

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

DEMOCRATIC SERVICES COMMITTEE

At: Committee Room 1, Civic Centre, Swansea.

On: Wednesday, 2 April 2014

Time: 5.00 pm

AGENDA

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interest.	1 - 2
3 Minutes. To approve as a correct record the minutes of the Democratic Services Committee held on 19 February 2014.	3 - 5
4 Review of Councillors Handbook.	6 - 27
5 Independent Remuneration Panel for Wales Annual Report - February 2014.	28 - 105
6 Verbal Report from Mr Frank Cuthbert, Head of Local Government Democracy, Welsh Government.	



Patrick Arran
Head of Legal, Democratic Services & Procurement
Thursday 27 March 2014

Contact: Democratic Services - Tel: (01792) 637292

Agenda Item 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

Agenda Item 3

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA ON
WEDNESDAY, 19 FEBRUARY 2014 AT 5.00 PM

PRESENT: M H Jones (Chair)

Councillor(s)	Councillor(s)	Councillor(s)
R A Clay A C S Colburn	A M Cook N J Davies	R Francis-Davies P M Meara

Also Present:

H Evans - Head of Democratic Services
J Hooper - Directorate Lawyer
A Lowe - Councillor Support Officer
J Parkhouse - Democratic Services Officer

37 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors E T Kirchner, D J Lewis, K E Marsh and L V Walton.

38 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

39 **MINUTES.**

RESOLVED that the Minutes of the Democratic Services Committee meeting held on 8 January 2014 be approved as a correct record.

40 **COUNCILLOR TRAINING PROGRAMME FOR 2014- 2015.**

The Head of Democratic Services presented a report which outlined the proposed Councillor Training Programme for 2014 to 2015.

It was outlined that Section 7 "Training and Development of Members of a Local Authority" of the Local Government (Wales) Measure 2011 places a duty on Local Authorities to secure the provision of reasonable training and development opportunities for its Members.

Training is also a requirement of the Welsh Local Government Association (WLGA) Member Support and Development Charter which the City and County of Swansea is committed to achieving (Council – 18 October 2012 – Minute 102 “Wales Charter for Member Support and Development”).

In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. As a result of the information received an initial Councillor Training Programme for 2013-2014 was approved at Council on 22 October 2013. This programme covered the period November 2013 – April 2014.

The following subjects were also identified in the Councillors Training Needs Analysis forms completed in Spring 2013:

- Disability Awareness Training
- Freedom of Information
- Project Management/how the Council manages projects
- Sustainable development & the implications for Swansea
- Bullying & Harassment (e-learning available)
- Area Development Control Training
- How to create an effective presentation using powerpoint
- Spreadsheets / Excel

Furthermore, Personal Development Reviews were carried out between May 2013 and January 2014 and the following training needs identified below:

- Overview & Scrutiny
- Overview of Committees as a whole
- Roles & Responsibilities
- Handling paperwork / document management / casework management
- CPR
- Time Management
- Corporate Parenting
- Finance
- Interests (via Peer networking)
- Defusing Tempers
- Regional working
- Self- management
- Chief Officer Updates
- Legal framework for Foster children
- Clustering Statistics
- Generating leaflets / newsletters

The Committee highlighted the following as priority training areas:

1. Area Development Control Committee training.
2. Data Protection and Councillors Responsibilities as Data Controllers.
3. Defamation against Councillors.
4. Freedom of Information training.
5. Councillor Seminars whereby a Director or Head of Service gives an update on issues affecting their area. These should include Question and Answer sessions.
6. Financial Governance – To include City and County of Swansea Investment Strategy.
7. Regional Working / Collaboration.
8. CfPS – Centre for Public Scrutiny – Best Practice, holding Executive to account, Pre and Post decision Scrutiny.

AGREED that the priority training areas be listed in the order provided above and included in a training programme for Councillors to be presented to Council for adoption.

41 **DATE OF NEXT MEETING - 2 APRIL 2014.**

The Head of Democratic Services informed the Committee that Frank Cuthbert, Welsh Government Head of Local Democracy will attend the next scheduled meeting. An update on development with the Independent Remuneration Panel for Wales will also be provided.

NOTED that the next meeting be scheduled for 5 p.m. on Wednesday, 2 April 2014.

The meeting ended at 6 p.m.

CHAIR

Agenda Item 4

Report of the Head of Democratic Services
Democratic Services Committee – 2 April 2014
REVIEW OF THE COUNCILLORS HANDBOOK

Purpose:	To continue the review of the Councillors Handbook.
Policy Framework:	None.
Reason for Decision:	To ensure that the Councillors Handbook is up to date and relevant to the needs of Councillors and to the rules of the Authority.
Consultation:	Finance, Legal.
Recommendation(s):	It is recommended that:
1)	The Committee's views are sought in relation to Section A of the Councillors Handbook;
2)	The agreed amendments by the Committee be recommended to Council for approval.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith

1. Introduction

- 1.1 The Head of Democratic Services in conjunction with the Democratic Services Committee reviewed the Councillors Handbook.
- 1.2 A number of minor amendments have been made in order to ensure that the document reads better. In addition, a number of issues need to be further considered as outlined in Section A of the Councillors Handbook.
- 1.3 The Committees views are sought.

2. Equality and Engagement Implications

- 2.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

3. Financial Implications

3.1 None.

4. Legal Implications

4.1 None.

Background Papers:

None.

Appendices:

Appendix 1	Councillors Handbook – Section A
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SECTION A – FINANCIAL INFORMATION

A	1	Introduction
A	2	Councillor Salaries and Allowances
A	3	Salaries
A	4	Allowances
A	5	Foregoing of Salary and / or Allowance
A	6	Approved Duties
A	7	Travel Expenses
A	8	Travel by Rail
A	9	Travel by Private Car
A	10	Travel by Hired Car
A	11	Travel by Taxi
A	12	Travel by Air
A	13	Travel by Bicycle
A	14	Travel by Bus
A	15	Subsistence
A	16	Overseas Travel and Related Allowances
A	17	Claim Forms & Claiming
A	18	Car Parking Permits
A	19	Interests, Gifts and Hospitality of Councillors
A	20	Income Tax
A	21	National Insurance Contributions
A	22	Social Security Benefits
A	23	Insurance

SECTION B – SUPPORT SERVICES

B	1	Cabinet Office and Members Support
B	2	Correspondence
B	3	Council Bodies Diary
B	4	Political Group Rooms
B	5	Identity Pass
B	6	Mail
B	7	Postage
B	8	Councillors' Lounge
B	9	Miscellaneous
B	10	Photocopying, Fax and Scanning Services
B	11	Research Support
B	12	Training
B	13	Electoral Division Surgery Support
B	14	Web Pages
B	15	Councillor Meeting Room
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SECTION C – PROTOCOLS

C	1	Election of Lord Mayor and Deputy Lord Mayor
C	2	Hospitality Protocol
C	3	How Councillors and Officers Deal with Planning Applicants
C	4	Title of Lord Mayor or Deputy Lord Mayor in Councillors Correspondence
C	5	Access to Political Group Rooms and Other Councillor Areas by Members of the Public
C	6	Councillors Correspondence
C	7	Councillor Correspondence Response Protocol

SECTION D – ROLE DESCRIPTIONS AND PERSON SPECIFICATIONS

D	1	Councillors Job Role
D	2	Elected Member Role Description & Person Specification
D	3	Leader and Deputy Leader Role Description & Person Specification
D	4	Cabinet Member Role Description & Person Specification
D	5	Chair of Council and Vice Chair of Council Role Description & Person Specification
D	6	Chair and Vice Chair of a Regulatory Committee Role Description & Person Specification
D	7	Member of a Regulatory Committee Role Description & Person Specification
D	8	Scrutiny Chair Role Description & Person Specification
D	9	Scrutiny Vice Chair Role Description & Person Specification
D	10	Scrutiny Convener Role Description
D	11	Scrutiny Member Role Description & Person Specification
D	12	Leader and Deputy Leader of the Main Opposition Group Role Description
D	13	Leader and Deputy of other Opposition Groups Role Description
D	14	Member Champion Generic Role Description
D	15	Equality Member Champion Role Description
D	16	Chair of Democratic Services Committee Role Description
D	17	Member of Democratic Services Committee Role Description
D	18	Chair of Audit Committee Role Description
D	19	Member of Audit Committee Role Description
D	20	Chair of Standards Committee Role Description
D	21	Member of Standards Committee Role Description
D	22	Scrutiny Co-Opted Member Role Description

APPENDICES

- A Rates of Allowances
- B Sample Claim Form
- C Car Parking Permit Reclaim form
- D Councillors Total Length of Services with the City and County of Swansea and each of its predecessor Authorities

SECTION A – FINANCIAL INFORMATION

1. Introduction

- 1.1 The remuneration of Councillors is set by the determinations of the Independent Remuneration Panel for Wales (IRPW). Whilst Councillors are not employees, the treatment of their remuneration for most purposes is the same as if they were employees.
- 1.2 This guidance provides Councillors with practical information relating to Councillors Allowances and any queries in the first instance should be directed to the Member Support Unit (MSU).

2. Councillors Salaries and Allowances

- 2.1 Part 6 of the [Council Constitution](#) contains the Members Allowances Scheme which sets out the current amounts of Salaries and Expenses set by the IRPW and the Allowances set by the Council.
- 2.2 Salary and Allowance payments are made monthly through the Employee Services system. They are paid automatically by bank credit transfer without any action required by Councillors.
- 2.3 The categories of Salaries and Allowance are shown below:
- Basic Salary;
 - Civic Salary;
 - Senior Salary;

 - Broadband and Telephone Allowance;
 - Care Allowance;
 - ICT Allowance;
 - Mobile Phone Allowance.

3. Salaries

3.1 Basic Salary

- 3.1.1 The Basic Salary is paid for the basic responsibility of community representation and participation in the scrutiny, regulatory or related functions of Local Government at the time equivalent of 3 days per week, and remains payable during periods of family absence as defined under the Local Government (Wales) Measure 2011. Any time commitment beyond 3 days is an unpaid public service contribution. The current amount is set out in **Appendix A**.

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3.1.2 The Basic Salary is payable from the date on which a Councillor signs the "Declaration of Acceptance of Office" following election and ceases either on the fourth day after the election (LG Act 1972 S35 (1)) or on the date that the Councillor resigns from Office.

3.1.3 The Basic Salary payment shall end when a Councillor ceases to remain a Councillor.

3.2 Civic Salary

3.2.1 The Civic Salary, which includes the basic salary element, is paid for those Councillors who carry out Civic responsibilities that are distinct from Political or Executive roles. The Civic Head role encompasses a distinct 'First Citizen' leadership responsibility in representing the Council to a wide variety of civil society institutions and carries with it a requirement to exemplify, and promote, good citizenship. The current amount payable is set out in **Appendix A**.

3.2.2 The Civic Salary is payable from the date when Council appoint the Civic Head and / or Deputy Civic Head.

3.2.3 The Civic Salary payment shall end when a Councillor ceases to remain a Civic Head / Deputy Civic Head and/or ceases to remain a Councillor.

3.3 Senior Salary

3.3.1 The Senior Salary, which includes the basic salary element is paid to Cabinet Members and Qualifying Officeholders across the responsibility bands as the Council determines. The current amounts are set out in **Appendix A**.

3.3.2 Senior Salaries are payable from the date a Councillor is appointed by Council / Committee to a qualifying position.

3.3.3 The Senior Salary payment shall end when a Councillor ceases to remain in a position designated to receive a Senior Salary and/or ceases to remain a Councillor.

4. Allowances

4.1 Broadband and Telephone Allowance

4.1.1 The Broadband and Telephone Allowance is paid to those Councillors that use Broadband in order to carry out their role and responsibilities. The current amount is set out in **Appendix A**.

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- 4.1.2 In order to receive the Broadband and Telephone Allowance, a Councillor must provide evidence to the Cabinet Office / Member Support Unit that they actually receive and pay for a Broadband and Telephone Service. Such evidence must be provided on an annual basis.
- 4.1.3 A copy of the bill will suffice as evidence. The bill must be provided either:
- a) During March / April in a non-Local Government election year (The bill must be a bill that will show Broadband and Telephone provision from April of the relevant financial year); or
 - b) Within 3 months of them being elected as a Councillor.
- 4.1.4 Should a Councillor provide evidence outside of those periods referred to in 4.1.3 above then payments will be backdated by no more than 3 months providing the Councillor provides evidence that they were receiving and paying for a Broadband and Telephone Service during that period.
- 4.1.5 Only one Broadband and Telephone Allowance will be given per Councillor household.
- 4.1.6 Should a Councillor cease to remain a Councillor, the Broadband and Telephone Allowance will cease and any Broadband and Telephone contract taken out by the Councillor will remain the sole responsibility of the Councillor as will any repayments.

Comment [Huw1]: DS Cttee – 04.09.2013. Suggestion that this restriction be removed and a telephone allowance be allowed for each Cllr within the household.

No reason to amend the Broadband element.

4.2 Care Allowance

- 4.2.1 Councillors and Co-opted Members are able to claim a Care Allowance in respect of such expenses of arranging the care of children or dependants as are necessarily incurred in carrying out official business as a Councillor or Co-opted Member of that Authority providing that no payment is made:
- a) In respect of any child over the age of fifteen years or dependant unless the Councillor / Co-opted Member satisfies the Authority that the child or dependant required supervision which has caused the Councillor / Co-opted Member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a Councillor / Co-opted Member;
 - b) To more than one Councillor / Co-opted Member of the Authority in relation to the care of the same child or dependant;

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- c) Of more than one Care Allowance to a Councillor /Co-opted Member of the Authority who is unable to demonstrate to the satisfaction of the Authority that the Councillor / Co-opted Member has to make separate arrangements for the care of different children or dependants.

4.2.2 Further criteria on the payments may be found within the latest Independent Remuneration Panel for Wales' publication. The current amount which can be claimed is outlined in **Appendix A**.

4.2.3 The Care Allowance shall only be reimbursed upon the production of receipts from formal and informal carers for actual expenses incurred.

4.3 Information, Communication & Technology (ICT) Allowance

4.3.1 The ICT Allowance is paid to Councillors in order that they purchase or utilise ICT equipment (such as a Desk Top, Laptop PC, Printer, and Software), peripherals (such as Storage, backup facilities and ink) and third party ICT support. The Authority does not provide such support. The current amount payable is outlined in **Appendix A**.

4.3.2 Cabinet, at its meeting on 15 December 2011, agreed the "Councillors ICT – May 2012 and Beyond" report. The report sets out in detail the ICT Allowance. The report was amended at Cabinet on 25 June 2013.

4.3.3 The ICT Allowance is split so that the bulk of the Allowance is paid following an Election and the remainder is paid over the remaining term of a Councillors term of Office. This allows Councillors to purchase their ICT equipment and relevant support packages.

4.3.4 The payment is only made for receipted ICT purchases.

4.3.5 Should a Councillor cease to remain a Councillor the ICT Allowance will cease and any contract taken out by the Councillor will remain the sole responsibility of the Councillor as will any repayments.

4.4 Mobile Phone Allowance

4.4.1 The Mobile Phone Allowance is paid to qualifying members in order to supplement their mobile phone bills due their increased use for Council business. Qualifying Members are Cabinet Members, Chair of Council & the Leader of the Largest Opposition Group. The current amount payable is outlined in **Appendix A**.

4.4.2 The Mobile Phone Allowance is payable from the date when the Councillor is appointed by Council / Leader of the Council to a qualifying position.

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- 4.4.3 Should a Councillor cease to remain a qualifying member the Mobile Phone Allowance will cease and any contract taken out by the qualifying member will remain the sole responsibility of the qualifying member as will any repayments.
- 4.4.4 All Councillors shall pay for their own home telephone bills and mobile phone bills.

5. Foregoing of Salary and / or Allowance

- 5.1 Councillors may elect to forego their Salary and / or Allowance providing they give written notice (preferably by e-mail) to the Head of Democratic Services.
- 5.2 Social Security rules take into account any income that is available to Councillors even if a Councillor chooses not to take advantage of it. Thus, even though Councillors may elect to forego their Salary and / or Allowances, any relevant Benefits Agency etc. can treat Councillors as if they had been paid and reduce their benefits accordingly.

NOTE:

- Income Tax Guidance is outlined in Section 20;
- Social Security Benefits Guidance is outlined in Section 22.

6. Approved Duties

- 6.1 Councillors are able to claim for travel and subsistence expenses incurred when undertaking an 'Approved Duty' at rates not in excess of those fixed by the Independent Remuneration Panel for Wales (IRPW).
- 6.2 Approved duties are defined by the Independent Remuneration Panel for Wales (2014-2015 Annual Report).
- a) Attendance at a meeting of the Council or of any Committee or Sub Committee of the Council or of any other body to which the Council makes appointments or nominations or of any Committee or Sub Committee of such a body.
 - b) Attendance at any other meeting the holding of which is authorised by the Council or a Committee or Sub Committee of the Council, or a Joint Committee of the Council and one or more Councils, or a Sub Committee of such a Joint Committee provided that at least two members of the Council have been invited and where the Council is divided into political groupings at least two such groups have been invited.
 - c) Attendance at a meeting of any association of Councils of which the Council is a member.

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- d) Attendance at any training or development event approved by the Council.
- e) Any other duty approved by the Council or duty of a class approved by the Council for the discharge of its functions or any of its Committees or Sub Committees.

6.3 Examples where meetings would constitute an approved duty:

- 6.3.1 Meetings with Officers called to cover a specific item of Council business (including Electoral Division issues) at which there are at least the Chief Executive / Chief Officer or Head of Service present. These meetings ~~MUST~~ will have been 'summoned' i.e. either formally convened or requesting a Councillors attendance by letter or email. (This means that Councillors cannot simply turn up unannounced to attend an Officers meeting. The meeting must be pre-arranged and also must deal with a topic area covered by the approved duties, i.e. it cannot be political or personal).

Comment [Huw2]: DS Cttee – 04.09.2013. Suggestion that this restriction be amended to include more junior Officers within CCS i.e. Highways, Planning, Scrutiny etc.

- 6.4 **Attendance at Meetings** - Councillors must sign the Attendance Book and check the published minutes to ensure that their presence was recorded; otherwise they will be deemed not to have attended meetings. For ease of reference Councillors are required to print their name along with their signature.

- 6.5 **Representation on Outside Bodies** – Councillors are not allowed to claim for meetings of 'Outside Bodies' unless they are the named representative or the named substitute. In the event that a Councillor is requested by the whips to represent the Authority instead of the named representative or substitute then the Councillor concerned must ensure that the Head of Legal, Democratic Services and Procurement has been informed accordingly and authorised any claim. When claiming for attendance at Outside Bodies the onus is on the Councillor to be able to provide adequate evidence of attendance at the meetings claimed for. Members Support Unit / Cabinet Office will check all entries on claims.

6.6 Examples where meetings would **NOT** constitute an approved duty:

- Political, Political Group and / or Personal Meetings;
- Any Meetings to discuss private matters;
- Electoral Division Meetings where Officers are not present;
- An Invitation to a function;
- ~~Member only meetings (Scrutiny Panel meetings exempt);~~
- School Governors meetings (Unless you are appointed as the Local Authority_(LA) Representative – See 6.7 below).

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- 6.7 In respect of School 'Governors' meetings any expenses incurred must be claimed direct from the school (LA Governor Panel meetings exempt).
- 6.8 In respect of Civic Duties for the Lord Mayor or Deputy Lord Mayor, these must be claimed for direct from the Lord Mayor's Office.

7. Travel Expenses

- 7.1 Councillors are able to claim for travel expenses incurred when undertaking an Approved Duty. Travel Expenses are paid in addition to the Basic, Civic and Senior Salaries.
- 7.2 The Member Support Unit (MSU) must make all bookings associated with travel requests on behalf of Councillors. Where possible, costs shall be covered by the use of the Authority's Corporate Purchasing Card.

8. Travel by Rail

- 8.1 Councillors will not be permitted to use First Class Rail Travel unless they have outlined a genuine business case in writing (preferably e-mail) to the Head of Financial Services. The Head of Financial Services will then review the request and decide accordingly.
- 8.2 Authorisation from the Budget Holder / Head of Service who will be paying for Rail Travel will be required in writing (preferably via e-mail) prior to any bookings being made by MSU.
- 8.3 Should the event which led to the need for Rail Travel be cancelled or the Councillor can no longer attend then the cost incurred by the Authority will still be attributed to that Councillor and reported to Council via the annual "Councillors Allowances and Expenses" report.
- 8.4 Incidental costs associated with rail travel, such as parking at stations, taxi, tube, etc. will only be reimbursed subject to production of receipts.
- 8.5 **Rail cards** can reduce the cost of travel. Rail Cards may be purchased for all eligible Councillors who intend travelling on the Council's behalf where it will reduce the overall cost to the Council. An eligible Councillor should provide all the necessary documentation for the relevant railcard to MSU who will obtain the railcard on the Councillors behalf. Privately purchased rail cards will be reimbursed providing it is deemed to be of benefit to the Authority.
- 8.6 Should a Councillor lose their Authority purchased Senior Railcard, the Councillor will have to pay the charge for a replacement.

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- 8.7 An Oyster Card has been purchased for Councillors to use for tube travel in London instead of having to purchase daily Travel Cards for this purpose. The Oyster Card can be “topped up” as and when necessary by Members Support.
- 8.8 Should a Councillor lose the Authority purchased Oyster Card they will have to pay the remaining balance currently on the card in order for a new card to be purchased.
- 8.9 Should a Councillor wish to repay any monies owed to the Authority in relation to travel, i.e. cancelled tickets, upgrading to first class travel or paying for a lost Railcard or Oyster Card then the payment MUST be by cheque or cash made payable to the City & County of Swansea (Salary deduction is not permitted).

9. Travel by Private Car

- 9.1 Councillors must consider what is the most cost effective and efficient form of travel prior to using their own car. The aim in determining appropriate travel arrangements is to seek the optimum match between the efficient use of time, a fair reimbursement of costs and the economical use of public resources. Distances will be calculated using the RAC Route Planner website (<http://route.rac.co.uk/>).
- 9.2 Councillors shall personally cover the cost of their travel:
- For direct journeys between their home and private place of work;
 - When attending any venue in a private capacity;
 - When undertaking their electoral division duties
- 9.3 For all mileage claims checked using the RAC Route Planner, distances will be rounded up if over 0.5 miles or down if less than 0.5 of a mile.
- 9.4 The Authority will hold a list of the distances relating to the most frequent or routine journeys undertaken by each Councillor (usually home to Civic Centre and return). This list will be reviewed and updated at the First Annual Meeting of Council following an election by the Members Support Unit using the RAC website. The next review will therefore be in May 2017.
- 9.5 Mileage Claims from qualifying address:**
- 9.5.1 **Single journeys:** Distances will be calculated using the Councillors home (or qualifying) postcode and the destination postcode.
- 9.5.2 **Return journeys:** Distances will be calculated by entering the Councillors home (or qualifying) postcode in both the “from” search

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field and the “to” search field. The Civic Centre (or destination) postcode will then be entered in the “add destination” option.

9.6 Mileage Claims from a Councillors Private Place of Work (excluding qualifying address) -

9.6.1 The maximum allowance for journeys from a Councillor’s workplace to the location of approved duty will be for the amount the Councillor would have claimed if they were travelling from their home.

9.6.2 If the distance from the workplace to the approved duty is further than the maximum in 9.6.1 above, Councillors can claim the maximum rate but must make this clear on their claim forms to avoid confusion.

9.6.3 If the distance from the workplace to the approved duty is shorter than in 9.6.1 above, the claim should be for the shorter journey (calculated postcode to postcode).

9.7 **Site Visits** - Councillors are expected to use the transport provided to attend Site Visits. Where the distance to the Civic Centre would be in excess of the mileage to the Site Visit itself a car can be used and mileage claimed for that shorter journey. Again this must be made clear on the claim form. Councillors should travel together where this is possible. **NOTE: Mileage cannot be claimed if transport is provided, unless otherwise agreed in writing by the Head of Democratic Services.**

9.8 Authorised **journeys** are reimbursed at the approved mileage rates for Councillors (see **Appendix A**) subject to 9.9 below.

9.9 **For journeys over 150 miles in total** (from a starting point of the Civic Centre, Swansea, SA1 3SN) then the Councillor should **consider the most financially viable and economic form of transport available**. If that Councillor chooses to use their own vehicle they would only receive the cost of the most financially viable and economic form of transport for that journey. If travelling outside of the Swansea & Neath Port Talbot areas, please check travelling arrangements with Members Support in advance of the journey as train travel may be cheaper.

9.10 **Incidental costs** (e.g. fuel, tolls, ferries and parking fees) will be reimbursed subject to production of receipts and the completion of a claim form. Relevant VAT receipts for fuel are required for all mileage claims and dates on receipts must reflect the period of the claim.

9.11 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use. The Authority will be unable to financially support Councillors in the event of an accident without comprehensive cover.

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9.12 Cancellations of organised train / air travel in preference of using your own car:

- 9.12.1 Attempts will be made to secure a refund for the tickets, however there is likely to be an administration charge and other associated costs (booking fee & credit card fee) which is not refundable. These charges will still be attributed to the Councillor on the end of year expenses reporting spreadsheet, unless the Councillor wishes to pay these fees back to the Authority via a cheque or cash (not via individual salary payment).

10. Travel by Hired Car

- 10.1 Councillors and Officers will hire a B Class vehicle (currently Ford Focus style of car). A larger style car may be booked depending on distance travelled and number of passengers in the car. Authorisation to hire a larger car must be obtained in advance in writing from the Head of Democratic Services.

11. Travel by Taxi

- 11.1 Travel by Taxi claims for journeys taken **within** the City and County of Swansea shall only be allowed with the production of a relevant receipt and with prior authorisation in writing from the Head of Financial Services.
- 11.2 Travel by Taxi claims for journeys taken **outside** of the City and County of Swansea shall only be allowed with the production of a relevant receipt and if it is a reasonable journey to have made i.e. from event to Train Station.

12. Travel by Air

- 12.1 The actual fare is payable in appropriate circumstances and Councillors should, therefore, consult the Monitoring Officer / Head of Legal, Democratic Services and Procurement in advance in each individual case. Flights will be arranged via the MSU. Councillors and Officers will travel Standard Class.

13. Travel by Bicycle

- 13.1 A cycling allowance will be available to Councillors as outlined in **Appendix A**.

14. Travel by Bus

- 14.1 Bus fares will be reimbursed subject to the production of the appropriate tickets.

15. Subsistence

15.1 Councillors are able to claim for subsistence expenses incurred when undertaking an Approved Duty. Subsistence is paid in addition to the Basic, Civic and Senior Salaries **and are subject to the following rules:**

15.1.1 **Subsistence within the Authority's area** will **NOT** be paid.

15.1.2 **Subsistence for approved duties outside the Authority's area** are payable up to a maximum as shown in **Appendix A**. Payment will only be made for food and beverages. ~~Only one alcoholic drink with dinner will be reclaimable.~~ Claims for "incidental items" such as newspapers or alcoholic drinks with meals will NOT be allowed.

15.1.3 Subsistence is payable only where receipts are attached to the claim form. These must be itemised receipts not just a credit card receipt. **Claims without a receipt will not be authorised.**

15.1.4 Where meetings are held on the same day both inside and outside the Authority's area then subsistence is payable for the outside meeting only.

15.2 Inclusive Costs

15.2.1 Where seminar or conference fees paid direct by the Authority are inclusive of accommodation but do not include meals then any meals incurred will be paid at the approved rate as shown in **Appendix A**. Where meals are included, no additional Allowance will be paid.

15.3. Overnight Costs

15.3.1 Where an approved duty involves an overnight stay the accommodation must be organised via the MSU. If a train ticket, railcard, hire car or flight is required this must also be arranged via the MSU.

15.3.2 The circumstances in which it would be considered reasonable to stay overnight in order effectively to perform an approved duty, are as follows:

- Where the round trip is more than 250 miles and the relevant meeting / duty starts before 12.00 noon (for the night before) and / or where the relevant meeting / duty finishes after 4.00 pm (for the night after);
- Where the round trip is more than 500 miles and the relevant meeting / duty starts before 1.00pm and / or finishes after 3.00pm.

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15.3.3 Councillors should obtain prior written authorisation (e-mail) from the relevant Head of Service in relation to overnight expenditure. However, in extenuating circumstances e.g. snow, Councillors may have to incur overnight expenditure which may only be reclaimed with retrospective authorisation from the relevant Head of Service providing the relevant receipts are supplied.

15.4 Accommodation

15.4.1 Where hotel accommodation is to be booked in advance by Member Support, only accommodation which is classed as “refundable” will be booked. Bookings for non-refundable accommodation will not be allowed.

15.4.2 Accommodation will only be booked using a registered VAT Hotel / Guest House, etc, where a valid VAT receipt can be obtained.

16. Overseas Travel & Related Allowance

16.1 Councillors MUST gain authority from the Chief Executive prior to travelling abroad. A detailed itinerary of the trip giving the names of all people travelling, modes of transport between venues and specifying items of expenditure which have been paid in advance by the Authority or likely to be paid by the Authority or provided by an outside body must also be provided to the Chief Executive. In any cases of urgency, approval must be obtained under the Chief Executive’s delegated powers, exercised after consultation with the Leader of the Council.

16.2 **Travelling Allowances** - Whilst abroad reasonable travelling expenses will be determined by the Head of Legal, Democratic Services and Procurement in consultation with the Head of Finance. These may be claimed at actual cost. Normal rules will apply to any part of the trip within the UK.

16.3 **Foreign Currency** - To obtain foreign currency a Councillor can obtain a cash advance from Cashiers and arrange to have the money converted into the appropriate currency themselves. The receipt should be retained for submission with the appropriate paperwork. Any surplus money left over from an overseas visit must not be returned to the Authority as the cash advance amount has already been deducted from the Councillors salary.

16.4 **Subsistence Allowances** - Reasonable Subsistence Allowances for accommodation and meals if not included in the cost of the accommodation or otherwise provided, may be claimed at actual cost upon production of valid receipts up to a maximum as outlined in **Appendix A**.

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(**Note:** Receipts must be formal documents showing the name of the business, the date and the nature of the supply. Basic non-detailed till roll receipts are not acceptable).

16.5 Other Expenses

Authority Business telephone calls and any other valid business costs relating to the trip will only be paid on production of the relevant receipts.

17. Claim Forms and Claiming

17.1 **A blank claim form** for Travel and Subsistence can be found at **.Appendix B.**

17.2 Councillors must complete the claim forms themselves and all sections of the form must be completed. Errors must be initialled by the Councillor. The responsibility lies with the Councillor for the accuracy of the claim. Forms that are either illegible or incomplete will not be processed. All forms must be signed and dated by the Councillor.

17.3 When attending more than one meeting a day and claiming more than one journey, the times and place of 'commencement' and 'completion' of duties must be inserted for each and every journey.

17.4 Councillors claiming more than one return journey a day (as outlined in 17.3 above) must spend, either at home or work, a minimum period of 1 hour between each meeting. If the period between meetings spent at home or work is less than 1 hour then Councillors will only be entitled to claim one return journey.

17.5 Councillors must therefore judge whether it would be constructive whenever possible to remain within the area if meetings are within a reasonable period of one another. This also applies to rota visits. Councillors are requested where possible to visit establishments in the same vicinity at the same time.

17.6 All receipts for petrol, taxi fares, meals etc. must be retained and attached to the claim form.

17.7 The Claim Form will need to include the location of the meeting or activity being claimed for. For non routine journeys, postcodes to identify the start and end of each individual element of the journey is required.

17.8 Claims should be received by MSU / Cabinet Office no later than **5th of the month for payment on the 25th of the month** (or the previous working day if falling on a Saturday, Sunday or Bank Holiday). Validated expense forms will go to Employee Services by 9th of the month for payment.

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- 17.9 Claim forms must be submitted within a three month period (e.g. claims submitted at the beginning of December for payment in the December payroll should only be for September, October and November). Ideally Councillors should submit their claim forms on a monthly basis.
- 17.10 If MSU / Cabinet Office receive confirmation that a member was not present at a meeting that they are claiming for, that entry will be removed from the Councillors claim form and the Councillor will be notified by e-mail in order to provide alternative evidence if appropriate. MSU / Cabinet Office will counter-sign the claim form to show these changes.
- 17.11 If a Councillor attempts to claim more mileage than set by Council, the MSU / Cabinet Office will amend the mileage to the maximum level approved by Council and inform the Councillor by e-mail of this change. MSU / Cabinet Office will counter sign the claim form in relation to these changes.
- 17.12 Councillors need to keep an accurate record of expenses claimed to avoid duplication of claims.

17.13 Welsh Local Government Association (WLGA)

- 17.13.1 Councillors are required to submit all claims on the relevant forms for WLGA duties direct to the Authority for payment. These claims (blue form) must be submitted as soon as possible in order for the Authority to reclaim the amounts from the WLGA on a monthly basis.

17.14 Checking of Travelling and Subsistence Allowances Claim Form

- 17.14.1 The Cabinet Office / Member Support Unit will check:

- Attendance Records at Outside Bodies and Officer meetings
- Checks on other unclear entries

- 17.14.2 The Employee Services Section will check arithmetic and supply of receipts.

17.15 Cash Advances

- 17.15.1 Cash advances of Travelling and Subsistence Allowances can only be obtained if the amount is £56 or over and must be authorised by the Head of Finance. The cash advance can then be made via the Cashiers Office.
- 17.15.2 Any unused monies from a cash advance must **not** be returned to the Authority (Cashiers) but kept by the Councillor as the original advance amount has already been deducted from their salary.

18. Car Parking Permits

- 18.1 As a result of a scheme introduced by Cabinet in January 2011, Councillors will have to apply for a permit to enable them to park in Council car parks, whilst on Council duties. (For further information please see <http://staffnet/index.cfm?articleid=48826>.)
- 18.2 Councillors are entitled to reclaim the cost incurred for their car parking permit by using the reclaim form in **Appendix C**. If Councillors re-claim this charge it will be included on the Councillors Annual Allowances & Expenses spreadsheet which is presented to Council and published on the City & County of Swansea website.
- 18.3 £25 will be charged to replace a lost car parking permit.

19. Interests, Gifts and Hospitality of Councillors

- 19.1 Information on Interests, Gifts and Hospitality of Councillors is laid out within the Council Constitution under Council Procedure Rules and within the Councillors Code of Conduct or by following the link <http://www.swansea.gov.uk/index.cfm?articleid=23172?Lang=eng>

20. Income Tax

- 20.1 Basic Salaries, Civic Salaries and Senior Salaries are taxable. Councillors shall be automatically taxed at the basic rate under the normal Pay as you Earn (PAYE) system. However, Councillors should contact the Employee Services Section for a P46 form if they feel they are entitled to Allowances against this income.
- 20.2 Additionally, Councillors should contact the Employee Services Section if they are aware they should be taxed at a rate higher than the basic rate.
- 20.3 Currently there is no "profit" element on Mileage due to the fact that the Council pays the rate determined by the IRP as outlined in **Appendix A**. As it is deemed there is no profit, no end of year report is submitted.

21. National Insurance Contributions

- 21.1 Since the current levels of Councillors Allowances (**Appendix A**) exceeds the current lower earnings limit for all Councillors under 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth), there is a liability for Class 1 National Insurance contributions at the standard rate.
- 21.2 Married women and certain widows who have exercised their right not to pay the full rate will need to produce their reduced liability certificate.

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- 21.3 Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor may have another job or be self employed.
- 21.4 However, there is an annual maximum for contribution liability and in certain instances a Councillor may be entitled to a refund. Information regarding this can be obtained from the local Benefits Agency.

22. Social Security Benefits

- 22.1 Social Security benefits is an area of growing complexity and detailed specialist advice must be obtained from the local office of the relevant Benefits Agency.
- 22.2 Councillors must notify the Department of Social Security Office from which they receive the benefits that they are an elected Councillor.
- 22.3 If a Councillor is minded to renounce his / her Basic Salary, Civic Salary or Senior Salary, because of the potential impact on benefit entitlement, s/he should consult the Benefits Agency before doing so. In most cases it is the amount to which a Councillor is entitled, not the amount actually claimed, which will be taken into account in calculating benefit.
- 22.4 The treatment of Councillor's Allowances varies from benefit to benefit. For some benefits, the very fact that they are undertaking Council duties (whether or not they get paid for them) can affect their rights to claim. In other cases, it is the level of income from the Allowance that affects entitlement.

23. Insurance

- 23.1 The Council maintains a personal accident insurance policy which provides cover for Councillors who sustain bodily injury by accidental, external, violent and visible means as a result of which death or disablement occurs within 24 months of sustaining such injury. This also covers bodily injury resulting from violent or criminal assault, including attack with explosives, providing that such assault or attack arises solely from the injured persons being Councillors.
- 23.2 Councillors have to be engaged on Council business, which can be anywhere in the world, at the time of the injury. This includes, for example:
- Attending meetings of and duties carried out for the Local Authority Associations;
 - Service, on behalf of or with the approval of the Council, on Committees of Other Authorities or Bodies (e.g. LEA appointed representatives on School Governing Bodies);

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- Direct travel;
 - Councillors' surgeries;
 - Complementary activities.
- 23.3 The Capital Sum payable in the event of death, loss of limbs or eyes, total loss of hearing or speech or permanent total disablement from usual occupation is £100,000. Lesser injuries of a permanent nature will attract benefits in accordance with a sliding scale based on the capital sum but relatively minor injuries, especially where there is no permanent effect, will not necessarily rank for any payment.
- 23.4 In the event of minor injury, the Policy covers temporary disablement from engaging in or giving attention to usual profession or occupations for a maximum period of 104 weeks, the benefits being £330 per week for total disablement and £165 per week for partial disablement.
- 23.5 Personal effects consisting of articles of clothing, footwear and other property worn or carried by a Councillor whilst engaged on Council business are also covered up to £1,000 should a personal accident occur.
- 23.6 Councillors cars are not covered for damage and Councillors are advised by their respective insurers should they want to extend coverage to include business use.
- 23.7 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use.

Report of the Head of Democratic Services

Democratic Services Committee – 2 April 2014

INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT – FEBRUARY 2014

Purpose:	To outline the content of the Independent Remuneration Panel Annual Report of February 2014.
Policy Framework:	None.
Reason for Decision:	For Information Only.
Consultation:	Finance, Legal.
Recommendation(s):	For Information Only
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith

1. Introduction

1.1 The Independent Remuneration Panel for Wales published its Annual Report in February 2014.

1.2 The report is attached for information.

2. Equality and Engagement Implications

2.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

3. Financial Implications

3.1 All costs associated with this report will be met from within existing budgets.

4. Legal Implications

4.1 None.

Background Papers:

None.

Appendices:

Appendix 1	Independent Remuneration Panel for Wales Annual Report – February 2014.
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Independent Remuneration Panel for Wales

Annual Report

February 2014

Foreword



This is our sixth Annual Report since the Panel was established in 2008 and is the third Annual Report since the approval of the Local Government (Wales) Measure 2011 ('the Measure')¹. Anne Abel joined the Panel in June 2012 and was joined by Gregory Owens and Stephen Mulholland from January 2013.

As four years had elapsed since the original framework was set and, given that a number of subsequent decisions affecting the remuneration of members has been made, we considered 2013 an appropriate time to revisit the 22 principal authorities, the 3 national park authorities (NPAs) and the 3 fire and rescue authorities (FRAs) to discuss how our determinations are working in practice and what matters we should be considering for this Annual Report and for the future. A number of issues raised during our visits indicated that there was a need to clarify some elements of the current framework, and I wrote to all authorities in July 2013 to action this. We also identified particular issues concerning co-optees that we considered should be dealt with earlier than the implementation of this Report in May 2014. In order to effect these amendments to the Framework a Supplementary Report was issued in August 2013, in accordance with Section 147 of the Measure.

The Panel has not increased the overall amount of payments in its framework since it established the current levels in its 2011 Annual Report. Given the very modest relaxation in the constraints on public sector pay this year, the Panel has decided to increase the basic salary for members of principal authorities by less than 1% from spring 2014, and to increase other payments proportionately. This will help to prevent a further erosion of relative levels of remuneration.

It was made clear to the Panel during its consultation visits that local authorities would like increased local flexibility in applying the national remuneration framework. Section 147 (7) & (8) of the Measure requires the Panel to consult on its annual reports before final publication, and to take account of the representations which it receives. The Panel therefore in its determinations in the draft Annual Report provided opportunities for increased local determination whilst retaining the nationally consistent prescription of levels of remuneration. Individual local authorities would be able to choose locally the most appropriate levels of remuneration to be paid to chairs of committees and civic heads.

However, the responses we received to the draft report were overwhelmingly against this proposal even though it would have given some of the local flexibility which had been requested by many members we met during our visits. In view of the responses to the draft report we have decided to retain the current arrangement that all committee chairs are paid at the same level. However, we have determined that local flexibility should apply in respect of the remuneration of civic heads and deputy civic heads, as well as for Chairs of committees of national park authorities.

¹ <http://www.legislation.gov.uk/mwa/2011/4/contents/enacted>.

The Panel has made revised determinations in relation to payments for members of NPAs and FRAs and in particular we have corrected what we concluded had been previous under-remuneration of NPA senior posts and the level of basic salary for members of FRAs.

We have also taken the opportunity to clarify certain aspects of the current determinations in relation to support for members to enable them to discharge their functions effectively, and in relation to the reimbursement of subsistence costs.

The Panel's determinations for 2014/15 can be found at Annex 1.

Finally, on behalf of the Panel I would like to put on record our appreciation of the support we receive for our work from the Welsh Government officials who constitute our Secretariat.

Richard Penn

Chair

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Summary of Payments to Members and Co-opted Members of Principal Councils, Community and Town Councils, National Park Authorities and Welsh Fire and Rescue Authorities in 2014/15

Table 1: Maximum proportions and numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A		
Cardiff	75	19
Rhondda Cynon Taff	75	19
Swansea	72	19
Group B		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	15
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

Table 1 notes

(i) Since the commencement of the provisions of the Local Government (Democracy) (Wales) Act 2013, there is no longer a need for the Panel to express the limit on senior salaries in terms of percentages. It should be remembered, however, that the Measure restricts the maximum number of senior salaries to 50% of the membership of the council, unless Welsh Ministers agree that the Panel may

determine an increased proportion². That has implications for Merthyr Tydfil where the maximum number is 16 and for Isle of Anglesey where the equivalent number is 15 (both of which include civic salaries in respect of the posts of civic head and deputy civic head).

(ii) The civic salaries in respect of civic head and deputy civic head do not count towards the maximum proportion of senior salaries that a council is allowed to pay (except for the Isle of Anglesey and Merthyr Tydfil).

Table 2: Basic salary and senior salaries shall be payable as follows to members of principal councils

Basic salary (payable to all elected members) £13,300			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,000 £37,000	£48,000 £33,500	£43,000 £30,000
Band 2 Other executive	£32,000	£29,000	£26,000
Band 3 Committee chairs:		£22,000	
Band 4 Leader of largest opposition group ³		£22,000	
Band 5 Leader of other political groups		£17,000	

² As set out in The Local Government (Wales) Measure 2011: Section 142; sub-section 5.

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of "largest opposition group" and "other political group".

Table 2 Notes

(i) The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group (subject to the 10% requirement).

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic leaders and deputy civic leaders <i>(inclusive of basic salaries)</i>		
	Civic leaders	Deputy civic leaders
a	24,000	18,000
b	21,500	16,000
c	19,000	14,000

Table 4: Fees for co-opted members (with voting rights) of local authorities (including national park authorities and fire and rescue authorities)

Chairs of standards committees and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)

Table 5: Basic and senior salaries shall be payable as follows to members of national park authorities (NPAs)

Basic salary	£3,600
Senior salaries (inclusive of basic salary)	
Chair ⁴ (Band 3)	£12,300
Deputy chair/committee chair (see note i)	
Level 1	£7,300
Level 2	£6,000

⁴ Brecon Beacons, Pembrokeshire Coast, Snowdonia.

Table 6: Basic and senior salaries shall be payable as follows to members of Welsh fire and rescue authorities (FRAs)

Basic salary	£1,700
Senior salaries (inclusive of basic salary)	
Chair ⁵ (Band 3)	£10,400
Deputy chair	£5,400
Committee chair (see note i)	£5,400

Tables 5 & 6 notes

- (i) An NPA/FRA senior salary can be paid to the chair, deputy chair, and up to two other members.
- (ii) National park authorities and Welsh fire and rescue authorities, as in the case of principal councils, can decide on the maximum number of days for which co-opted members may be paid in any one year.

⁵ Mid & West Wales, North Wales, South Wales.

1. Introduction

1.1 This is the sixth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the third published under the requirements of the Measure. The Panel, established by the Welsh Government in 2008, is now in its sixth year. It comprises five members appointed by the Minister for Local Government, three of whom are newly appointed: Anne Abel, Stephen Mulholland and Gregory Owens. Richard Penn has been reappointed as the Chair of the Panel and John Bader was reappointed as a member of the Panel and, subsequently, elected as Vice Chair.

1.2 The Panel undertook visits to all 22 principal authorities in 2009, meeting many members and officers and gathering information and evidence to produce an equitable and consistent remuneration framework across Wales. These visits provided much of the basis for the creation of the current Panel's Remuneration Framework for councillors in Wales. Since then there have been minor changes to the framework over the last four years, but the basic principles set in 2009 remain in place.

1.3 The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities. This enabled the Panel to move beyond its previous limitation of setting maximum limits for member payments. This was welcomed by authorities as it had been an issue for which there had been strong support from all of the councils we visited in 2009. The Panel was able to use this power of prescription from April 2012 at the time of the election of the new councils. The Measure also extended the Panel's remit to include responsibility for the remuneration of members of NPAs, FRAs and community and town councils.

1.4 Given that four years had elapsed since the original framework was set and that a number of subsequent decisions affecting the remuneration of members had been made, we considered it an appropriate time to revisit the 22 principal authorities, the 3 NPAs and 3 FRAs to discuss, with a cross section of members and officers, how our determinations were working in practice and what matters the Panel should be considering for its next Annual Report and for the future.

1.5 The 28 visits that subsequently took place over a 10 week period from March to June 2013 gave Panel members the opportunity to meet with more than 600 members and officers across Wales. We are most grateful to the authorities for the organisation of the visits and for the welcome that we were given by the members and officers that we met. We were impressed by the commitment to public service shown by those members that we met, a commitment that is not always reflected in public opinion or recognised by the media.

1.6 The Panel Secretariat took extensive notes of each of the visits so that the Panel has a comprehensive record of the issues that were raised. As we made clear at the time, none of the notes are attributable either to the authority or to any individual member or officer. Some of the issues fall outside the remit of the Panel but where appropriate we will bring these to the attention of the Welsh Government Ministers.

1.7 A number of issues raised during our visits indicated that there was a need to clarify some elements of the existing framework. Subsequently the Chair of the Panel

wrote to all authorities in July 2013 to action this. For information a copy of this letter is contained at Annex 7.

1.8 The Panel also identified a number of issues in relation to co-optees that we considered should be dealt with earlier than the implementation of this report in May 2014. In order to effect these amendments to the Remuneration Framework a supplementary report was issued in August 2013 in accordance with Section 147 of the Measure. This is in addition to the supplementary report on Joint Overview and Scrutiny Committees, which is replicated at Annex 4 of this report.

1.9 Many of the points raised and issues discussed during our visits require longer-term examination. Over the next few years these matters will become the subject of detailed consideration which will require further consultation.

1.10 In the determinations for this Annual Report we continue to take into account affordability and acceptability, given the ongoing constraints on local authority budgets.

1.11 While there has been population growth throughout Wales, the 2011 census⁶ did not indicate that this growth has been sufficient to move any principal council to a higher or lower population group and the Panel's framework is unchanged in respect of population groups.

1.12 As with the Panel's earlier reports, and no less now under the Measure, our determinations of member payments are underpinned by the set of principles set out in Section 2 of this Annual Report.

1.13 The Panel remains firmly of the view that maintaining the democratic values of local governance is not cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure value-for-money public services for local tax payers through effective scrutiny.

1.14 These are significant and considerable tasks for relevant authorities within the Panel's remit. Publicly funded remuneration is made available to encourage a diversity of willing and able people to undertake local governance, through their elected, appointed or co-opted roles.

1.15 In determining member payments in local councils hitherto, the Panel has sought to meet its principle of '*acceptability*' by determining maximum levels that are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an amount⁷ ... the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. The Panel acknowledges that the issue of affordability – in relation both to

⁶ 2011 Census table CP04: Usual resident population all ages, unitary authorities in Wales.

⁷ <http://www.legislation.gov.uk/mwa/2011/4/contents/enacted>.

relevant authorities' service budgets and to the electorate's disposable incomes – is likely to exert a powerful impact on the public perception of any proposed increases to members' payments.

1.16 As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair and affordable. The Panel's determinations in its 2009 Report aligned payments to the median gross earnings of all full-time employees resident in Wales, as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary was set at three-fifths of the All Wales Median Salary, and senior salaries at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.

1.17 In the last three years there has been a reduction in resources for local authorities and a freeze on public sector pay. The Panel concluded that to retain this alignment would have resulted in an inappropriate uplift in levels of remuneration. This has resulted in a reduction of the amount of the basic salary in real terms over this period.

1.18 Taking account of the constraints on public sector pay in recent years the Panel has not increased the amount of any payment in its framework since it established the current levels in its 2011 Annual Report. However, given the very modest relaxation in the constraints on public sector pay this year, the Panel has decided to increase the basic salary by less than 1% from spring 2014 and other payments are affected proportionately. This will go a small way to prevent further erosion of the relative value of the basic salary which is paid in recognition of the duties expected of all elected members.

1.19 The Panel has also taken the opportunity to adjust some payments marginally through 'rounding up' and 'rounding down' of the amounts.

1.20 An issue frequently raised during the consultation was that the differential between the salaries of executive members and committee chairs was not sufficiently recognised in the current remuneration framework. Neither was the differential between different chairs. Consequently, in response to these views the draft report proposed three different levels of payments to committee chairs to be determined by each council. However, the responses we received to the draft report were overwhelmingly against this proposal even though the proposal would have given some of the local flexibility which had been requested by many members we met during our visits. In view of the responses we have decided to retain the current arrangement that all committee chairs are paid at the same level, other than with respect to national park authorities.

1.21 However, the Panel has in its determinations provided for individual local authorities to be able to decide the most appropriate of three levels of remuneration to be paid to civic heads and deputy civic heads depending on the responsibility they attach to these roles. This is in recognition of the wide variety of ways in which these roles are undertaken.

1.22 The Panel has further determined that, where appointed, a presiding member will be paid a Band 3 senior salary. This post will count towards the maximum cap.

The Panel has determined that the post of deputy presiding member will not be remunerated.

1.23 The Panel used its visits to NPAs and FRAs to check whether the determinations it made following the extension of its remit as a result of the Measure to include these authorities reflected the workload and responsibilities of the members involved. The Panel has consequently made revised determinations in relation to payments for members of NPAs and FRAs and, in particular, has corrected what we concluded had been a previous under-remuneration of NPA senior posts and the level of basic salary for members of FRAs.

1.24 The Panel has taken the opportunity to clarify certain aspects of the current determinations in relation to the reimbursement of subsistence costs as well as to introduce greater local flexibility particularly in respect of overnight stays.

1.25 The Panel noted with concern the wide variation and inconsistency of support provided to members to enable them to discharge their functions effectively. The Panel has determined that in order to provide consistency such support should be provided without cost to the individual elected member. Costs of support must be appropriate, reasonable and publicly declared. Deductions must not be made from members' salaries by the respective authority as a contribution towards those support costs which the authority considers necessary for the effectiveness and/or efficiency of members.

1.26 The Local Government (Democracy) (Wales) Act 2013 extended the powers and responsibility of the Panel in relation to salaries of Heads of Paid Service of principal councils and fire and rescue authorities. At the time of writing the relevant provisions of the Act are still to be commenced and therefore this report does not address this issue.

2. The Panel’s Framework: Principles of Remuneration

Upholding trust and confidence

2.1 Citizens rightly expect that all those who choose to serve in public authorities uphold the public trust by embracing the values and ethics implicit in such public service. The Principles show the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

2.2 The Framework is clear and easily understandable. This is essential for the Panel to communicate effectively its priorities to all those who are affected by, or who have an interest in, its work.

Remuneration

2.3 The Framework provides for payment to members of public authorities who carry a responsibility for serving their identified communities of geography and of interest. The level of remuneration should not act as a barrier to taking up or continuing in post. The Framework provides additional recompense for those who are given greater levels of responsibility.

Diversity

2.4 Democracy is strengthened when the membership of public authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will consider what contribution its framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

2.5 Taxpayers and citizens have the right to expect to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel works to ensure that all principal councils make information readily available about the activities of their members in support of public services. In particular, the Panel expects all local authority councillors to produce an annual report of their council-related activity.

Fairness

2.6 As an essential test of the framework’s fairness, the Panel ensures that its decisions on remuneration for members take account of the earnings of the Welsh electorate. The framework will be capable of being applied consistently to members of all public authorities as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

2.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members of principal councils requires all members to engage with a process of continuous quality improvement. The Panel expects each member of a local authority to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

Transparency

2.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected, or appointed, to more than one public body. The framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic Salary for Elected Members of Principal Councils

3.1 The Panel's previous determination (IRP Annual Report December, 2009) aligned the payment of basic salary to the median gross earnings of all full-time employees resident in Wales, as reported in the Annual Survey of Hourly Earnings (ASHE).

3.2 In the last three years there has been a reduction in funding for local authorities and a freeze on public sector pay. Therefore the Panel has determined during that period that to retain this alignment would have resulted in an inappropriate uplift in levels of remuneration. The Panel has not increased the amount of any payment in its framework since it established the current levels in its 2011 Annual Report. This has resulted in a reduction of the basic salary level in real terms over this period.

3.3 However, given the very modest relaxation in the constraints on public sector pay this year, the Panel has decided to increase the Basic Salary by less than 1% from spring 2014 and to increase other payments proportionately. This will help to prevent a further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of all elected members.

Determination (1) The Panel has concluded that it is now appropriate for basic salary levels in 2014/15 for members of principal local authorities to be raised from £13,175 to £13,300.

Senior Salaries for Elected Members of Principal Councils

3.4 The limit on the number of senior salaries payable ('the cap') will remain in place. Responses to the Panel's consultation in 2013 indicated that whilst some councils would prefer an increase in the cap, almost all felt able to operate effectively as required, each within their designated maximum. In 2014/15 the maximum number of senior salaries payable within each principal authority will not be altered and will be as set out in Table 1.

Table 1: Maximum proportions and numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A		
Cardiff	75	19
Rhondda Cynon Taff	75	19
Swansea	72	19

Council	Number of councillors	Number of senior salaries
Group B		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	15
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

3.5 It was clear to the Panel in its discussions in 2013 with members and officers of all principal councils that there is a desire for increased flexibility in the remuneration framework whilst retaining the nationally consistent prescription of levels of remuneration. However, this view was not sustained in responses to the draft report. Consequently, the Panel has decided to retain the current arrangement that all committee chairs are paid at the same level.

3.6 The Panel has nevertheless provided for local determination in respect of the payments to civic and deputy civic heads.

3.7 The Panel has also taken the opportunity to adjust some senior salaries marginally through 'rounding up' and 'rounding down' the amounts.

Table 2: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,300			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot,	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of

		Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,000 £37,000	£48,000 £33,500	£43,000 £30,000
Band 2 Other executive members	£32,000	£29,000	£26,000
Band 3 Committee chairs:		£22,000	
Band 4 Leader of largest opposition group ⁸		£22,000	
Band 5 Leader of other political groups		£17,000	

Table 2 Notes

- a. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group (subject to the 10% rule).
- b. When adjusting these figures for use from spring 2014 the practice of ‘rounding’ of figures has been used. The successive years’ application of formulae previously resulted in irregular sums and these have been presented as rounded figures in the updated remuneration table.

The Senior Salary Bands

Bands 1 and 2

3.8 In the Panel’s discussions with elected members at all salary levels there was a consistent view expressed that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability. It was also strongly expressed by some that these accountabilities are regardless of the size of population served. However, the Panel remains of the view that size of population remains a major factor in influencing levels of responsibility and the use of the three population groups (A, B and C) is retained. Notwithstanding that, the Panel has made minor adjustments to the salaries paid in Bands 1 and 2 to narrow the current differentials.

⁸ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “largest opposition group” and “other political group”.

Determination (2) The Panel has concluded that differentials in remuneration between different sized authorities for these key roles should be narrowed (see Table 2 above).

3.9 In order to keep levels of payment fair, affordable and generally acceptable, where uplifts have been made to Band 1 and 2 salaries they are very modest.

Band 3

3.10 There was a consensus of opinion throughout our consultation that the payment of one single salary rate for chairs of committees of principal councils throughout Wales did not accord with the wide variety of roles, responsibilities and workload undertaken by committee chairs. However, responses to the draft report were not supportive of the introduction of differential payments. The Panel has therefore decided not to introduce responsibility levels in its Framework to be determined by each council in determining the level of payments to committee chairs

Determination (3) The Panel has determined that each individual authority, regardless of population size, must pay committee chairs, if remunerated, a Band 3 senior salary of £22,000.

Bands 4 and 5

3.11 The range of responsibility and accountability of the leader of the largest opposition group varies across authorities. Nevertheless, the Panel takes the view that payment for this position is important for local democracy.

Determination (4) The Panel has therefore determined that a Band 3 senior salary of £22,000 must be paid to the leader of the largest opposition group.

Determination (5) The Panel has determined that a Band 5 senior salary of £17,000 must be paid to leaders of other political groups, if remunerated.

3.12 The qualifying size for remuneration of an opposition group leader ('the 10% rule') remains unchanged.

3.13 The Panel notes that to date very few of the 'leader of other political group' posts have been allocated a salary.

Payments to Civic Heads and Deputies (Civic Salaries)

3.14 The Panel has had responsibility for determining the salaries of civic heads and their deputies in principal councils in Wales since the implementation of the Measure

in 2011. In the Panel's 2013 consultation the following points which underpinned the Panel's original determinations have been reiterated:

- These civic roles are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authority's 'first citizen' and 'ambassador', representing the council to a wide variety of institutions and organisations, and requiring the post holder to exemplify and promote good citizenship.
- Civic heads and deputies retain ward duties to their electorates during their year of office.
- Deputy civic heads are often 'civic heads in waiting' for the following year, 'learning the ropes' by participating in a separate schedule of events as well as deputising for the civic head. Without this role it would not be possible for a council to fully meet the requirements for civic leadership and representation.
- The intention of the civic allowance as defined by sections 22(5) and 24(4) of the Local Government Act 1972 remains to allow a council to pay a chair and vice-chair of a council an allowance which it thinks fit for the purposes of meeting the expenses of those offices.
- In many instances civic heads receive secretarial support, are provided with transport for official duties, and can access a separate hospitality budget which is managed and controlled by council officers.

3.15 Having based its initial views on research carried out in early 2011, the Panel has now refined its determinations, taking particular account of the following points from its 2013 consultation:

- The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority is no reliable indicator as to the commitment required of or given by civic heads.
- Activity levels between civic heads and their deputies are not consistent, with some deputies matching the time commitment of the civic head whilst others are less active.
- Some principal councils have a number of town and community councils within their areas, each with their own civic head, which has some impact on the number of events attended.
- The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint an additional post of presiding member whose role it will be to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

3.16 The Panel has revised its determinations on the remuneration of civic heads and their deputies, and now provides for authorities to set remuneration levels which reflect activity and responsibility rather than population. It has set three levels of civic salary for each of these roles which can be paid by any authority according to local

factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This would also allow for civic heads and their deputies in the same authority to be paid at different levels.

Determination (6) Having regard to the time, role and senior responsibilities of civic heads and deputy civic heads, the Panel has determined that (where paid) civic salaries within the following levels are payable (Table 3) and will be applied by authorities as each considers appropriate, taking account of the anticipated workloads and responsibilities.

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic heads and deputy civic heads (inclusive of basic salaries)		
	Civic heads	Deputy civic heads
a)	£24,000	£18,000
b)	£21,500	£16,000
c)	£19,000	£14,000

3.17 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

3.18 The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils). It should be noted that the statutory limit of no more than 50% of a council's total membership receiving a senior salary applies (section 142 (5) of the Measure).

3.19 The Panel's principle that a member should not have to pay for the cost of support (see paragraph 3.24) needed to carry out the duties applies particularly in the case of civic heads. The Panel recognises the range of different levels of provision made for civic heads in respect of transport, secretarial support, charitable giving or clothing. The Panel does not consider it appropriate for councils to expect or require that contributions towards this provision should be met from the senior salaries paid to civic heads.

Payments to Presiding Members

Determination (7) The Panel has determined that, where appointed and if remunerated, a presiding member, must be paid a Band 3 senior salary of £22,000. This post will count towards the cap.

Determination (8) The Panel has determined that the post of deputy presiding member will not be remunerated.

Basic, Senior and Civic Salaries

3.20 Other matters:

- The basic salary, paid to all members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory or related functions of local governance at the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- A councillor must not be remunerated for more than one senior post within his or her authority (but see section 4 and annex 5 on JOSCs).
- A councillor must not be paid a senior salary and a civic salary.
- All senior and civic salaries are paid inclusive of basic salary.
- If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.
- The remuneration of council leaders and executive members (Band 1 and Band 2 senior salaries) is based on the Panel's assumption that the roles are equivalent to full-time.
- Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been nominated.
- The prescribed salary must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. The term 'member' applies to any person elected or co-opted to the authority.

Supporting the Work of Local Authority Elected Members

3.21 The Panel noted with concern the wide variation and inconsistency of support provided to members to enable them to discharge their functions effectively. Some made a flat rate payment; some provided IT equipment and consumables, some provided funded telephones/mobiles and/or tablets. Others made little or no provision, and in at least one instance a deduction was made from basic salary.

Determination (9) The Panel has determined that each authority must ensure that all its councillors are given as much support as is necessary to enable them to fulfil their duties effectively. All councillors should be provided with adequate telephone and email facilities and electronic access to appropriate information.

Determination (10) The Panel has determined that such support should be

without cost to the individual elected member. Costs of support must be appropriate, reasonable and publicly declared. Deductions must not be made from members' salaries by the respective authority as a contribution towards those support costs which the authority considers necessary for the effectiveness and/or efficiency of members.

3.22 The Panel expects that the support provided should take account of the specific needs of individual councillors. It falls within the functions of Democratic Services Committees to review the level of support provided to councillors to carry out their duties and the Panel would expect these committees to do so and bring forward proposals to the full council as to what is considered to be reasonable.

Reimbursement of Travel, Subsistence and Care Costs when on Official Authority Business

Reimbursement of Mileage Costs

3.23 The Panel has decided there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at current HMRC rates which are:

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles by car
5p per passenger per mile	Passenger supplement
24p per mile	Private motor cycles
20p per mile	Bicycles

Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.

Reimbursement of Other Travel Costs

3.24 All other claims for travel must only be reimbursed on production of receipts showing actual expense, and are subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of Subsistence Costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£150 per night	London
£95 per night	Elsewhere
£25 per night	Staying with friends and/or family

3.25 The Panel has removed the particular rate for overnight stays in Cardiff. This brings payable rates in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits.

3.26 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

3.27 The limits which apply when an individual member claims in arrears for overnight accommodation costs do not apply when the respective authority reserves and pays directly for accommodation.

3.28 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where in such a case it is reasonable and cost effective to reimburse overnight accommodation costs instead of repeated daily mileage costs then it is permissible to do so.

3.29 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Reimbursement of Costs of Care

Determination (11) All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

3.30 The reimbursement of costs of care allowance is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer. As a result of its 2013 consultation the Panel urges authorities to encourage greater take-up of this support to facilitate increased diversity amongst authority members.

3.31 Such provision would be especially relevant to those individuals in sectors of the population that are currently under-represented on authorities but who may become engaged when awareness of the support available for the costs of care becomes more widely known.

4. Joint Overview and Scrutiny Committees (JOSC)

4.1 The Panel issued a supplementary report in July 2013 setting out the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees. A copy of the Supplementary Report is at Annex 5 for information.

4.2 However, the level of the payments contained in that Report have been modified to align with the proposals relating to chairs of committees of principal councils set out in Section 3.

The following determinations apply with effect from the commencement of this Annual Report:

Determination (12) The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 senior salary that remunerates a committee chair of a principal authority, £8,700.

Determination (13) In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £4,350.

Determination (14) The chair of a sub committee of a Joint Overview and Scrutiny Committee is eligible for a salary of £2,175.

Determination (15) In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £1,090.

Determination (16) Payments to chairs of task and finish sub committees are to be prorated to the duration of the task.

Determination (17) Payments made to a chair of a JOSC or a chair of a sub committee of a JOSC are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

Determination (18) A deputy chair of a JOSC or sub committee is not eligible for payment.

Determination (19) Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

4.3 The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is awarded, it must be at the level set out in section 4 of this report.

5. Pension Provision for Elected Members of Principal Councils

The Local Government (Wales) Measure 2011 (“*The Measure*”) provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination (20) The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all elected members of principal councils.

6. Payments to Members of National Park Authorities

6.1 The visits made by the Panel to each NPA in 2011 produced valuable information that assisted in setting our previous determinations. The Panel repeated these visits in 2013 and once again met with chairs, members and officers gathering information and views about the application of the Panel's framework in NPAs.

6.2 Key points from the 2013 consultation that underpin the Panel's determinations for NPA member remuneration in 2014/15 are that:

- The functions of the national parks have not materially changed since the Panel's visits in 2011 except they are subject to significant financial pressures. Development control continues to be a key function.
- NPA members are drawn from two sources. Welsh Government appointees make up one third of the total of members, and two thirds are local authority members nominated by constituent authorities.
- In addition standards committees of NPAs have co-opted members whose remuneration is included in the framework.
- Welsh Government appointees and council nominated members are treated equally in relation to remuneration. A team-working ethos is promoted in NPAs to support a productive working relationship between members who have joined the authority through different routes.
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/Planning Committee and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection panels.
- NPAs encourage member 'champions' for different aspects of the work of the authority.
- There is an expectation that members will participate in training and development. Some NPAs reported issues of attendance from some members from principal authorities. Members are encouraged to take on their responsibilities with the support and encouragement of a member development process including mentoring in some instances.
- Generally it was *not* thought that the level of remuneration was a factor in low attendance, but the option of a hybrid form of remuneration was raised, for example, an annual retainer and an attendance allowance for each meeting.
- The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability especially when controversial issues arise that can lead to high exposure in local media. The chair is not only the leader of the authority but is also the public face of the particular park and the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and Senior Salaries

6.3 The Panel has previously determined (in its 2011 Annual Report) that the role of ordinary members of an NPA warranted alignment to the basic salary of a member of a principal authority and be paid for a time commitment of 42 days per year. The Panel has made no change to this level of remuneration beyond the application of the same percentage rise as applies to the basic salary for members of principal authorities.

6.4 However, the Panel has reached the view that the current remuneration of NPA chairs was too low in relation to the level of responsibility they carry. The Panel based its previous determination in 2011 on a multiple of the NPA basic salary that reflected the historical payments for this role prior to the Panel being given responsibility. The Panel has carefully reconsidered its previous determination and has concluded that the payment of an NPA chair should be set on the same basis as that of chairs of FRAs, whereby the role of the chair has been aligned to that part of a Band 3 senior salary that remunerates a committee chair of a principal authority. Although this is a significant increase for the three NPA chairs involved it reflects what the Panel considers to be the appropriate payment for a role which has been previously under remunerated.

6.5 The Panel's determination in 2011 was that the extent of the role of a deputy chair and a committee chair equated to two thirds of the chair's role. In its 2013 consultation the Panel was told that the workload and level of responsibility of the chair of development control/planning was greater than that of some of the other committee chairs. Planning applications are often contentious. There can be high exposure in the media for the chair of the committee and a risk of reputational damage to the NPA. The workload of an NPA chair of development control was considered by some to be at least equal to the chair of planning in a principal authority.

6.6 The Panel has therefore concluded that to provide local flexibility an NPA can decide at which of two levels the roles of deputy chair and other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,300 or £6,000, commensurate with the duties to be discharged in a particular role.

The Panel has therefore determined that:

Determination (21) The basic salary for NPA ordinary members should be £3,600 ($42/156 \times £13,300$)

Determination (22) The senior salary of the chair of an NPA should be £12,300 (£3,600 + £8,700)

Determination (23) The senior salary of a deputy chair and chairs of NPA committees can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility:

Level 1: £7,300 (£3,600 + £3,700)

Level 2: £6,000 (£3,600 + £2,400)

Determination (24) Members must not receive more than one NPA senior salary.

Determination (25) An NPA senior salary is paid inclusive of the NPA basic salary.

Determination (26) Members of principal local authorities in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

Reimbursement of Travel, Subsistence and Care Costs when on Official Authority Business

Reimbursement of Mileage Costs

6.7 The Panel has decided there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at current HMRC rates which are:

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles by car
5p per passenger per mile	Passenger supplement
24p per mile	Private motor cycles
20p per mile	Bicycles

Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.

Reimbursement of other Travel Costs

6.8 All other claims for travel must only be reimbursed on production of receipts showing actual expense, and are subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of Subsistence Costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£150 per night	London
£95 per night	Elsewhere
£25 per night	Staying with friends and/or family

6.9 The Panel has removed the particular rate for overnight stays in Cardiff. This brings payable rates in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits.

6.10 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

6.11 The limits which apply when an individual member claims in arrears for overnight accommodation costs do not apply when the respective authority reserves and pays directly for accommodation.

6.12 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where in such a case it is reasonable and cost effective to reimburse overnight accommodation costs instead of repeated daily mileage costs then it is permissible to do so.

6.13 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Reimbursement of Costs of Care

6.14 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

6.15 The reimbursement of costs of care allowance is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer. Following its 2013 consultation the Panel urges authorities to encourage greater take-up of this support to facilitate increased diversity amongst authority members.

6.16 Such provision would be especially relevant to those individuals in sectors of the population which may currently be under-represented on authorities but who may

become engaged when awareness of the support available for the costs of care becomes more widely known.

7. Payments to Members of Welsh Fire and Rescue Authorities

7.1 The visits made by the Panel to each FRA in 2011 produced valuable information that assisted in setting our previous determinations. The Panel repeated these visits in 2013 and once again met with chairs, members and officers gathering information and views about the application of the Panel's Framework in FRAs.

7.2 Key points from the 2013 consultation that underpin the Panel's determinations for FRA member remuneration in 2014/15 are that:

- The chair has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability especially when controversial issues relating to the emergency service arise that can lead to high exposure in local media. The chair provides briefings to Ministers and to Assembly Members. Each FRA chair takes on a share of the duty of representing all 3 FRAs with bodies such as the WLGA. Chairs are involved in collaborative projects including the National Issues Committee, established since the last Panel visit in 2011. Chairs include regular visits to fire stations as part of their community engagement role.
- Deputy chairs are required to be equally conversant with current issues as the chair and frequently have a similarly heavy meeting schedule. Chairs and deputy chairs work very closely together and frequently attend the same meetings.
- The chair and the deputy chair may sit on appeals panels which require extra work and members may sit on disciplinary hearings.
- In addition to fire authority meetings, all FRAs have committees that include in different combinations; audit, performance management, scrutiny, human resources, resource management as well as task and finish /working groups.
- In the Panel's 2012 report all FRAs were allocated 4 Senior Responsibility Allowances that were payable to the chair, deputy chair and up to two committee chairs.
- Members are often unaware of the level of commitment needed to fulfil their role before they accept appointment to the FRA. As well as formal meetings of the authority and committees members are encouraged to take on a community engagement role including visiting fire stations.
- There is a very strong training ethos in FRAs. Members are expected to participate in training and development. Training sessions are often added on to authority meetings to make the training accessible. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.

Basic and Senior Salaries

7.3 The Panel has previously determined (in its 2011 Annual Report) that the role of ordinary members of a FRA warranted alignment to the basic salary of a member of a principal authority and be paid for a time commitment of 16 days per year. Information obtained during its 2013 consultation indicated that the time commitment required is actually in the region of 20 days per year.

7.4 The Panel has previously determined in 2011 that the role of a FRA chair warranted remuneration to be aligned to that part of a Band 3 senior salary that remunerates a committee chair of a principal authority. The Panel considers that this alignment is still valid subject to the application of the same percentage rise as applies to the basic salary for members of principal authorities.

7.5 The Panel has previously determined that the role of a FRA deputy chair where there is significant and sustained senior responsibility warranted alignment to that part of a Band 4 senior salary that remunerates a leader of an 'other opposition group' of a principal authority and that this also applied to the role of a FRA committee chair. In the revised framework in this report these roles will now be aligned with the new Band 5 senior salary.

The Panel has therefore determined that:

Determination (27) The basic salary for FRA ordinary members should be £1,700 ($20/156 \times \text{£}13,300$).

Determination (28) The senior salary of the chair of an FRA should be £10,400 ($\text{£}1,700 + \text{£}8,700$).

Determination (29) The senior salary of a deputy chair and chairs of committees of FRAs should be £5,400 ($\text{£}1,700 + \text{£}3,700$).

Determination (30) Members must not receive more than one FRA senior salary.

Determination (31) An FRA senior salary is paid inclusive of the FRA basic salary.

Determination (32) Members of a principal local authority in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

Reimbursement of Travel, Subsistence and Care Costs when on Official Authority Business

Reimbursement of Mileage Costs

7.6 The Panel has decided there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at current HMRC rates which are:

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles by car
5p per passenger per mile	Passenger supplement
24p per mile	Private motor cycles
20p per mile	Bicycles

Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.

Reimbursement of other Travel Costs

7.7 All other claims for travel must only be reimbursed on production of receipts showing actual expense, and are subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of Subsistence Costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£150 per night	London
£95 per night	Elsewhere
£25 per night	Staying with friends and/or family

7.8 The Panel has removed the particular rate for overnight stays in Cardiff. This brings payable rates in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits.

7.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

7.10 The limits which apply when an individual member claims in arrears for overnight accommodation costs do not apply when the respective authority reserves and pays directly for accommodation.

7.11 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where in such a case it is reasonable and cost effective to reimburse overnight accommodation costs instead of repeated daily mileage costs then it is permissible to do so.

7.12 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Reimbursement of Costs of Care

7.13 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

7.14 The reimbursement of costs of care allowance is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer. Following its 2013 consultation the Panel urges authorities to encourage greater take-up of this support to facilitate increased diversity amongst authority members.

7.15 Such provision would be especially relevant to those individuals in sectors of the population which may currently be under-represented on authorities but who may become engaged when awareness of the support available for the costs of care becomes more widely known.

8. Payments to Co-opted Members of Local Authorities⁹

8.1 During its 2013 consultation the Panel met with many co-opted members. The discussions elicited a variety of views relating to the payment for the roles that they undertake. Some argued for the previous arrangement of annual payments to be reinstated, others considered that a daily/half daily fee was a more reasonable approach.

8.2 The Panel has also examined a hybrid system that would provide an annual retainer together with a reduced daily/half daily fee.

8.3 Each of these has merits but equally each has implications which vary according to the specific arrangements of the authority. The annual payment which was the Panel's determinations in 2010 had as its major disadvantage the wide variation between authorities in the number of meetings. This resulted in some co-opted members being paid an excessive amount for the call on their time, whereas others were not being fully rewarded for the number of meetings/events that they were required to attend. The hybrid system would present a difficulty in determining both the amount of the annual retainer and the level of the attendance fee; it would also result in some increase in administration.

8.4 The Panel recognised that the existing framework had matters that needed to be addressed to deal with inequities and dealt with this by issuing a supplementary report in August 2013 (see annex 6 of this report) that set out revised determinations which the Panel considers have resolved many of the concerns raised by co-optees.

8.5 It has therefore been concluded that the existing arrangements of a daily/half daily fee as amended is an appropriate approach to remunerating the important role undertaken by co-opted members of local authorities. The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies.

8.6 Local authorities can decide on the maximum number of days for which co-opted members may be paid in any one year.

8.7 The revised determinations for 2014/15 (incorporating those in the Supplementary Report) are set out below:

Determination (33) Local authorities must pay the following fees to co-opted members (Table 4) (who have voting rights).

Table 4: Fees for co-opted members (with voting rights) of local authorities

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
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⁹ This section does not apply to co-opted members of community and town councils.

Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Determination (34) Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.	

Determination (35) Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination (36) The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination (37) Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Reimbursement of Mileage Costs

8.8 The Panel has decided there will be no change to mileage rates that can be claimed for travel:

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles by car
5p per passenger per mile	Passenger supplement
24p per mile	Private motor cycles
20p per mile	Bicycles

Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.

Reimbursement of Other Travel Costs

8.9 All other claims for travel must only be reimbursed on production of receipts showing actual expense, and are subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of Subsistence Costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£150 per night	London
£95 per night	Elsewhere
£25 per night	Staying with friends and/or family

8.10 The Panel has removed the particular rate for overnight stays in Cardiff. This brings payable rates in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits.

8.11 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

8.12 The limits which apply when an individual member claims in arrears for overnight accommodation costs do not apply when the respective authority reserves and pays directly for accommodation.

8.13 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where in such a case it is reasonable and cost effective to reimburse overnight accommodation costs instead of repeated daily mileage costs then it is permissible to do so.

8.14 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Reimbursement of Costs of Care

8.15 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

8.16 The reimbursement of costs of care allowance is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer. Following its 2013 consultation the Panel urges authorities to encourage greater take-up of this support to facilitate increased diversity amongst authority members.

8.17 Such provision would be especially relevant to those individuals in sectors of the population which may currently be under-represented on authorities but who may

become engaged when awareness of the support available for the costs of care becomes more widely known.

9. Specific or Additional Senior Salaries

9.1 In the course of the Panel's 2013 consultation there were requests for greater flexibility such as including other roles for which senior salaries could be paid within the Remuneration Framework. For instance, a number of leaders requested changes to the Framework to include what they described as 'development' posts, which they indicated would support and assist members of the executive.

9.2 The Panel has considered this request for greater flexibility and has concluded that it would be most appropriately addressed by allowing authorities to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework or which could not be accommodated within the maximum number of senior salaries relating to the authority.

9.3 This process was operated previously by the Panel and provided opportunities for an authority to make a case to extend its scheme and its schedule of allowances to include a post or posts that it considers to be important and involves a significant, sustained and additional responsibility.

Determination (38) The Panel has determined to include a provision for development posts within the Remuneration Framework.

9.4 Guidance will be issued prior to the implementation of this Annual Report. However, the following principles will apply:

- a. The total number of senior salaries cannot exceed fifty percent¹⁰ of the membership (applies to principal councils; different restrictions will apply to national park authorities and fire and rescue authorities).
- b. Applications will have to be approved by the authority as a whole (cannot be delegated).
- c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

¹⁰ Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

10. Payments to Members of Community and Town Councils

10.1 In its last Annual Report (December 2012) the Panel set out determinations for payments in respect of community and town councils resulting from the extension of its remit provided by the Measure in 2011. These came into effect for the financial year 2013/2014, so it is too soon to establish the impact and any implications of these determinations. Therefore, there are no changes to the previous determinations (except for the deletion of a Cardiff rate in the overnight subsistence arrangements). The determinations are set out below.

10.2 The Panel will be consulting further prior to its next Annual Report.

10.3 The Panel has determined that:

Determination (39) Community and town councils are authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Determination (40) Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties outside the area of the council.¹¹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per passenger per mile – passenger supplement.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination (41) Community and town councils are authorised to reimburse subsistence expenses to their members for attending approved duties outside the area of the council at the maximum rates set out below on the basis of receipted claims:

- £28 per day allowance for meals, including breakfast where not provided.
- £150 – London overnight.
- £95 – elsewhere overnight.

¹¹ Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.

- **£25 – staying with friends and/or family overnight.**

Determination (42) Community and town councils are authorised to pay an Attendance Allowance¹² to each of their members for attending approved duties outside the area of the council as follows:

- **£16.23 for a period not exceeding 4 hours.**
- **£32.46 for a period exceeding 4 hours but not exceeding 24 hours.**

Determination (43) Community and town councils are authorised to pay a Financial Loss Allowance¹³ to each of their members where such loss has actually occurred, for attending approved duties outside the area of the council as follows:

- **£30.05 for a period not exceeding 4 hours.**
- **£60.11 for a period exceeding 4 hours but not exceeding 24 hours.**
- **£60.11 plus such amount as is payable under (a) and (b) above as appropriate for a period exceeding 24 hours.**

Determination (44) Community and town councils are authorised to provide a civic allowance to the mayor/chair and deputy mayor/chair of the council of an amount that they deem appropriate to undertake the functions of that office.

Note (for information): The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 were revoked with effect from 1st April 2013.

10.4 For clarity, determinations 39 to 44 are permissive powers that require a formal decision by each community or town council. But where a community and town council makes such a decision, it must apply to all its members at the levels determined. An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council.

¹² Set out in the Local Authorities (Allowances for Members of Community Councils)(Wales) Regulations 2003 SI No. 895 (W.115). Rate is frozen as the index stipulated in the Regulations for calculating the percentage annual increase “the Average Male Non-Manual Wage for Wales” has become obsolete.

¹³ Local Authorities (Allowances for Members of Community Councils)(Wales) Regulations 2003.

11. Compliance with Panel Requirements

The Panel's Remit under the Measure

11.1 Section 153 of the Measure empowers the Panel to require a relevant authority¹⁴ to comply with the requirements imposed on it by a Panel Annual Report and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.

11.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting.

Monitoring Compliance

11.3 The Panel will monitor the compliance with the determinations in this Annual Report by all relevant authorities against the following requirements:

- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 & 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
- (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.

(iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to community and town councils at this time.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements) as soon as practicable and no later than 30 September following the close of the year to which it relates. It must be submitted to the Panel no later than this date.

¹⁴ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

Annex 1: The Panel's Determinations 2014/15

- (1)** The Panel has concluded that it is now appropriate for basic salary levels in 2014/15 for members of principal local authorities to be raised from £13,175 to £13,300.
- (2)** The Panel has concluded that differentials in remuneration between different sized authorities for these key roles should be narrowed (see Table 2).
- (3)** The Panel has determined that each individual authority, regardless of population size, must pay committee chairs, if remunerated, a Band 3 senior salary of £22,000.
- (4)** The Panel has therefore determined that a Band 3 senior salary of £22,000 must be paid to the leader of the largest opposition group.
- (5)** The Panel has determined that a Band 5 senior salary of £17,000 must be paid to leaders of other political groups, if remunerated.
- (6)** Having regard to the time, role and senior responsibilities of civic heads and deputy civic heads, the Panel has determined that (where paid) civic salaries within the following levels are payable (Table 3) and will be applied by authorities as each considers appropriate, taking account of the anticipated workloads and responsibilities.
- (7)** The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,000. This post will count towards the cap.
- (8)** The Panel has determined that the post of deputy presiding member will not be remunerated.
- (9)** The Panel has determined that each authority must ensure that all its councillors are given as much support as is necessary to enable them to fulfil their duties effectively. All councillors should be provided with adequate telephone and email facilities and electronic access to appropriate information.
- (10)** The Panel has determined that such support should be without cost to the individual elected member. Costs of support must be appropriate, reasonable and publicly declared. Deductions must not be made from members' salaries by the respective authority as a contribution towards those support costs which the authority considers necessary for the effectiveness and/or efficiency of members.
- (11)** All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

(12) The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 senior salary that remunerates a committee chair of a principal authority at £8,700.

(13) In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £4,350.

(14) The chair of a sub committee of a Joint Overview and Scrutiny Committee is eligible for a salary of £2,157.

(15) In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £1,090

(16) Payments to chairs of task and finish sub committees are to be pro rated to the duration of the task.

(17) Payments made to a chair of a JOSC or a chair of a sub committee of a JOSC are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

(18) A deputy chair of a JOSC or sub committee is not eligible for payment.

(19) Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

(20) The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all elected members of principal councils.

(21) The basic salary for NPA ordinary members should be £3,600 (42/156 x £13,300).

(22) The senior salary of the chair of an NPA should be £12,300 (£3,600 + £8,700).

(23) The senior salary of a deputy chair and chairs of NPA committees can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility:

Level 1: £7,300 (£3,600 + £3,700).

Level 2: £6,000 (£3,600 + £2,400).

(24) Members must not receive more than one NPA senior salary.

(25) An NPA senior salary is paid inclusive of the NPA basic salary.

(26) Members of principal local authorities in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

(27) The basic salary for FRA ordinary members should be £1,700 (20/156 x £13,300).

(28) The senior salary of the chair of an FRA should be £10,400 (£1700 + £8,700).

(29) The senior salary of a deputy chair and chairs of committees of FRAs should be £5,400 (£1,700 + £3,700).

(30) Members must not receive more than one FRA senior salary.

(31) An FRA senior salary is paid inclusive of the FRA basic salary.

(32) Members of a principal local authority in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

(33) Local authorities must pay the following fees to co-opted members (Table 4) (who have voting rights).

(34) Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

(35) Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

(36) The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

(37) Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

(38) The Panel has determined to include a provision for development posts within the Remuneration Framework.

(39) Community and town councils are authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

(40) Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties outside the area of the council. Such payments must be actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.

- 25p per mile over 10,000 miles.
- 5p per passenger per mile – passenger supplement.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles

(41) Community and town councils are authorised to reimburse subsistence expenses to their members for attending approved duties outside the area of the council at the maximum rates set out below on the basis of receipted claims:

- £28 per day allowance for meals, including breakfast where not provided
- £150 – London overnight.
- £95 – elsewhere overnight.
- £25 – overnight staying with friends and/or family overnight

(42) Community and town councils are authorised to pay an Attendance Allowance¹⁵ to each of their members for attending approved duties outside the area of the council as follows:

- £16.23 for a period not exceeding 4 hours.
- £32.46 for a period exceeding 4 hours but not exceeding 24 hours.

(43) Community and town councils are authorised to pay a Financial Loss Allowance¹⁶ to each of their members where such loss has actually occurred, for attending approved duties outside the area of the council as follows:

- £30.05 for a period not exceeding 4 hours.
- £60.11 for a period exceeding 4 hours but not exceeding 24 hours.
- £60.11 plus such amount as is payable under (a) and (b) as appropriate.

(44) Community and town councils are authorised to provide a civic allowance to the mayor/chair and deputy mayor/chair of the council of an amount that they deem appropriate to undertake the functions of that office.

¹⁵ Set out in the Local Authorities (Allowances for Members of Community Councils)(Wales) Regulations 2003 SI No. 895 (W.115). Rate is frozen as the index stipulated in the Regulations for calculating the percentage annual increase “the Average Male Non-Manual Wage for Wales” has become obsolete.

¹⁶ Local Authorities (Allowances for Members of Community Councils)(Wales) Regulations 2003.

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) for the remuneration of members and co-opted members of relevant authorities**
- b) for functions relating to the salaries of heads of paid service of local authorities**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) was revoked from 1st April 2013.

Part 1

General

1. a. The short title of these Regulations is: “IRPW Regulations”.
- b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.

- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31st July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Allowance” means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Attendance Allowance” in relation to community or town councils has the meaning set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Care allowance” has the same meaning as set out in paragraph 21 of these Regulations.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.
- “Consultation draft” means the draft of a Panel annual report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.

- “Constituent authority” – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a local authority where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.
- “Co-opted Member fee” has the same meaning as set out in paragraph 19 of these Regulations.
- “Democratic Services Committee” means the local authority committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.
- “Local authority” means a county or county borough council.
- “Member” means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.

- “National Park authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
 - i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.
- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.

- “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal council” means a county or county borough council
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act.
- “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Local Authority/Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a National Park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence allowance” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:
 - “financial year” – the period of twelve months ending 31 March;
 - “calendar year” – the period of twelve months ending 31 December;
 - “municipal year” – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of Member/Co-opted Member Remuneration

Commencement of Term of Office

3. The term of office of:
- A Member of a local authority or community or town council begins on the date which that member makes a declaration of acceptance of that office under section 83(1) of the 1972 Act.
 - A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.
 - A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
 - A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of Member Remuneration (the Schedule) (Does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel's determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel's determinations for that year.

Basic Salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.

7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).

8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:

- The amount the authority must pay to a member of the authority.
- The maximum amount that the authority may pay to a member of the authority.

9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.

10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Senior Salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.

12. The Panel will prescribe in its Annual or Supplementary Reports the following:

- The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
- The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.

13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
- The maximum amount that a relevant authority may pay to a member of the authority.

14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.

15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit). For national park authorities and Welsh fire and rescue authorities, senior salary payments will be restricted to specified post-holders as determined by the Panel in its Annual or Supplementary Reports.

15(a) Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.

16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.

16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.

17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.

18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure) If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

Co-opted Member Payment

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation co-opted member means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.

20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a

co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Allowances

Care Allowances

21. Authorities must provide for the payment to members and co-opted members of an authority an allowance (“care allowance”) in respect of such expenses of arranging the care of children or dependants as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:

- In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
- To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
- Of more than one care allowance to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.

22. The maximum amount of the care allowance payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.

23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the care allowance payable to that member/co-opted member in receipt of the responsibilities or duties from which that member/co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority’s Schedule must stipulate the maximum amount of the care allowance payable each month and its arrangements for making claims, taking full account of the Panel’s determinations in this respect.

Travel and Subsistence Allowances

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.

27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.

28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Part 3: Further Provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:

- Describe the description of members for whom a local authority will be required to pay a pension.
- Describe the relevant matters in respect of which a local authority will be required to pay a pension.
- Make different decisions for different principal councils.

Allowances to Support the Function of a Local Authority Member

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Payment of Expenses for Official and Courtesy Visits

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

Arrangements in Relation to Family Absence

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative

arrangements in relation to the payment of salaries and allowances by Principal councils in this respect in its Annual or Supplementary Reports.

Part 4: Salaries, Allowances or Fees

Repayment of Salaries, Allowances or Fees

33. An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:

- Is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
- Ceases to be a member or co-opted member of the authority.
- Or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing Salaries, Allowances or Fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific Provisions relating to Community and Town Councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:

- a) The council can if it so determines make an annual payment to members in respect of costs incurred in carrying out the role of a member. The maximum amount payable will be set out in the Annual or Supplementary Report of the Panel.
- b) The council can if it so determines make payments to members in respect of costs of travel for attending approved duties outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
- c) The council can if it so determines reimburse subsistence expenses to its members when attending approved duties outside the area of the council. The arrangements for reimbursement will be set out in the Annual or

Supplementary Report of the Panel.

- d) The council can if it so determines pay an Attendance Allowance to its members for attending approved duties outside the area of the council. The Allowance will be set out in the Annual or Supplementary Report of the Panel.
- e) The council can if it so determines pay a Financial Loss Allowance to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
- f) The council can if it so determines pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.

37. A member is not entitled to more than one Attendance Allowance in respect of any period of 24 hours or if that member claims a Financial Loss Allowance for the same period.

38. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.

39. A member making a claim for Attendance or Financial Loss Allowance must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.

40 "Approved Duty" under this Part means:

- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
- ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
- iii. Attendance at a meeting of any association of councils of which the council is a member.
- iv. Attendance at any training or development event approved by the council.
- v. Any other duty approved the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for Payments

41. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

42. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

43. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of Duplication

44. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of Salaries, Allowances and Fees

45. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:

- Specify the name of the recipient and the amount and nature of each payment.
- Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
- Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity Requirements (paragraph 48 applies only to principal councils)

(The required content of publicity requirements is given at Annex 4.)

46. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel, and not later than 31 July of the year to which the Schedule refers, make arrangements for

the schedule's publication within the authority's area. (This section does not apply to community and town councils).

47. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, care, travel and subsistence allowances.

48. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority.

Publicising the Reports of the Panel

49. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.

50. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring Compliance with the Panel's Determinations

51. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of Member Remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

- a. Named members who are to receive only the basic salary.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee.

2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.

3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.

5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and care allowances.

6. Principal councils must declare in the Schedule whether:

- A statement of the basic responsibility of a councillor is in place.
- Role descriptors of senior salary office holders are in place.
- Records are kept of councillor attendance.
- Annual reports are prepared by councillors, and published on the council website.

7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. This should be sent to the Panel no later than this date.

Annex 4: Publicity Requirements

In accordance with Section 151 of the Measure the Panel requires that:

Relevant authorities must make arrangements for the publication within the authority area of the remuneration received by its members and co-opted members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The following information must be provided:

- a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
- b. The payments made by community and town councils to named members as:
 - i. Attendance Allowance.
 - ii. Financial Loss Allowance.
 - iii. Payments for costs incurred in respect of telephone usage, broadband etc.
 - iv. Allowances made to a mayor/chair and deputy mayor/chair.
- c. All care, travel and subsistence expenses and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
- d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:
 - a local health board
 - a police and crime commissioner panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
- e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

Annex 5: Supplementary Report - Joint Overview and Scrutiny Committees



Our Ref: qA900196

To:
Leaders and Chief Executives of County and County Borough Councils
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils

19 July 2013

Dear Colleagues

SUPPLEMENTARY REPORT – JOINT OVERVIEW AND SCRUTINY COMMITTEES – REMUNERATION – JULY 2013

1. This constitutes a Supplementary Report of the Independent Remuneration Panel for Wales (the Panel) in accordance with Section 147 of the Local Government Measure (Wales) 2011 (“the Measure”) and relates to matters of remuneration for Joint Scrutiny and Overview Committees.
2. The Welsh Government issued the Regulations and Statutory Guidance for Local Authority Joint Overview and Scrutiny Committees (JOSCs) in May 2013. The Panel published a draft Supplementary Report on the 15th March 2013 for comments by 14th May. Three responses have been received and these have been considered by the Panel. The current Remuneration Framework has to be amended to provide for payment to the Chairs of JOSCs and to determine the appropriate level of payment and any other matters of remuneration.
3. The Panel has considered the following issues:
 - a) Whether a chair of a JOSC should be eligible for payment:

The panel considers that it is appropriate for such payments to be included within the framework but the decision whether to make a payment is a matter for each JOSC or its constituent councils

b) The appropriate level of remuneration for a chair of a JOSC:

As there is no information at this point regarding the responsibility of holders of such posts or whether this will vary according to the specific functions of different JOSCs, the only comparison is the chair of scrutiny of individual councils,

c) Which local authority should be responsible for the payment:

This must fall to the council of which the chair is a member. However, the manner in which costs may be apportioned is a matter for the authorities involved in the joint arrangements.

d) Should the remuneration of JOSC office holders count against the maximum proportion of members a council is allowed to pay a senior salary:

It would be inequitable and act as a disincentive if senior salaries for office holders of JOSC had to be contained within the authority maximum, so they will be additional and relate specifically to the individual JOSC. However, this cannot apply to Merthyr Tydfil and the Isle of Anglesey Councils where the current maximum is 50% (the maximum set by the Measure) so JOSC office holders from these two councils will have to be contained within their maximum. Should this situation arise, the Panel will be providing advice to Welsh Ministers in respect of the powers contained in section 142(5) of the measure.

e) Can a member who is in receipt of a senior salary for a post in his/her authority receive payment as chair of a JOSC:

The Regulations prohibit a member of a local authority executive from chairing a JOSC. So this issue could only arise if the member was in receipt of a senior salary for a post falling within Bands 3 or 4 (which are not classified as full time) of the Panel's Framework. The general principle of the Panel is that members can only receive one senior salary from their authority even if they carry out more than one remunerable role. However, members who are not remunerated on a full time basis are able to claim a salary (including a senior salary from a National Park Authority or a Fire and rescue authority).

The Panel considers that a similar approach should be taken in respect of specific office holders of JOSCs and it would be reasonable for a supplement to be paid in such cases. It is proposed that this is set at 50% of the Band 3 responsibility element (senior salary minus basic salary). This is £4368 p.a.

f) Should chairs of sub committees of JOSCs be remunerated:

The draft Regulations provide for sub committees to be established but reports and recommendations are subject to the approval of the JOSC. The sub committee is required to appoint a chair from among its members. The Panel considers it is reasonable for a chair of a sub committee to be eligible for payment but at a level that reflects a lesser responsibility. This is to be set at 50% of the salary of the Chair of the JOSC, £4368 p.a. For a member who is in receipt of a senior salary this is to be reduced by 50% to £2184 p.a.

In cases where the sub committee is set up on a task and finish basis the payments should be pro rated according to the duration of the task.

g) Deputy chairs of JOSCs and deputy chairs of sub committees of JOSCs will not be remunerated.

h) Co-optees:

The draft Regulations allow for the co-option of additional members by JOSCs or sub committees. Normally, these co-optees will not have voting rights. The Remuneration Framework is clear that only co-optees with voting rights are eligible for a fee, therefore they would not be eligible for the payment of a co-optee fee.

4. The Panel has therefore decided that:

Determinations

i) (a) The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to Band 3 of the Remuneration Framework set at £8,735 per annum.

(b) In cases where the Chair is already in receipt of a senior salary for a Band 3 or 4 role the payment is set at £4,368 per annum

ii) (a) The chair of a sub committee of a Joint Overview and Scrutiny Committee is eligible for a salary set at £4,368 per annum.

(b) In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3 or 4 role the payment is set at £2,184 per annum.

(c) Payments to chairs of task and finish sub committees are to be pro rated to the duration of the task.

iii) Payments to a chair of a JOSC or a chair of a sub committee of a JOSC are additional to the maximum proportion of the authority's membership eligible for a senior salary. This does not apply to Merthyr Tydfil Borough Council or The Isle of Anglesey County Council and the maximum of 50% will continue to apply.

iv) A deputy chair of a JOSC or sub committee is not eligible for payment.

v) Co-optees to a JOSC or to a sub committee are not eligible for a co-optee fee unless they are co-optees appointed by an authority under section 144 (5) of the Measure.

vi) The Regulations of the Panel are amended as set out in the Annex to this Supplementary Report.

5. The remuneration of chairs of JOSCs (or a sub committee of a JOSC) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is awarded, it must be at the level set out in paragraph 4 of this Report. Individual chairs can forgo part or all of the payment if they so decide.

6. The Panel will review these determinations as the system for JOSCs develops and information and experience of their operation emerges.

Regards

Yours sincerely

A handwritten signature in black ink, appearing to read "Kevin Lee".

Chair
Independent Remuneration Panel for Wales

Annex 6: Supplementary Report - Payments to Co-opted Members of Local Authorities



Our Ref: qA900196

To:

Leaders and Chief Executives of County and County Borough Councils

Chairs and Chief Executives of National Park Authorities

Chairs and Clerks of Fire and Rescue Authorities

Leader and Chief Executive of Welsh Local Government Association

Head of Democratic/Members Services of County and County

Borough Councils, National Park Authorities and Fire and Rescue Authorities

1 August 2013

Dear Colleagues

SUPPLEMENTARY REPORT – PAYMENTS TO CO-OPTED MEMBERS OF LOCAL AUTHORITIES

1. This constitutes a Supplementary Report of the Independent Remuneration Panel for Wales (the Panel) in accordance with Section 147 of the Local Government Measure (Wales) 2011 (the Measure). It relates to payments made to co-opted members of Principal Authorities, National Park Authorities and Fire and Rescue Authorities, who have the right to vote.
2. During a 10 week period, from March to June 2013 the Panel visited each of the 28 authorities and a significant number of points were raised at these meetings. The Panel will be considering these over the coming months in relation to the next or future Annual Reports. However, issues came to light in respect of payments to co-opted members that the Panel believes should be

actioned in advance of the next Annual Report which will not take effect until spring 2014.

3. These issues are:

- i) Recognising that the preparation for meetings can be very time consuming but the current Remuneration Framework does not allow this time to be included for payment.
- ii) While co-opted members are entitled to claim travelling expenses, the Framework does not indicate whether travelling time to and from meetings can be counted in the assessment of whether a meeting is a full day or half day for payment purposes.
- iii) Several co-opted members expressed concerns that they were not made aware, in advance whether meetings were scheduled for a half day or a full day. This created difficulties for planning their diaries, particularly if the individual member had other work related activities to be planned. It was suggested that the Monitoring Officer (or other relevant officer) could be authorised to set the appropriate fee in advance having determined the likely time required to deal with the agenda.
- iv) There was a lack of clarity over what constituted a "meeting". The Panel was asked to consider whether it includes other committees or working groups (including task & finish groups) that co-opted members are requested to attend.

4. The Panel has considered these matters and has decided:

Determinations

- i) Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
- ii) Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
- iii) The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- iv) Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups) or any other formal meeting to which co-opted members are requested to attend. (Pre meetings with officers, training and attendance at conferences are already eligible for payment).

Regards

Yours sincerely



Chair

Independent Remuneration Panel for Wales

Annex 7: Letter of Clarification



Our Ref: qA991372

To:

Leaders and Chief Executives of County and County Borough Councils

Chairs and Chief Executives of National Park Authorities

Chairs and Clerks of Fire and Rescue Authorities

Leader and Chief Executive of Welsh Local Government Association

Head of Democratic/Members Services of County and County

Borough Councils, National Park Authorities and Fire and Rescue Authorities

19 July 2013

Dear Colleague

Letter of Clarification

The Panel has now completed its visits to all 22 Principal Councils, 3 National Park Authorities and 3 Fire and Rescue Authorities. We are grateful for the welcome we received and for the open and constructive nature of the discussions. Over the next two months the Panel will be considering changes to the present remuneration framework, informed significantly by these discussions. Changes will be presented as determinations in our next Annual Report to be implemented from spring 2014. We will also shortly be circulating a draft Supplementary Report on changes to be implemented concerning Co-opted Members.

We have, however, identified a number of issues relating to salaries and expenses which are already set out in the current framework but which have not yet been properly or fully implemented across every authority. The purpose of this letter is to clarify the Panel's intentions to those who set, claim or process such payments.

These clarifications apply to the current framework of determinations which may be revised in future Annual Reports. The page references relate to relevant paragraphs in the current 2012/13 Annual Report.

1. **Prescribed Salary** (Annex 2 Part 4 Section 34 on page 34): The prescribed salary must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. The term 'member' applies to any individual elected, appointed or co-opted to the authority.
2. **Salary Deductions** (Annex 1 Section 3 paragraph (ix) on page 23): A member must not have any deduction(s) made from her/his salary by the respective authority as a contribution towards those support costs (such as telephones, broadband, postal costs or IT equipment) which the authority considers necessary for the effectiveness and/or efficiency of members.
3. **Payment of Travel Expenses** (Paragraph 27 page 33): It is for each Council to determine its policy for when mileage/travel expenses are appropriate. If an authority has determined that payments are reasonable and in the discharge of official business then such expenses may be paid for journeys made within and/or outside the authority's boundaries. There may be instances where an authority has determined that travel expenses within its boundaries are payable and require a journey to be repeated on consecutive days. Where in such a case it is cost effective and reasonable to reimburse overnight accommodation costs instead of repeated daily mileage expenses then it is permissible to do so.
4. **Overnight Accommodation Cost Limits** (Annex 1 Section 3 paragraph (iii) on page 22): These limits which apply when an individual member claims in arrears for overnight accommodation costs do not apply when the respective authority reserves and pays directly for accommodation.
5. **Schedule of Member Remuneration** (Annex 3 page 39): Clarity as well as openness is required in publishing the Schedule of Member Remuneration. To this end each authority must ensure that the full salary, both basic and senior elements, is shown clearly against each member's record of remuneration.

We would ask that our communications are circulated as a matter of routine to all members: elected, appointed and co-opted.

Yours sincerely



Chair

Independent Remuneration Panel for Wales

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www.remunerationpanelwales.org.uk

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Independent Councillor: 1

Keith E Marsh	
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