

## **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](#), made the following Scheme which was agreed by the Authority on 19 December 2003 and has been reviewed annually as required by these Regulations. These provisions are operative from 1 April 2024-31 March 2025.

### **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 and to subsequent years.

### **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 shall be paid to each Member per year. The amount will be automatically paid in monthly instalments and need not be claimed.

### **L4 Special Responsibility Allowance**

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

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

L4.3 Subject to L13.1, a Special Responsibility Allowance of £2000 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).

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

### Public Transport

L5.2 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.

L5.3 The rate specified in L5.1 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

L5.4 The following table details the current rates of travelling allowances which Members may claim:

| Vehicle                           |       |
|-----------------------------------|-------|
| Cars and vans not exceeding 999cc | 34.6p |
| Cars and vans 999cc to 1199cc     | 39.5p |
| Cars and vans exceeding 1199cc    | 48.5p |
| Electric cars                     | 35p   |
| Motorcycles not exceeding 150cc   | 8.5p  |
| Motorcycles 150cc to 500cc        | 12.3p |
| Motorcycles exceeding 500cc       | 16.5p |
| 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> |
|----------------------------------|------------------------|
| 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.
- 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 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

- L5.8 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

- 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

### 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)                                  | £10.00 |
| ii)  | Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2 pm) | £10.00 |
| iii) | Tea allowance (more than 4 hours away from normal place of residence, including the period 3 pm to 6 pm)                  | £3.15  |
| iv)  | Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm)                         | £20.00 |

### Overnight accommodation

L6.2

- |     |   |         |
|-----|---|---------|
| i)  | Absence overnight from the usual place of residence   | £120.00 |
| i)  |   |         |
| i)  |   |         |
| 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 | £150.00 |

*\*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.*

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 (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.

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.

### **L8 Independent Person Allowance**

L8.1 Independent Person(s) will be paid an annual allowance of £150, paid in one instalment.

### **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 not be below the minimum national wage.

### **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.

## **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.