

## Report of the Head of Democratic Services

Council – 15 July 2014

### COUNCILLORS ALLOWANCES & EXPENSES 2013-2014

**Purpose:** The report presents the amount of allowances and expenses paid to each Councillor during 2013-2014 under the Councillors Allowances Scheme. There is a legal requirement to publish these amounts annually.

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#### FOR INFORMATION

#### 1. Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRPW) operates under the provisions of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales Regulations made under the powers contained in the Measure.
- 1.2 Each year the IRPW must publish an Annual Report which sets out the type and levels of payments that Authorities may or must make available to their Councillors and Co-opted Members. Details of the latest IRPW Annual Report and other information may be viewed on their website. <http://wales.gov.uk/irpwsb/home/?lang=en>
- 1.3 The Councillors Allowances Scheme as laid out in Part 6 of the Council Constitution sets out a framework for the payment of allowances and expenses to Councillors.
- 1.4 Expenses paid represent reimbursement to Councillors for the cost of travel and subsistence they incurred in performing their approved duties.
- 1.5 **Appendix A** refers to amounts paid to the Councillors during 2013-2014.
- 1.6 **Appendix B** shows the total amount paid to its Statutory Co-optees. Statutory Co-optees are defined by the Independent Remuneration Panel for Wales as the Chair of the Standards Committee, Chair of the Community / Town Councils Standards Sub Committee, Co-opted Members of Standards Committee and Education Overview and Scrutiny.

## 2. Explanation of Headings

- 2.1 **Basic Salary** is paid to Councillors who do not receive a Civic Salary or Senior Salary.
- 2.2 **Civic Salary** is paid to the Lord Mayor and Deputy Lord Mayor only.
- 2.3 **Senior Salary** is paid to the posts identified by Council i.e. Leader of the Council, Deputy Leader of the Council, Cabinet Members, Chairs of Committees. Additionally, the Leader of the Largest Opposition Political Group automatically receives a Senior Salary providing he has 10% of the total number of CCS Councillors within his Political Group.
- 2.4 The **ICT Allowance** is set at a maximum of £800 over a period of 4 years (2013-2017).
- 2.4 The **Broadband and Telephone Allowance** is set at £25 per month, however this amount is split as £15 Broadband per month and £10 Telephone per month.
- 2.5 In addition, qualifying members (Cabinet Members, Chair of Council / Presiding Member and Leader of the Largest Opposition Political Group) also receive a £25 mobile telephone allowance per month. The "Telephone" heading therefore incorporates the total sum being claimed for both the £10 element of the Broadband and Telephone Allowance in addition to any Mobile Telephone Allowance claimed.
- 2.6 **Travel P.card** – these costs relate to any travel costs incurred using the Corporate Purchasing Card (P.card) e.g. rail travel, flights, oyster-card usage, etc.
- 2.7 **Travel ISIS** – these costs are based on Councillors Travel and Subsistence expense claim forms paid under the CCS software system (ISIS).
- 2.8 **Subsistence P.card** – these costs relate to any subsistence costs incurred using the Corporate Purchasing Card (P.card) e.g. hotel accommodation, conference costs, etc.
- 2.9 **Subsistence ISIS** – these costs relate to any claims for subsistence using the Councillors Travel and Subsistence expense claim forms paid under the CCS software system (ISIS).
- 2.10 **Car Parking Permit re-claim** relates to any Councillor who has re-claimed the amount they pay for their Car Parking Permit.
- 2.11 **Attendance Allowance** is paid to Councillors who claim for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers).

### **3. Financial Implications**

- 3.1 The amounts payable were paid from within existing budget. The expenses element of the report covers the period 1 April 2013 to 31 March 2014, whilst the Allowances element of the report cover the Municipal year (i.e. Annual Meeting of Council to following years Annual Meeting of Council).

### **4. Legal Implications**

- 4.1 This report is consistent with the provisions of The Local Government (Wales) Measure 2011 and the Independent Remuneration Panel of Wales.

**Background Papers:** None.

**Appendix A:** Councillors Allowances & Expenses 2013-2014;

**Appendix B:** Co-opted Members Allowances & Expenses 2013-2014.