which its statutory allowance scheme relates, to make arrangements for the publication within its area of the total sums paid by it in the year in question under the Scheme to each member (i.e. payments in respect of basic, special responsibility and attendance allowances only).
2. Appendix A to this report set out actual payments made to individual LFCDA members on these allowances under the LFCDA Scheme in the period of 1 April to 2 July 2000 and Appendix B to LFEPA borough representatives under the same Scheme between 3–20 July and under the revised LFEPA Scheme from 21 July to 31 March 2001. Appendices C and D detail the actual payments made to LFCDA/LFEPA members for conference, travel and subsistence allowances in the same period. Appendix C also includes reference to allowances paid to one LFCDA member in respect of his attendance at meetings of the Local Government Association (LGA) – see paragraph 10 below.

CHANGES TO THE SCHEME DURING THE YEAR

3. The LFCDA's Scheme provided for a basic allowance of £600 from 1 April 2000, an attendance allowance (at a rate of £50) payable only for meetings of the Disciplinary and Appeals Committee and an allowance payable to some 14 positions of responsibility with rates calculated as a proportion of the LFCDA Leader's allowance of £14,000 a year. The rate of the allowance for attendance at conferences was £34.50 (£50 when absence from home exceeded 24 hours). The Scheme applied to all 33 members of the Authority.
4. On 20 July 2000, the Authority considered a report (FEP 2) which set out the statutory background for the payment of allowances (Appendix E to this report) and agreed a revised Members' Allowances Scheme (borough representatives only) for the remainder of the financial year. The resulting changes increased basic allowance to £1,000 a year (based on time commitment of between 4 and 5 hours a month) and adjusted the positions and rates of responsibility allowance based on estimated time commitment for the appropriate positions and ceased the payment of attendance allowances. The rate of allowance for attendance at conferences (borough members only) was agreed as the statutory maximum rate of conference attendance allowance for non-council members (currently £30.39 (per 24 hours or less)). The Authority also agreed that the rates for travel and subsistence allowance (all members) for approved duties in the United Kingdom be the maxima prescribed from time to time by the Secretary of State and that first class fares for travel by train be paid for any journeys not confined to the Greater London area. In addition a rate of 6.9p a mile for the use of a bicycle was agreed and in respect of expenses of office of the Chair and Vice-Chair of the Authority, a maxima of £750 and £4,000 respectively and a provision of £750 for general hospitality incurred by other members.
5. A minor adjustment to special responsibility allowances (SRA) was agreed in February 2001, under Standing Order 65 (Head of Department's Action) to recognise additional duties undertaken by the Leader of the Liberal Democrat Group.

EXPENDITURE

6. The Authority was advised in July 2000 that as a result of estimated commitments as at 2 July 2000 (expected to be some £24,000) and the revised changes after this date to the Scheme (estimated to be some £28,000 and which excludes conference fees and National Insurance commitments), it was expected that some £43,000 might remain in the overall

budget for members allowances. From this amount, it was agreed that £20,000 be kept aside for member training and development.

7. The following table therefore demonstrates actual spend against budget as at 31 March 2001 on members' allowances payable under the terms of the Authority's Scheme together with travel and subsistence and expenses of office (referred to in FEP 2) and confirms the assumption made on total LFCDA spend as at 2 July 2001 (outturn £23,864.56). LFEPA total expenditure (£24,683.73) however shows an underspend which principally relates to the expenses of office by Chair/Vice-Chair and general hospitality-

Allowance	April 2000 Annual budget	LFCDA spend (1.4.00 – 2.7.00)	Revised LFEPA allocation (based on a full year)	Revised LFEPA allocation (based on 9 months)	LFEPA spend (3.7.00 – 31.3.01)	Total
	£	£	£	£	£	£
Basic	19,800	5,056.59	8,000	6,000.00	5,802.24	10,858.83
SRA	51,000	11,694.71	21,000	15,750.00	13,876.99	25,571.70
Attendance	4,385 incl confs)	751.50	0	0		751.50
Conference		1,210.50	1,000	450.00	427.62	1,638.12
<i>Sub-total</i>	<i>75,185</i>	<i>18,713.30</i>	<i>30,000</i>	<i>22,200.00</i>	<i>20,106.85</i>	<i>38,820.15</i>
Travel	9,500	2,411.64	5,500	3,088.36	2,331.69	4,743.33
Subsistence	8,000	2,739.62	5,000	2,260.38	1,732.40	4,472.02
Expenses of office	5,360	0	5,500	5,500.00	512.79	512.79
<i>Total</i>	<i>98,045</i>	<i>23,864.56</i>	<i>46,000</i>	<i>33,048.74</i>	<i>24,683.73</i>	<i>48,548.29</i>
Conference fees	7,500	1,801.99	7,500	5,698.01	4,270.00	6,071.99
National insurance	1,000	353.23	1,000	646.77	922.07	1,275.30
TOTAL	106,545	26,019.78	54,500	39,393.52	29,875.80	55,895.58

8. As indicated in paragraph 6 above, FEP 2 indicated that some £43,000 might remain in the overall budget and that £20,000 would be kept aside for member training and development. Outturn figures above in fact indicate that some £51,000 remained in budget largely as a result of an underspend of expenses of Chair's/Vice Chair's office and conference fees. Since FEP 2, virements have been made in October 2000 and January 2001 of £10,400 to fund the Statutory Residents Survey for the Audit Commission Performance Indicators and £3,000 to supplement Authority Administration's refreshments at meetings budget and to carry out urgent repairs to the sound system in the Authority Meeting Room. Therefore, based on actuals, the effect of the virements means that some £37,000 remained in budget including the £20,000 set aside for member training and development.

INFORMATION CONTAINED IN THE APPENDICES

9. Appendices A and B detail payments during the financial year 2000-01 under the

Authority's Scheme in respect of basic, SRA and attendance allowance (Appendix A only). Appendix A also includes expenditure in respect of 1 LFCDA attendance claimed under the 1999-2000 scheme (at a rate of £51.50) which was not paid until 2000-01. Some 14 attendances were paid under the 2000-01 scheme.

10. Appendices C and D includes all the payments made during the 2000-01 financial year in respect of subsistence, travel and conference allowance. Members will note however that the figures for travel and subsistence allowances in these Appendices do not correlate to those shown in paragraph 7 for the following reasons –
- The amounts in respect of subsistence and travel allowances relate to actual payments made in respect of claims received and therefore do not include details of expenditure in respect of rail tickets, purchased by the Authority on behalf of members, use of cars, and additional subsistence/accommodation costs provided for attendance at conferences and seminars authorised using my delegated authority (which are reflected in the figures outlined in paragraph 7 above).
 - The first column (LGA) in the Appendix C includes travel and subsistence allowance payments in respect of the LFCDA Leader's attendance at meetings of the Local Government Association in his capacity as Chair of the LGA Fire Committee. These payments were claimed back in arrears from the LGA on a quarterly basis as they related to specific approved duties under the LGA Scheme performed on their behalf. Some payments are also included for LGA duties carried out in 1999-2000.
11. Members will also wish to note that £1,638.12 in respect of conference allowance paid under the Section 175 of the Local Government Act 1972, equates to 39 attendances claimed for 7 conferences in 2000-01. Of this number, expenditure in respect of 6 attendances was claimed for 1 conference which took place under the 1999-2000 Scheme

PUBLICATION OF PAYMENTS MADE UNDER THE 2000-01 SCHEME

12. To comply with the Authority's requirement to make arrangements for the publication within its area of the total sums paid by it in the year in question under the Scheme to each Member, details of payments made to Members will be circulated to all borough councils with a request for them to publish the information in libraries and if appropriate in information centres and to advise me of the action they have taken. Arrangements will also be made for the Scheme to be made available on the Authority's external website. The arrangements to publicise are in line with the current procedures for the publication of the Authority's Scheme and are consistent with the statutory Code of Practice on Local Authority Publicity which lays particular stress on the importance of cost effectiveness.
13. It has also been the practice for me to report to Committee annually on details of actual payments made to individual Members and such reports will now be submitted to the Authority.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of background documents

The Local Authorities (Members' Allowances) (Amendment) Regulations 1995;
Members' Allowances – Twelve Month Monitoring Report (FCD 6004); Minor Revision to Members' Allowances Scheme (HDA 8); Review of the Members' Allowances Scheme (FEP 99); Members' Claims Forms and Statutory Register 2000-01

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LFCDA Members' Allowances Scheme

Totals for 33 LFCDA Members for the period 1/4/2000 – 2/7/2000

Borough	Member	Basic	SRA	Attendance	Total
Barking & Dagenham	Osborn	153.23	0.00	0.00	153.23
Barnet	Turner	153.23	0.00	0.00	153.23
Bexley	Passey	153.23	0.00	0.00	153.23
Brent	Long	153.23	766.13	0.00	919.36
Bromley	Yeldham	153.23	0.00	0.00	153.23
Camden	Shaw	153.23	1,787.62	0.00	1,940.85
Croydon	Matlock	153.23	0.00	0.00	153.23
Ealing	Portwood	153.23	766.13	0.00	919.36
Enfield	Simon	153.23	766.13	0.00	919.36
Greenwich	Austen	153.23	0.00	0.00	153.23
Hackney	Hyman	153.23	0.00	0.00	153.23
Hammersmith & Fulham	Khaled	153.23	0.00	50.00	203.23
Haringey	Blanchard	153.23	0.00	0.00	153.23
Harrow	Stillerman	153.23	0.00	0.00	153.23
Havering	Hoepelman	153.23	0.00	0.00	153.23
Hillingdon	Way	153.23	0.00	0.00	153.23
Hounslow	Driscoll	153.23	0.00	0.00	153.23
Islington	Loraine	153.23	0.00	0.00	153.23
Kensington & Chelsea	Fitzgerald	153.23	510.76	0.00	663.99
Kingston-Upon-Thames	Scrivens	153.23	255.37	100.00	508.60
Lambeth	English	153.23	766.13	0.00	919.36
Lewisham	O'Shea	153.23	766.13	200.00	1,119.36
Merton	Connellan	153.23	0.00	0.00	153.23
Newham	Collier	153.23	0.00	0.00	153.23
Redbridge	Laugharne	153.23	766.13	0.00	919.36
Richmond-Upon-Thames	Warren	153.23	0.00	101.50	254.73
Southwark	Ritchie	153.23	3,575.28	150.00	3,878.51
Sutton	Gallop	153.23	510.76	0.00	663.99
Tower Hamlets	Morton	153.23	0.00	0.00	153.23
Waltham Forest	Ali	153.23	202.77	0.00	356.00
Wandsworth	Garrett	153.23	0.00	100.00	253.23
Westminster	Blois	153.23	255.37	50.00	458.60
City of London	Scriven	153.23	0.00	0.00	153.23
Total		5056.59	11694.71	751.50	17502.80

LFEPA Members' Allowances Scheme

Totals for 8 LFEPA Borough Members for the period 3/7/2000 – 31/3/2001

Member	Basic	SRA	Total
Ali, Liaquat	725.28	0.00	725.28
Forrest, Peter	725.28	0.00	725.28
Gallop, Anne	725.28	3,653.86	4,379.14
Heaster, Maurice	725.28	696.25	1,421.53
Long, Janice	725.28	475.79	1,201.07
Portwood, Philip	725.28	3,481.17	4,206.45
Shaw, Roy	725.28	4,873.67	5,598.95
Simon, Toby	725.28	696.25	1,421.53
Total	5,802.24	13,876.99	19,679.23

Totals for 33 LFCDA Members for the period 1/4/2000 – 2/7/2000

Borough	Member	LGA	Subsis.	Travel	Conf.	Total
Barking & Dagenham	Osborn	0.00	13.34	76.42	0.00	89.76
Barnet	Turner	0.00	0.00	0.00	0.00	0.00
Bexley	Passey	0.00	0.00	0.00	0.00	0.00
Brent	Long	0.00	100.00	0.00	0.00	100.00
Bromley	Yeldham	0.00	0.00	0.00	0.00	0.00
Camden	Shaw	0.00	208.50	8.60	219.00	436.10
Croydon	Matlock	0.00	0.00	0.00	0.00	0.00
Ealing	Portwood	0.00	138.85	36.30	84.50	259.65
Enfield	Simon	0.00	79.82	289.74	84.50	454.06
Greenwich	Austen	0.00	0.00	0.00	0.00	0.00
Hackney	Hyman	0.00	0.00	0.00	0.00	0.00
Hammersmith & Fulham	Khaled	0.00	117.91	36.23	100.00	254.14
Haringey	Blanchard	0.00	0.00	0.00	0.00	0.00
Harrow	Stillerman	0.00	0.00	0.00	0.00	0.00
Havering	Hoepelman	0.00	0.00	0.00	0.00	0.00
Hillingdon	Way	0.00	13.54	36.86	0.00	50.40
Hounslow	Driscoll	0.00	0.00	142.01	0.00	142.01
Islington	Loraine	0.00	0.00	0.00	0.00	0.00
Kensington & Chelsea	Fitzgerald	0.00	0.00	40.07	0.00	40.07
Kingston-Upon-Thames	Scrivens	0.00	0.00	14.00	0.00	14.00
Lambeth	English	0.00	296.50	11.60	150.00	458.10
Lewisham	O'Shea	0.00	75.14	77.90	0.00	153.04
Merton	Connellan	0.00	0.00	0.00	0.00	0.00
Newham	Collier	0.00	0.00	0.00	0.00	0.00
Redbridge	Laugharne	0.00	264.67	45.00	219.00	528.67
Richmond-Upon-Thames	Warren	0.00	11.70	11.60	0.00	23.30
Southwark	Ritchie	1,029.07	447.51	665.80	169.00	2,311.38
Sutton	Gallop	0.00	147.82	340.16	184.50	672.48
Tower Hamlets	Morton	0.00	0.00	0.00	0.00	0.00
Waltham Forest	Ali	0.00	11.67	20.04	0.00	31.71
Wandsworth	Garrett	0.00	54.98	155.91	0.00	210.89
Westminster	Blois	0.00	0.00	2.00	0.00	2.00
City of London	Scriven	0.00	0.00	0.00	0.00	0.00
Total		1,029.07	1,981.95	2,010.24	1,210.50	6,231.76

Totals for 17 LFEPA Members for the period 3/7/2000 – 31/3/2001

Member	Subsistence	Travel	Conference	Total
Borough Members				
Ali, Liaquat	223.67	153.32	184.50	561.49
Forrest, Peter	0.00	10.20	60.78	70.98
Gallop, Anne	47.57	841.36	121.56	1010.49
Heaster, Maurice	0.00	0.00	0.00	0.00
Long, Janice	0.00	0.00	0.00	0.00
Portwood, Philip	0.00	16.40	0.00	16.40
Shaw, Roy	0.00	0.00	0.00	0.00
Simon, Toby	119.58	346.46	60.78	526.82
Assembly Members				
Bloom, Louise	0.00	0.00		0.00
Coleman, Brian	0.00	0.00		0.00
Featherstone, Lynne	0.00	0.00		0.00
Heath, Samantha	0.00	0.00		0.00
Jones, Jennifer	0.00	0.00		0.00
Neill, Robert	13.54	22.79		36.33
Ollerenshaw, Eric	0.00	0.00		0.00
Phillips, Trevor	0.00	0.00		0.00
Shawcross, Valerie	137.00	47.50		184.50
Total	541.36	1,438.03	427.62	2,407.01

STATUTORY BACKGROUND

1. The Authority must have a statutory allowance scheme (borough representatives only) which

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Must provide for a Basic Allowance to be paid to every borough representative. The Authority decides the rate, which must be the same for every member.

May provide for a Special Responsibility Allowance to be paid to any borough representative holding responsibility specified in the scheme and within categories set out in the Allowances Regulations. The Authority decides the amount, which may vary from one member to another.

May provide for attendance allowance¹ to be paid to any borough representative for performing an approved duty specified in the scheme and within categories set out in the Allowances Regulations. The Authority decides the rate which can vary according to time of day and duration but must be the same for every member.

Must allow a member to forgo any part of his/her entitlement to an allowance under the scheme (although there may be adverse implications for social security purposes).

Must include various provisions to apportion allowances where they relate to part of a year, and for other administrative purposes.

2. Travel and subsistence allowances (all members) – Any member who necessarily incurs subsistence or travel expenditure to enable the member to perform an approved duty is entitled to subsistence or travel allowance, at rates set by the Authority, subject to maxima specified by the Secretary of State for duties performed within the United Kingdom.
3. Conference attendance - For attendance at certain conferences, the Authority can pay –
- An allowance in the nature of an attendance allowance (borough representatives only)
 - Subsistence or travel allowance (all members), subject (for United Kingdom conferences) to the same maxima as apply to ordinary subsistence and travel allowance.
4. LFEPA may pay the Chair and Vice-Chair such allowances as it thinks reasonable to enable them to meet the expenses of their office.
5. LFEPA may defray any travel or other expenses reasonably incurred by any members in making official and courtesy visits on behalf of the Authority, subject (for visits within the United Kingdom) to the same maxima as apply to ordinary subsistence and travel allowance.
6. LFEPA may defray expenses in the reception and entertainment by way of official courtesy of distinguished visitors to London and of people connected with public services.

¹ The Local Government Act 2000 removes the ability of London borough councils, counties and district councils to pay attendance allowance. Provision is also included to enable members' allowances to be treated as pensionable. LFEPA is not a local authority for the purposes of these provisions.