



## Review of Members Allowances

### Summary

1. This report presents an amended scheme of Members Allowances for approval. The scheme of Members Allowances was last amended during 2025/26. However, the basic allowance and many of the special responsibility allowances have not been reviewed in over 10 years.

### Recommendation:

- a Members approve the amended scheme of Members Allowances presented at Annex 1.**

### Background

2. The scheme of Members Allowances is important because it recognises the economic impact on Members who are giving up their time to serve on the Authority. Having an appropriate allowance scheme should facilitate a wide range of potential Members applying for the role. This is recognised as an important part of all NPA governance arrangements with the setting of Members' allowances schemes covered by the Local Authorities (Members' Allowances) (England) Regulations 2003 (the regulations). The regulations specify the key features of a scheme and the process to follow in approving these locally. They do not specify the rates.

### Policy context

3. Our existing scheme was approved by Authority September 2025. This did not amend any of the allowances. The basic allowance and many of special allowances have not been reviewed for over 10 years.

4. At Authority away hour in March, under the direction of the current Chair, Officers consulted Members who agreed a process of reviewing the allowances was due and that a revised scheme should be brought back to June Authority.
5. The Campaign for National Parks has recently published a report on modernising the governance arrangements for NPAs which included members' allowances. They recommended that increased allowances should be accompanied by clear expectations of what members are expected to do in return.
6. Having reviewed the schemes for all the English NPAs, LDNPA is currently mid-range; excluding the Broads Authority (an outlier at c£1k), these are generally between c£2k and c£4k. Each park has its own specific circumstances and demands on its Members, so although benchmarking is useful, the allowances need to be seen in context of the specific organisation.
7. Under the Member Allowances Regulations (2003) ('Regulations'), unlike some other Local Authorities, NPAs do not require an independent remuneration panel to inform setting of Member allowances. However, section 19(2) of the Regulations sets out that before a National Park Authority makes or amends a scheme, it shall have regard to the recommendations made by any independent remuneration panels in relation to any authority by which any of its members are nominated. To address this, the schemes for Cumberland and Westmorland and Furness were reviewed.
8. The allowances framework for Cumberland and Westmorland and Furness Councils are quite different to LDNPA; the personal demands made on a directly elected local representative of a unitary authority mean the allowance rates are not comparable to LDNPA. Both Councils however have included a mechanism to annually uplift allowances in line with employee pay award. This is allowable under the regulations and it is proposed that that approach is adopted.
9. When applying annual indexation, the section 10(5) of the Regulations specify that the scheme must be formally reviewed every four years, and this will also be adopted as the long-stop date for the next review.

10. The proposal is set out in detail in Annex 1. The main amendments are:

- a. To remove the existing ability to claim for computer expenses but to bring the basic allowance from £3,000 up to £3,250. Removal of the computer expenses is judged reasonable given that the majority of homes now have internet access and that IT equipment is provided to Members. Very few claims for IT costs are made.
- b. Increase the independent persons allowance from £150 to £200.
- c. For subsequent years, apply a cost-of-living uplift, in line with the employee pay award.
- d. Uplift the existing special responsibility allowances, keeping the existing ratio to the basic allowance and confirm that these will apply to chairs of committees that have been changed to meetings.
- e. All subsistence and accommodation limits will use the same rates as for staff, including the same annual CPI uplift.
- f. Travel allowances will match those for staff and be up to the HMRC rates and may reflect changes in those rates, subject to S151 Officer approval.

11. The budgetary impact is estimated as c£6k recurring additional cost. This is a modest additional sum which will be reflected within the next MTFS.

12. As allowable under the regulations section 10(6), if approved, it is proposed that the changes are back dated to 1/4/2026.

## **Proposals**

13. The proposal is that Members consider the amended scheme of allowances at Annex 1 and either approve this, suggest amendments or continue with the existing scheme. The scheme is presented with the changes tracked so it is clear what has been amended.

## **Demonstrating best value**

14. Our Members are integral to the governance of the Authority. Our allowances should fairly compensate for the responsibilities Members are expected to take

on. This will help support retention and recruitment of high calibre Members from a diverse range of backgrounds and skill sets.

## **Finance considerations**

15. These are summarised above.

## **Risk**

16. Ensuring sufficient numbers of Members with the right skills and experience is key to the efficient administration of the Authority. There is a risk that if we cannot retain and recruit high calibre Members, the Authority's ability to make important strategic decisions may be inhibited.

## **Legal considerations**

17. The need for a scheme of Members' allowances, and the key features of these schemes, are set out in regulation. The specific amounts payable are at the discretion of individual National Park Authorities.

## **Human resources**

18. There are no specific HR considerations within the report.

## **Diversity implications**

19. Ensuring the allowances scheme adequately compensates Members for their time is a way to support diversity among our Membership.

## **Sustainability**

20. There are no direct environmental sustainability issues as a result of the report.

Background papers	2025/26 MTFS and Budget, and 2025/26 Treasury Management Strategy, Authority March 2025
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Date written	22/5/2026.

## **Annex 1 Scheme of Members' Allowance from 1/4/2026.**

### **PART L - Members' Allowances Scheme**

The Lake District National Park Authority, exercising powers conferred on it by the [Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#), as amended by the [Local Authorities \(Members' Allowances\) \(England\) \(Amendment\) Regulations 2004](#) made the following Scheme which was agreed by the Authority on ~~22 March 2023~~ and has been reviewed annually as required by these Regulations. These provisions are operative from ~~1 April 2025-31 March 2026~~ 24 June 2026 and shall be next reviewed no later than 24 June 2030.

#### **L1 Lake District National Park Authority Members' Allowances Scheme**

L1 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 ~~2023-2026~~ and to the subsequent 3 years, unless otherwise amended.

#### **L2 Meanings in the Scheme**

L2.1 'Member' means the 20 appointed members to the full Lake District National Park Authority.

L2.2 'Year' means the 12 months from 1 April to 31 March.

L2.3 '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.

#### **L3 Basic Allowance**

L3 Subject to L13.1, a Basic Allowance of ~~£3000~~ £3,250 shall be paid to each Member per year. The amount will be automatically paid in monthly instalments and need not be claimed. This allowance will be paid from the 1<sup>st</sup> April 2026 and adjusted annually for subsequent years, using the nationally negotiated employee pay award relating to the relevant year. The uplift percentage will be equivalent to that awarded to a grade G employee, or where a fixed amount is awarded, capped at the CPI rate for April of the relevant year.

#### **L4 Special Responsibility Allowance**

L4.1 Subject to L13.1, a Special Responsibility Allowance of ~~£6000~~ 2 times the basic allowance shall be paid to the Chairperson of the Authority.

L4.2 Subject to paragraph L13.1, a Special Responsibility Allowance of ~~£4500~~ 1.5 times the basic allowance shall be paid to the Deputy Chairperson of the Authority.

L4.3 Subject to L13.1, a Special Responsibility Allowance of ~~£2000~~ two thirds of the basic allowance shall be paid to Committee Chairpersons (excluding the Executive Performance Committee and the Authority Chairperson and Deputy Chairperson already in receipt of a Special Responsibility allowance, but including the chairs of the Resources meeting and the Strategy meeting).

L4.4 The amount will be automatically paid in monthly instalments and need not be claimed.

## **L5 Travel Allowance**

L5.1 Travel allowances will be paid for the Approved Duties as set in Annex 1. In all expenses incurred, Members will be expected to obtain, and be able to evidence, value for money.

### Public Transport

L5.2 The rate for travel by public transport shall not exceed the amount of the ordinary fare. Where possible, journeys should be booked in advance to take advantage of preferable rates. 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.

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L5.3 ~~The rate specified in L5.1 may be increased by supplementary allowances not exceeding expenditure actually incurred:-~~

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~~on Pullman Car or similar supplements, reservations of seats and deposit or portorage of luggage; and~~

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~~(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

L5.4 The following table details the current rates of travelling allowances which Members may claim. These will be set no higher than the HMRC rates and are the same as for all employees, as may be updated from time to time by approval of the S151 Officer:

Vehicle	
Cars and vans <del>not exceeding 999cc</del>	<del>34.6p</del> 45p (1 <sup>st</sup> 10,000 miles then 25p)
Cars and vans <del>999cc to 1199cc</del>	<del>39.5p</del>
Cars and vans <del>exceeding 1199cc</del>	<del>48.5p</del>
Electric cars	35p
Motorcycles <del>not exceeding 150cc</del>	<del>8.5p</del> 24p
<del>Motorcycles 150cc to 500cc</del>	<del>12.3p</del>
<del>Motorcycles exceeding 500cc</del>	<del>16.5p</del>
Cycles	20p

L5.5 The rates specified in L5.4 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 –

	<u>Rate (per mile)</u>
<u>First Per</u> passenger	<u>53p</u>
<del>Second and subsequent passengers</del>	<del>2p</del>

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

L5.6 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

L5.7 The rate of travel by taxicab 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

L5.8 The rate for travel by a hired motor vehicle other than a taxicab 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

L5.9 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.

### **L6 Subsistence Allowance**

Where overlapping, subsistence allowances are the same as for all employees. Rates will be amended for CPI annually from 1<sup>st</sup> April, with approval of the S151 Officer. Rates applicable from 1<sup>st</sup> April 2026 are as follows:

#### Day subsistence

L6.1 In the case of an absence, not involving an absence overnight, from the usual place of residence:

- i) Breakfast allowance (more than 4 hours away from normal place of residence before 11 am)

~~£1015.00~~ 50

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|------|---|------------------------|
| ii)  | Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2 pm) | <del>£1015.00</del> 50 |
| iii) | Tea allowance (more than 4 hours away from normal place of residence, including the period 3 pm to 6 pm)                  | <del>£3.154.00</del>   |
| iv)  | Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm)                         | <del>£2025.00</del> 70 |

Overnight accommodation

L6.2

- |     |   |                        |
|-----|---|------------------------|
| i)  | Absence overnight from the usual place of residence   | <del>£120154.200</del> |
| 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 | <del>£150205.600</del> |

*\*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. [Where accommodation cannot be found within these limits, an additional amount may be approved through prior agreement with the S151 Officer and subject to demonstrating the trip represents value for money.](#)*

L6.3 Any rate determined under Paragraphs L6.2 i) and ii) shall be deemed to cover a continuous period of absence of 24 hours.

Meals provided free of charge

L6.4 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*

L6.5 Where main meals (i.e. 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.

L6.5 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.

### **L7 Computer Allowance**

L7.1 ~~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. All members are expected to use the IT equipment provided by the Authority. Any contribution to costs for use of Members' private IT equipment or services (eg home broadband) are covered by the basic allowance.~~

### **L8 Independent Person Allowance**

L8.1 Independent Person(s) will be paid an annual allowance of ~~£150~~200, paid in one instalment. ~~The annual uplift mechanism applied to the basic allowance will also apply.~~

### **L9 Dependants' Carers' Allowance**

L9.1 Provision exists for Members who require special carers to be employed in order to attend Authority duties. This ~~is an hourly rate and will cover the not be below the minimum national wage~~ marginal care costs incurred, directly associated with Member's duties. ~~If this rate is more than 25% above the prevailing rate for national living wage, prior agreement should be sought from the S151 Officer.~~

## **L10 Suspension of Allowances**

L10 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.

## **L11 Renunciation**

L11.1 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.

## **L12 Amendment to Scheme**

L12.1 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 relative to the agreed implementation date, including backdating where appropriate.~~

## **L13 Term of Office**

L13.1 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.

## **L14 Claims & Payment of Allowances**

L14.1 On twelfth of the 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.

L14.2 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.

### **LIST OF "APPROVED DUTIES" FOR MEMBERS**

1 Attendance at meetings of the Authority and its Standing Committees as set out in PART G - The Structure of the Authority and its Committees.

2 Attendance as a member of ad hoc sub-committees, working parties, working groups or panels, liaison committees with local authorities and as 'advisors' for a particular function set up by the Authority or one of its standing committees and a substitute called upon by the appointed member not able to attend, as set out in PART G - The Structure of the Authority and its Committees and PART H - Member Representation on Internal and External Bodies.

3 Visits and inspections necessarily made by members of standing committees or sub-committees in order to discharge the functions of the standing committee or sub-committee.

4 Organised official visits, within or outside the Authority's area, including deputations by government departments, local authorities and National Park Authorities.

5 Attendance at official openings on the completion of projects.

6 Duties carried out within the United Kingdom arising out of a member holding the office of Chairman of the Authority or of a standing committee. Such duties may be delegated by a Chairman to the Deputy Chairman or another specified member of the Committee if the Chairman is unable to carry out the duties.

7 Attendance of the Chairman, Deputy Chairman of a standing committee or the Chairman's nominee as guest speakers at conferences or meetings closely connected with the functions and activities of the Authority.

8 Attendance at conferences, seminars and workshops by members as follows:

a) National Parks UK Conference – 6 Members

b) National Parks UK Workshop - 4 Members

c) Annual Conference of Volunteers – Chairman of Authority and Committees (or substitute).

9 Attendance at meetings convened of the Chairman and Deputy Chairmen of the Authority and its standing Committees and briefings for meetings.

10 Attendance at member training events, public meetings organised by the Authority or closely connected with the functions of the Authority, parish council and parish meetings and tours, meetings with organisations and societies and the county and district councils.

<b>Version</b>	<b>Author</b>	<b>Revised</b>	<b>Changes</b>
<b>v.1</b> <b>Original</b>	<b>Julie Wood</b>	<b>24/03/2023</b>	
<b>v.2</b>	<b>Julie Wood</b>	<b>28/07/2025</b>	<b>Reviewed and amended to correct grammatical and spelling errors</b>
<b>v.3</b>	<b>Pete Notley</b>	<b>22/5/2026</b>	<b>Amended rates and indexing</b>