

## Annual Schedule of Member Remuneration 2013-2014

### Introduction

The City and County of Swansea is a Group A, Local Authority as defined by the Independent Remuneration Panel for Wales (IRPW). All figures shown below are in line with the amounts prescribed by the IRPW.

### Basic Salary

The following Councillors are in receipt of a **Basic Salary** (currently £13,175).

Councillor	Councillor	Councillor
J C Bayliss	B Hopkins	G Owens
P M Black	D H Hopkins	C L Philpott
R Clay	L James	J A Raynor
U C Clay	Y V Jardine	T H Rees
A C S Colburn	A J Jones	I M Richard
D W Cole	J W Jones	N M Ronconi-Woollard
A M Cook	M H Jones	P Sangha
J P Curtice	S M Jones	P B Smith
N J Davies	A S Lewis	R V Smith
W J F Davies	D J Lewis	D G Sullivan
P Downing	R D Lewis	G J Tanner
V M Evans	C E Lloyd	C M R W D Thomas
E W Fitzgerald	P Lloyd	M Thomas
E T Kirchner	K E Marsh	L G Thomas
J A Hale	P M Meara	L J Tyler-Lloyd
J E C Harris	H M Morris	G D Walker
T J Hennegan	J Newbury	L V Walton
P R Hood-Williams	B G Owen	T M White

### Civic Salary

The following Councillors are in receipt of a **Civic Salary**. This amount is inclusive of the Basic Salary.

Councillor	Position	Amount
R J Stanton	Civic Head	£23,715
C Thomas	Deputy Civic Head	£18,445

### Band 1 Senior Salary

The following Councillors are in receipt of a **Band 1 Senior Salary**. This amount is inclusive of the Basic Salary.

Councillor	Position	Amount
D Phillips	Leader of the Council	£52,700
J C Richards	Deputy Leader of the Council	£37,100

## Band 2 Senior Salary

The following Councillors are in receipt of a **Band 2 Senior Salary**. This amount is inclusive of the Basic Salary.

Councillor	Position	Amount
N S Bradley	Regeneration Cabinet Member	£31,900
J E Burtonshaw	Place Cabinet Member	£31,900
M C Child	Wellbeing Cabinet Member	£31,900
S E Crouch	Sustainability Cabinet Member	£31,900
C R Doyle	Target Areas Cabinet Member	£31,900
W Evans	Learning & Skills Cabinet Member	£31,900
R C Stewart	Finance & Resources Cabinet Member	£31,900
M Theaker	Opportunities for Children and Young People Cabinet Member	£31,900

## Band 3 Senior Salary

The following Councillors are in receipt of a **Band 3 Senior Salary**. This amount is inclusive of the Basic Salary.

Councillor	Position	Amount
R Francis-Davies	Chair of Development Management & Control Committee	£21,910
F M Gordon	Chair of Equalities Committee	£21,910
P M Matthews	Chair of Licensing Committee	£21,910
D W W Thomas	Chair of Performance and Delivery Committee	£21,910

A M Day	Chair of Scrutiny Programme Committee	£21,910
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C A Holley	Leader of the Largest Opposition Group	£21,910
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## Band 4 Senior Salary

There are no Councillors in receipt of a **Band 4 Senior Salary**.

## Co-opted Member Payments

The following people are entitled to receive the **Co-opted Member fee**.

Co-opted Member	Position
Adrian Novis	Chair of Standards Committee
Jill E Burgess	Standards Committee – Ordinary Member
Meirion Howells	Standards Committee – Ordinary Member
Clive Walton	Standards Committee – Ordinary Member
Jennifer Gomes	Standards Committee – Ordinary Member
Alan M Thomas	Chair of Audit Committee

<b>Co-opted Member</b>	<b>Position</b>
Christine A Everest	Scrutiny Programme Committee – Ordinary Member
Sarah Joiner	Scrutiny Programme Committee – Ordinary Member

### **Maximum Limit of Senior Salaries Statement**

The IRP determined that all “Group A” Local Authorities are entitled to have no more than 19 Councillors in receipt of a Senior Salary. The City and County of Swansea confirms that this maximum level has not been exceeded.

### **Allowable Expenses and Duties Statement**

The IRPW has determined that the term ‘Allowance’ is reserved for payments which are for the reimbursement of actual and allowable expenses (e.g. for Care, Subsistence and Travel) which are necessarily incurred by Members and Co-opted Members when conducting their duties as part of “official business”.

“Official business” is defined by the IRPW Regulations as follows:

- 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 or in connection with the discharge of the functions of an executive within the meaning of Part II of the Local Government Act 2000, 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) 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 functions of the authority or any of its committees.

### **Arrangement for Payment of Salaries, Allowances and Fees Statement**

Any claim made by Members or Co-opted Members for Care, Travel or Subsistence Allowance must be made using the appropriate claim form and supported by receipts. All claims must be submitted within 3 months of the date of which any expenses were incurred.

All payments shall be made via Payroll.

### **Broadband and Telephone Allowance**

The Broadband and Telephone Allowance is paid to those Councillors that use Broadband and telephone in order to carry out the role and responsibilities of being a Councillor. The current amount is £25.00 per month.

In order to receive the Broadband and Telephone Allowance, a Councillor must provide evidence that they actually receive and pay for a Broadband Service. Such evidence must be provided on an annual basis.

Where a Councillor does not have Broadband at their home address they shall be paid £10 towards their Council related telephone calls per month.

Only one Broadband and Telephone Allowance will be given per Councillor household.

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

### **Care Allowance**

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;
- 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.

Further criteria on the payments may be found within the latest Independent Remuneration Panel for Wales' publication. The maximum amount which can be claimed is £403 per month.

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

### **Information, Communication & Technology (ICT) Allowance**

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:

- Year Elected - £1,008
- Remaining Term - £800 (Receipted) over remaining 4 year term

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 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.

Cabinet, at its meeting on 25 June 2013, agreed that rather than limiting the £200 per Municipal Year, the total amount of £200 x 4 years (£800) would be available at any time during the period. Once the £800 has been expended following appropriate receipted claims, the Authority will not pay any further monies until after the next Local Government Election in 2017.

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.

### **Mobile Phone Allowance**

The Mobile Phone Allowance is paid to qualifying members in order to supplement their mobile phone bills due to 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 £25 per month.

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

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

All Councillors shall pay for their own home telephone bills and mobile phone bills. Councillors with the exception of the Qualifying Councillors (Cabinet Members, Chair of Council and Leader of Largest Opposition Group) will receive an allowance towards their mobile telephone bills.

### **Travel Allowance**

The Travel Allowance payable in 2013-2014, as determined by the IRPW, is linked to current HM Revenue & Customs (HMRC) rates as follows:

<b>Private motor vehicle</b>	
Rate per Mile – Up to 10,000 miles	45p
Rate per Mile – Over 10,000 miles	25p
Passenger Supplement (per passenger per mile)	5p
Motor cycles (per mile)	24p
Pedal Cycle (per mile)	20p

Claims for Travel Allowance to reimburse travel expenses incurred by Members and Co-opted Members as part of official business will be payable on the completion of the relevant claim form. Members should always be mindful of choosing the most cost-effective method of travel.

All claims for private motor vehicle/cycle mileage must be accompanied by VAT fuel receipts. All claims for Travel Allowance should be made by the 5<sup>th</sup> day of every month.

All claims for other travel expenses (e.g. bus/taxi fares, car parking and toll charges) that are incurred by Members and Co-opted Members as part of official business, which do not form part of the Travel Allowance determined by the IRPW will also be met by the Council. All claim forms must be accompanied by appropriate tickets or receipts showing actual costs incurred.

The Council's claim form for Travel and Subsistence Allowance includes a statement that must be signed by the Member or Co-opted Member which confirms that they have not made and will not make any other claim in respect of the matter to which the claim relates.

### **Subsistence Allowance**

Subsistence Allowance is payable for meals and accommodation costs or expenses incurred by Members and Co-opted Members as part of official business which takes place 'out-of-county' (i.e. outside of the Council's administrative boundaries).

The IRPW has determined that Subsistence Allowance at a **maximum daily rate of £28 per day** is payable in 2013-2014 for any meals within a 24-hour period (including breakfast if not included as part of any overnight accommodation costs).

The IRPW has also determined that the maximum levels of Subsistence Allowance payable for overnight accommodation are as follows:

Day Allowance	£28 per day (must be receipted)
London overnight	£150
Cardiff overnight	£120
Elsewhere overnight	£95
Overnight stay with friends / family	£25

All claims for Subsistence Allowance must be made using the appropriate claim form and must be supported by VAT receipts where available. All claims should be made by the 5<sup>th</sup> day of every month.

The Council's claim form for Travel and Subsistence Allowance includes a statement that must be signed by the Member or Co-opted Member which confirms that they have not made and will not make any other claim in respect of the matter to which the claim relates.

### **Member or Co-opted Member is suspended or partially suspended**

Where a Member or Co-opted Member is suspended or partially suspended from being Member or Co-opted Member of the Council under Part 3 of the Local Government Act 2000 Act, the part of the relevant Allowance payable to that Member or Co-opted Member in receipt of the responsibilities or duties from which that Member or Co-opted Member is suspended or partially suspended will be withheld by the Council.

### **Other Facilities Provided to Members**

The Council also provides, without charge to individual Members, as much support as is necessary to enable them to fulfil their duties as determined by the Council, but excluding party political and personal activities.

These facilities include the provision of office accommodation, dictation and word processing facilities, and the booking of community venues for Electoral Division surgeries.

Postage, printing and photocopying costs incurred as part of official business will also be met by the Council, subject to specified limits.

### **Pensions**

Members are also eligible to join the Local Government Pension Scheme.

### **Payment / Repayment Arrangements**

Payment of salaries, allowances and fees are paid on a monthly basis. Annual salaries will be paid by instalments on a monthly basis. All payments are subject to appropriate tax and National Insurance deductions.

If a Member ceases to be entitled to Basic Salary and / or Senior Salary, the Head of Democratic Services & Section 151 Officer will make appropriate arrangements for the payment of any sum due to the Member or for recovery of any sum that is overpaid in accordance with the Council's usual procedures.

The Council requires that such part of a salary, allowance or fee must be repaid where payment has already been made in respect of any period during which the Member or Co-opted Member concerned:

- a) Is suspended or partially suspended from that Member's / Co-opted Member's duties or responsibilities in accordance with Part 3 of the Local Government Act 2000 or regulations made under that Act;
- b) Ceases to be a Member of the Council or Co-opted Member;
- c) Is in any other way not entitled to receive a salary, allowance or fee in respect of that period.

### **Election to Forgo Entitlement to Payment**

Any Member or Co-opted Member may by notice in writing to the Council's Monitoring Officer elect to forgo any part of their entitlement to a salary, allowance or fee determined annually by the IRPW.

### **Basic Responsibility / Senior Salary Role Descriptions**

Basic Responsibility / Senior Salary Role Descriptions are published within Part 6 "Councillors Allowances Scheme" within the Council Constitution. They may be viewed at [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution)

### **Records of Councillor Attendance**

The Authority maintains records of all Standing Committees that a Councillor attends and publishes this record on each Councillors personal webpage. This attendance register does not include attendance by Members at the following meetings:

- Meetings with Cabinet Members, Committee Chairs or Council Officers;
- Working Groups / Task Groups / Community Meetings;
- Community / Town Council meetings;
- Electoral Division Surgeries / Meetings of Outside bodies;
- Any other duties undertaken by a Member.

The attendance records may be viewed at [www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors)



## **Records of Councillor Activity**

No other records are kept by the Council in relation to Members' activities, apart from the following information which is either published on the Council's website or made available for public inspection:

- Register of Members' Interests, Gifts and Hospitality;
- Register of Attendance at Conferences, Seminars and Other Events;
- Details of Member Representation on Outside Bodies.

## **Annual Reports**

The Council will make arrangements in 2013-2014 for annual reports to be prepared and published by Members, in accordance with the requirements of the Local Government (Wales) Measure 2011 and any related guidance issued by the Welsh Government.

## **Publication of Remuneration and Allowances Information**

The Council is required to make arrangements for the publication of the total sums paid by the Council to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements as soon as practicable following the end of each financial year and not later than 30 September.

Councillor Allowances and Expenses payments may be viewed at [www.swansea.gov.uk/cllrsallowances](http://www.swansea.gov.uk/cllrsallowances)

The Council may amend the Schedule at any time during the year provided that such amendments accord with the IRPW's determinations for the year, as set out in its Annual or Supplementary Reports. Members, Co-opted Members and the IRPW will be informed accordingly of any amendments to this Schedule.