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Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

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let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

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Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Friday, 19 October 2018

Dear Councillor,

**DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held in the Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 25 October 2018 at 16:00.**

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interests  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by the Council from 1 September 2008.
3. Approval of Minutes 3 - 6  
To receive for approval, the minutes of the 21/06/2018
4. Designation Of The Head Of Democratic Services 7 - 10
5. Draft Report of the Independent Remuneration Panel for Wales 2019/2020 11 - 102
6. Member Referrals 103 - 106
7. Member Development Programme 107 - 114
8. Webcasting of Council, Cabinet and Committee Meetings 115 - 120
9. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**By receiving this Agenda Pack electronically you will save the Authority approx. £2.40 in printing costs**

**K Watson**

Head of Legal and Regulatory Services

Councillors:

S Aspey  
RM Granville  
DG Howells  
RM James

Councillors

KL Rowlands  
B Sedgebeer  
SG Smith  
G Thomas

Councillors

E Venables  
SR Vidal  
A Williams

## DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 21 JUNE 2018

### MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 21 JUNE 2018 AT 16:00

#### Present

Councillor E Venables – Chairperson

|             |              |            |          |
|-------------|--------------|------------|----------|
| S Aspey     | RM Granville | DG Howells | RM James |
| KL Rowlands | SG Smith     | G Thomas   | SR Vidal |

#### Apologies for Absence

A Williams

#### Officers:

|                |                                      |
|----------------|--------------------------------------|
| Michael Pitman | Business & Administrative Apprentice |
| Kelly Watson   | Head of Legal & Regulatory Services  |
| Gary Jones     | Head of Democratic Services          |

#### 138. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members/Officers:  
Cllr Alex Williams

#### 139. DECLARATIONS OF INTERESTS

None

#### 140. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 20/03/2018 were approved as a true and accurate record.

#### 141. DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

The Monitoring Officer presented a report which advised the Committee on the process followed in the appointment of the Head of Democratic Services and sought designation of the Council's Head of Democratic Services.

The Monitoring Officer reported that Section 8 (1) of the Local Government (Wales) Measure 2011 requires the Authority to designate one of its officers to discharge the democratic services functions in Section 9 of the Measure.

The Head of Democratic Services explained that he would be leaving the authority on 30 June 2018 and the authority has undertaken an appointment process. An offer of employment has been made, however there may be a delay before the successful candidate can commence employment. An interim appointment to the post of Head of Democratic Services would need to be made in order to satisfy the statutory requirements and it was proposed that the Principal Solicitor be designated as the Interim Head of Democratic Services with effect from 1 July 2018.

RESOLVED: That the Democratic Services Committee:

- (1) Designated the post of Head of Democratic Services as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011.
- (2) Designated the Authority's Principal Solicitor as the interim Head of Democratic Services to discharge the democratic services functions of the Council with effect from 1 July 2018 until the new post holder commenced employment.

142. **SERVICE AND PERFORMANCE UPDATES**

The Head of Democratic Services presented an update on the performance of services provided to Elected Members.

He presented an update on the number of referrals received between 1 March and 31 May 2018, with the benchmark set in November 2013 that approximately 45% of referrals were completed within the 10 day target period. He also reported on the number of completed referrals between 1 June 2017 and 31 May 2018 and explained that the benchmark set in November 2013 that 90-95% of referrals should be completed within the 3 month period. During the period, January 2018 was the only month that fell below this average with 89.05% of referrals being completed.

The Head of Democratic Services proceeded to explain the member development activities held as part of the Member Development Programme, together with a summary of attendance for each topic of the programme. He then explained each of the topics that are scheduled on the Member Development Programme and outlined topics identified for inclusion on the Member Development Programme.

A member asked in relation to the GDPR being classified as essential for all members and what could be done if Members do not attend. The Head of Democratic explained that although the Authority has stated that it is essential, there is no legal obligation for Members to do so and therefore cannot be penalised for it, unless the White Paper were to state otherwise.

He also explained the changes he has made for the next GDPR session based on the comments made by Members who attended the first session. He informed the Committee that the Principal Solicitor will also attend the session to give clarity on some of the terms in the form of Member Referrals so that Members have a clearer understanding of GDPR.

The Head of Democratic Services detailed the scheduled topics for future Pre-Council Briefings. The first topic on the list was listed as Bryntirion but should be Bryncethin would no longer be going ahead on the 18<sup>th</sup> July as the representatives of Bryncethin Campus were unable to attend. Members agreed to reschedule the session for the 21<sup>st</sup> November Pre Council Briefing.

Members were requested to consider scheduling Pre- Council Briefings on Community Transport on 18 July and on the Rural Development Plan on 24<sup>th</sup> October. The Committee also considered the need to have a Member Development Session in October for 'How to use Bridge Maps'.

The Head of Democratic Services reported on the number e-learning modules that have been completed by Elected Members.

To date, there has been minimal engagement with the e-learning facilities and Members were asked what they think could be done to encourage Elected Members to make

greater use of the available e learning facilities. Members stated that many of them had issues with completing certain modules and that the progress bar would freeze meaning they could not complete, Members had on many occasions given up trying to complete them.

The Head of Democratic Services noted Members' comments and stated that further support would be put in place. It was agreed that annual health checks would be suitable to ensure Members are supported effectively in their role and to ensure their devices' have no inappropriate software.

He also explained that the Restricted App for Modern.Gov is still in the process of being implemented with ICT and that the Democratic Services Committee would keep them updated on its progress. Chrome for Business has also been planned following the Council meeting on 20<sup>th</sup> June.

RESOLVED: That the Democratic Services Committee noted the contents of the report and confirmed the following:

Pre Council briefings:

18 July 18 – Community Transport  
19 Sep 18 - Carers/Young Carers  
24 Oct 18 - Bryncethin Campus  
21 Nov 18 – Rural Development Plan  
19 Dec 18 - Elective Home Education

Member Development Sessions:

27 June - GDPR 2  
11 & 31 July - Dementia Awareness  
TBC Sep 18 - ALN and Autism Awareness  
TBC Oct 18 - Using BridgeMaps  
TBC Nov 18 - Anti Slavery/Human Trafficking/Gypsy/Travellers Update

Members ICT Equipment:

That ICT perform annual health checks to ensure that that they were working correctly and that there was no inappropriate software installed on the equipment.

Group Leaders:

The committee requested that all group Leaders be informed of the attendance levels of member development activities. They were also requested to strongly encourage their members to attend/complete the relevant training sessions.

E- Learning:

That Learning and Development provide information on the following:

- How many members had starter any e-learning sessions
- How could the logging on and use of the E-learning portal be made easier
- What were the usual barriers to completing e-learning topics and how they could be avoided.

143. URGENT ITEMS

None

The meeting closed at 17:22

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO DEMOCRATIC SERVICES COMMITTEE

25 OCTOBER 2018

#### REPORT OF THE MONITORING OFFICER

#### DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

##### 1. Purpose of Report.

1.1 The purpose of this report is to seek designation of the Council's Head of Democratic Services.

##### 2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

2.1 The role of the Head of Democratic Services is likely to impact on the attainment of many of the Corporate Priorities given its role of support to Members.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background.

3.1 The Local Government (Wales) Measure 2011 requires the Authority at section 8 (1) to designate one of its officers to discharge the democratic services functions in section 9.

3.2 That duty is placed upon the Democratic Services Committee which has the following functions:

- Exercise the function of the Local Authority under section 8(1)(a) (designation of Head of Democratic Services)
- Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- Make reports and recommendations to the authority in relation to such provision

3.3 The democratic services functions are held by the officer rather than the Committee under the provisions of the Measure (sections 8 & 9) these are;-

- (1) The functions of the head of democratic services are—
  - (a) To provide support and advice to the authority in relation to its meetings, subject to subsection (2);
  - (b) To provide support and advice to committees of the authority (other than the committees mentioned in paragraph (e)) and the members of those committees, subject to subsection (2);
  - (c) To provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee, subject to subsection (2);
  - (d) To promote the role of the authority's overview and scrutiny committee or committees;
  - (e) To provide support and advice to—
    - (i) The authority's overview and scrutiny committee or committees and the members of that committee or those committees, and
    - (ii) the authority's democratic services committee and the members of that committee;
  - (f) to provide support and advice in relation to the functions of the authority's overview and scrutiny committee or committees to each of the following—
    - (i) Members of the authority;
    - (ii) Members of the executive of the authority;
    - (iii) Officers of the authority;
  - (g) To provide support and advice to each member of the authority in carrying out the role of member of the authority, subject to subsection (3);
  - (h) To make reports and recommendations in respect of any of the following—
    - (i) The number and grades of staff required to discharge democratic services functions;
    - (ii) The appointment of staff to discharge democratic services functions;

- (iii) The organisation and proper management of staff discharging democratic services functions;
- (iv) Such other functions as may be prescribed.

3.4 The Committee has an important role in support of the Head of Democratic Services and in advising particularly in relation to the support for Members.

#### **4. Current situation / proposal.**

4.1 The current Head of Democratic Services has resigned. Currently the post of Head of Democratic Services is designated as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011. The Committee is requested to note that the person designated as Head of Democratic Services cannot be the Head of Paid Service, the Section 151 Officer or the Monitoring Officer.

4.2 In order to satisfy the statutory requirements it is proposed that the designation of the Head of Democratic Services is changed on an interim basis. It is recommended that the post of Principal Lawyer be designated as the Interim Statutory Head of Democratic Services with immediate effect.

4.3 The guidance from Welsh Government is that the appointment of a Head of Democratic Services should not impose an additional expense upon the Authority. Equally, in common with other authorities in Wales the appointment combines duties of support for all Members of the Authority including the Mayor.

#### **5. Effect upon Policy Framework & Procedure Rules.**

5.1 There is no effect on the effect upon policy framework & procedure rules.

#### **6. Equality Impact Assessment**

6.1 There are no equality implications in this report.

#### **7. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The designation of the Head of Democratic Services will assist in the long term support provided to Elected Members.
- Prevention - The designation of the Head of Democratic Services will ensure that the intentions of the Local Government (Wales) Measure 2011 are met and that all Elected

Members are supported to undertake their roles effectively.

- Integration - The report supports all the wellbeing objectives.
- Collaboration - The designation of the Head of Democratic Services will provide a focal point for collaboration between Elected Members and all other officers and agencies.
- Involvement - The designation of the Head of Democratic Services will provide a focal point for the Authority for the public engagement with the democratic processes of the Council.

## **8. Financial Implications.**

- 8.1 The report has no financial implications as the designation is to an existing post within the Authority.

## **9. Recommendation.**

- 9.1 It is recommended that the Democratic Services Committee designate the Authority's Principal Lawyer as the Interim Statutory Head of Democratic Services to discharge the democratic services functions of the Council with immediate effect.

### **K Watson**

Head of Legal and Regulatory Services and Monitoring Officer

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Angel Street  
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CF31 4WB

**Background documents:** None

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**25 OCTOBER 2018**

**REPORT OF DEMOCRATIC SERVICES**

**DRAFT REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES  
2019/2020**

**1. PURPOSE OF REPORT**

- 1.1 To advise the Democratic Services Committee of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2019/20 municipal year.
- 1.2 To provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2019/20.

**2. CONNECTION TO CORPORATE IMPROVEMENT PLAN / OTHER PRIORITIES**

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. BACKGROUND**

- 3.1 The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 This is the eleventh draft Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the tenth published under the requirements of the Local Government (Wales) Measure 2011. The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.

- 3.3 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue Authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of its report and accords with the guidance issued to the Panel by the Welsh Government.
- 3.4 Representatives of the Panel carried out visits to all principal councils last year to discuss the remuneration framework and how it was implemented in each council.
- 3.5 The proposed determinations of the Independent Remuneration Panel Annual Report 2019/20 are shown at **Appendix 1**.

#### **4. CURRENT SITUATION / PROPOSAL**

##### 4.1 Basic Salary

- 4.1.1 Although public sector funding continues to be constrained, the Panel considers that an increase in the basic salary is justified. It has determined there shall be an increase of £268 p.a. (which equates to 1.97%) effective from April 2019 to the basic salary for members of principal councils. The proposed increase applied to the basic salary for members of principal councils in recognition of the basic duties expected of all elected members. Basic salary in 2019/20 for elected members of principal councils shall be £13,868. (**Determination 1**).

##### 4.2 Senior Salaries

- 4.2.1 The Panel has determined that the senior salary levels in 2019/20 for members of principal councils shall be increased as set out at page 15 of the draft report (Appendix 1). The Panel considers that the leadership and executive roles carry the greatest individual accountability and that size of population remains a major factor in influencing levels of responsibility and the use of the population groups has therefore been retained.

##### 4.2.2 Leader and Deputy Leader

The Salary for the Leader and Deputy Leader has been based on the population of the County Borough (100,001 to 199,999). The Leader is entitled to receive £49,100 and the Deputy Leader £34,600.

##### 4.2.3 Cabinet Members

Cabinet members are now all entitled to receive a senior salary of £30,100.

##### 4.2.4 Chairs of Committees

Where chairs of committees are remunerated, the chairs will be paid a salary of £22,568. The Panel has re-iterated that it is a matter for individual authorities to determine which chairs are paid. At its Annual Meeting in May 2018 Council

determined that the following Committee Chairpersons be remunerated as shown below:

- Chairperson Overview and Scrutiny Subject Committee 1
- Chairperson Overview and Scrutiny Subject Committee 2
- Chairperson Overview and Scrutiny Subject Committee 3
- Chairperson of Development Control Committee
- Chairperson of Licensing/Licensing Act 2003 Committee
- Chairperson of Audit Committee
- Chairperson of the Appeals Panel
- An Independent Member chairs the Standards Committee and receives £256 for a meeting lasting over 4 hours or £128 for meeting under 4 Hours

#### 4.2.5 Largest Opposition Group Leader

The Panel has determined that Council must make a senior salary of £22,568 available to the leader of the largest opposition group. The Council currently makes this senior salary available to the leader of the Independent Alliance Group.

#### 4.2.6 Opposition Group Leaders

A senior salary of £17,568 is able to be paid to any another group leader who represents at least 10% (6 Members) of the Council. The Council currently makes a senior salary available to the leader of the Conservative Group.

#### 4.2.7 Maximum number of Senior Salaries

The Panel has prescribed that Bridgend CBC cannot remunerate more than 18 Senior Salaries posts.

#### 4.2.8 The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out above **(Determination 2)**.

### 4.3 Civic Salaries

4.3.1 Councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose and match the level of activity or duties of a specific member to a given range of salary levels for a role. The Panel has determined **(Determination 3)** that (where paid) a civic head must be paid a salary of £22,568 and (where paid) a deputy civic head must be paid a salary of £17,568.

4.3.2 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a matter for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.

4.3.3 The Panel's determination in respect of the remuneration of the Presiding Member and Deputy Presiding Member **(Determinations 4 & 5)** are not applicable to this Authority.

### 4.4 Supporting the Work of local authority Elected Members

4.4.1 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable (**Determinations 6 & 7**).

4.4.2 The Panel considers it necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.

4.4.3 The views of the Democratic Services Committee are requested regarding the existing provision of support provided to Councillors.

#### 4.5 Specific or Additional Senior Salaries

4.5.1 The Panel has allowed for greater flexibility through the provision for 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 (**Determination 8**). Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- The total number of senior salaries cannot exceed fifty percent of the membership
- Applications will have to be approved by the Authority as a whole (this cannot be delegated) prior to submission to the Panel
- There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- Each application will have to indicate the timing for a formal review of the role to be considered by the Authority as a whole.

#### 4.6 Job Sharing arrangements

4.6.1 For members of an executive: Each "sharer" will be paid an appropriate proportion of the salary of the Population Group.

4.6.2 The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum.

4.6.3 In accordance with the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore,

for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership.

#### 4.7 Joint Overview and Scrutiny Committees (JOSC)

4.7.1 The Panel has decided to delete the payment from the Framework. If, in future, a JOSC is formed by specific councils they can apply to remunerate using the arrangements for specific or additional senior salaries (paragraph 4.5)

#### 4.8 Local Government Pension Scheme (LGPS)

**Determination 9** made by the Panel enables all Councillors in the Authority to join the Local Government Pension Scheme if they so wish.

#### 4.9 Family Absence

4.9.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013 and cover maternity, new born, adoption and parental absences from official business.

4.9.2 The Panel has determined that an Elected Member is entitled to retain a basic salary when taking family absence under The Family Absence for Members of Local Authorities (Wales) Regulations 2013 irrespective of the attendance record immediately preceding the commencement of the family absence. **(Determinations 10-15)**

#### 4.10 National Park Authorities(NPAs)

4.10.1 This Authority has no representations on the NPAs therefore **Determinations 16-22** do not apply.

#### 4.11 Fire and Rescue Authorities (FRAs)

4.11.1 **Determinations 23-29** relate to the FRAs. Cabinet appointed Cllr DBF White and Cllr C Smith to the South Wales FRA in May 2018.

#### 4.12 Co-Opted Members

4.12.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community Council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010. This Authority must pay the following fees to Co-opted Members (who have voting rights) **(Determination 30)**.

|  |   |
|--|---|
| Chairs of standards, and audit committees  | £256 (4 hours and over)<br>£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)<br>£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)<br>£99 (up to 4 hours) |
| Community and town councillors sitting on principal council standards committees  | £198 (4 hours and over)<br>£99 (up to 4 hours) |

4.12.2 Reasonable time for pre meeting preparation and travelling time to and from the place of the meeting is eligible to be included in claims made by Co-opted Members (up to the maximum of the daily rate). The extent of which can be determined by the Monitoring Officer in advance of the meeting. **(Determinations 31-34)**

4.12.3 The Panel has determined that each authority, through its Democratic Services Committee or other appropriate committee; must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without the cost to the individual member **(Determination 35)**

#### 4.13 Reimbursement of Care costs

4.13.1 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer. **(Determination 36)**

#### 4.14 Sickness Absence for Senior Salary Holders

4.14.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included. Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.
- Replacing the member who therefore loses the senior salary (but retains the basic salary).

4.14.2 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.

- e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. It would not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

4.14.3 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

#### 4.15 Reimbursement of travel, subsistence and care costs when on official business

4.15.1 All authorities may only reimburse travel costs for their members undertaking official business at the current HMRC rates which are as follows:

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

4.15.2 In respect of the reimbursement of subsistence costs the Panel has agreed that: the rates payable must be in alignment to those of the Welsh Government as follows:

- £28 per day allowance for meals, including breakfast, where not provided in the overnight charge
- £200 per night London
- £95 per night Elsewhere including Cardiff
- £30 per night Staying with friends and/or family

#### 4.16 Payments to members of Town and Community Councils

4.16.1 **Determinations 37-45** relate to payments to members of Town and Community Councils and therefore are not applicable to this Authority. Members should have the opportunity to comment on these determinations via their own Town or Community Councils

#### 4.17 Electing to Forego Remuneration

4.17.1 Although Council is unable to change the prescribed level of remuneration determined by the Panel, individual members are permitted to independently and voluntarily forego all or any element of remuneration to which they are entitled by writing to the Authority's Proper Officer.

#### 4.18 Compliance

4.18.1 The Panel's report also requires the Authority to publish its Schedule of Remuneration in accordance with the guidance and update it whenever changes are required. Details of all remuneration received by Elected Members must be published annually on the Local Authority's website in the prescribed format.

4.18.2 This Authority has a very good relationship with the Independent Remuneration Panel and its practices and documentation have been used as an exemplar of good practice and shared with all Authorities in Wales.

#### 4.19 Salaries of Heads of Paid Service of Principal Councils and Chief Officers of Principal Councils.

4.19.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (Chief Executive). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.

4.19.2 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:

- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
- b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
- c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
- d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
- e) The Panel's recommendation(s) could indicate:
  - approval of the authority's proposal
  - express concerns about the proposal
  - recommend variations to the proposalas long as these comply with any guidance issued by the Welsh Government.

4.19.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers until 2020). However, it is important to note that the Panel will not decide the amount that an individual head of paid service will receive.

4.19.5 The Panel is very aware that this additional function is significantly different from its

statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

#### 4.20 Consultation

4.20.1 The draft Annual Report of the Independent Remuneration Panel for Wales has been circulated for consultation to all councils in Wales. Comments on the draft proposals have been requested to be return to the Panel by 27 November 2018. This will provide an opportunity to review their determinations based on the feedback and finalise their determinations in the published report in February 2019.

4.20.2 The Draft Annual Report has been circulated by the Democratic Services Team to all Group Leaders and Independent Members. They have been advised that they were able to submit their comments for consideration by the Democratic Services Committee.

4.20.3 The Democratic Services Committee is recommended to consider the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2019/20 municipal year and provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2019/20.

### **5. EFFECT UPON POLICY FRAMEWORK & PROCEDURE RULES**

5.1 This is a draft report and there is currently no impact of the Policy Framework or procedure rules.

### **6. EQUALITIES IMPACT ASSESSMENT**

6.1 This report is supportive of the equalities implications for Elected Members by Including care, family and other allowances.

### **7. WELL-BEING OF FUTURE GENERALTIONS (WALES) ACT 2015 IMPLICATIONS**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report

### **8. FINANCIAL IMPLICATIONS**

8.1 The current budget set for 2018/19 for the remuneration of elected members is £1,104,440.

8.2 Should these proposals be introduced the cost of remuneration of members is likely to increase by £268 per Elected Member which equates to a total of £14,472. Some of this cost may be negated by some of the Elected Members electing to forgo some or all of their salaries.

- 8.3 It is uncertain at this stage if the proposals in the draft Annual Report will be implemented and therefore an assessment of the future budget costs cannot be made at this stage.
- 8.4 Following the publication of the Annual Report for the Independent Remuneration Panel in February 2019, an assessment will be undertaken of the cost implications prescribed by the Panel and submitted to Council for consideration.

## **9. RECOMMENDATIONS**

- 9.1 The Democratic Services Committee is recommended to consider the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2019/20 municipal year and to provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2019/20.

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### **Background documents:**

- [Independent Remuneration Panel for Wales Draft Annual Report February 2019/20.](#)
- [Bridgend County Bough Council - Schedule of Remuneration](#)
- Local Government (Wales) Measure 2011



# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

February 2019

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

## **ANNUAL REPORT 2019**

### **FOREWORD**

Last year the Panel visited each of the 22 principal councils and met with many members and officers. We produced and published a report setting out our findings from the visit. The report is available on the Panel's website.

In this draft Annual Report we have reflected some of the issues that arose during our visits. We have previously indicated that payments to councillors have not kept pace with the original comparator the Panel used to establish an appropriate level of remuneration because of pressures on public expenditure. The effect of this can be seen in the table and graph that we have included in this report.

We are proposing another modest increase in the basic salary of elected members of principal councils which will at least prevent further erosion. For the first time in several years we are also proposing a small increase in the remuneration of leaders and executive members.

The Panel is also proposing further changes in respect of payments to members of community and town councils.

As ever, we will appreciate receiving responses to this draft Report by the deadline contained in the covering letter.

**John Bader**  
**Chair**

### **Panel Membership**

John Bader – Chair  
Gregory Owens - Vice Chair  
Stephen Mulholland

Julie May  
Saz Willey  
Roger Symonds

Detailed information about the members can be found on the website:

<http://gov.wales/irpwsb/home/?lang=en>

## Contents

|  |    |
|--|----|
| Introduction   | 3  |
| 1. The Panel's Framework: Principles of Members' Remuneration  | 6  |
| 2. Annual Report Summary Page  | 8  |
| 3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries   | 9  |
| 4. Joint Overview and Scrutiny Committees (JOSC)   | 22 |
| 5. Pension Provision for Elected Members of Principal Councils   | 23 |
| 6. Entitlement to Family Absence   | 24 |
| 7. Payments to Members of National Park Authorities  | 25 |
| 8. Payments to Members of Welsh Fire and Rescue Authorities  | 29 |
| 9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities                       | 33 |
| 10. Reimbursement of Costs of Care   | 35 |
| 11. Sickness Absence for Senior Salary Holders   | 36 |
| 12. Reimbursement of Travel and Subsistence Costs when on Official Business  | 38 |
| 13. Payments to Members of Community and Town Councils   | 40 |
| 14. Compliance with Panel Requirements   | 49 |
| 15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils | 50 |
| Annex 1: The Panel's Determinations for 2019/20  | 57 |
| Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:  | 62 |
| Annex 3: Schedule of member remuneration   | 77 |
| Annex 4: Publication of Remuneration – the Panel's Requirements  | 79 |

## Introduction



This is the eleventh Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the eighth published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be 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 appropriate value-for-money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these 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 amount<sup>1</sup> ...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 relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments.
4. However, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role. In 2009 the Panel aligned members' 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 at that time was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
5. During our visits to all principal councils last year many members expressed the view that, compared with a traditional paid employment the basic salary is too low to attract younger people and to encourage greater diversity. They also pointed out the significant differences between remuneration and support

available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council.

6. The financial constraints on the public sector and particularly local authorities has meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel has decided to increase the basic annual salary to £13,868 (an increase of 1.97%).
7. The salaries of leaders and members of the executive have not been increased for several years (except for the increase in the basic element). We consider that holders of these posts have significant functional responsibility and compared to remuneration of many other public sector roles are not well paid. We have therefore proposed a modest increase of £800 (inclusive of the £268 increase in the basic salary).
8. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the Framework to reimburse the costs of care. It appears that some members are still reluctant to claim all that they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our Framework so that members concerned are not financially disadvantaged.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.
10. We have continued to engage with community and town councils and met with several representative groups earlier in the year. We also convened 4 sessions with council clerks to provide an opportunity for clarification about administrative matters. As a result we propose further amendments to our Framework in respect of community and town councils. The proposed determinations for community and town councils are in Section 13.
11. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh

Government.

12. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions each year. The Panel's decisions in the past year are at Section 15.

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

# **1. The Panel's Framework: Principles of Members' Remuneration**

## **Upholding trust and confidence**

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

## **Simplicity**

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

## **Remuneration**

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

## **Diversity**

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

## **Accountability**

- 1.5 Taxpayers and citizens have the right 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 expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

## **Fairness**

- 1.6 The Framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

## **Quality**

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

## **Transparency**

- 1.8 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.

## **Remuneration of Officers**

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the paid officers of these authorities.

## 2. Annual Report Summary Page

| Type of Payment                                 | Type of Authority  |                           |                             |                             |
|---|--------------------|---------------------------|-----------------------------|-----------------------------|
|   | Principal Councils | National Park Authorities | Fire and Rescue Authorities | Community and Town Councils |
| Basic Salary                                    | page 12            | page 26                   | page 30                     | N/A <sup>2</sup>            |
| Senior Roles                                    | page 15            | page 26                   | page 30                     | page 42                     |
| Committee Chairs                                | page 15            | page 26                   | page 30                     | N/A                         |
| Opposition Groups                               | page 15            | N/A                       | N/A                         | N/A                         |
| Civic Heads and Deputies                        | page 16            | N/A                       | N/A                         | page 44                     |
| Presiding Members                               | page 17            | N/A                       | N/A                         | N/A                         |
| Mileage   | page 38            | page 38                   | page 38                     | page 43                     |
| Other Travel Costs                              | page 38            | page 38                   | page 38                     | page 43                     |
| Subsistence Costs                               | page 39            | page 39                   | page 39                     | page 43                     |
| Costs of Care                                   | page 35            | page 35                   | page 35                     | page 44                     |
| Family Absence                                  | page 24            | N/A                       | N/A                         | N/A                         |
| Sickness Absence                                | page 36            | page 36                   | page 36                     | N/A                         |
| Joint Overview and Scrutiny Committees          | page 22            | N/A                       | N/A                         | N/A                         |
| Pension   | page 23            | N/A                       | N/A                         | N/A                         |
| Co-optees                                       | page 33            | page 33                   | page 33                     | N/A                         |
| Specific or Additional Allowances               | page 20            | page 27                   | page 31                     | N/A                         |
| Payments to Community and Town Councillors      | N/A                | N/A                       | N/A                         | page 40                     |
| Compensation for Financial Loss                 | N/A                | N/A                       | N/A                         | page 43                     |
| Statement of Payments                           | page 79            | page 79                   | page 79                     | page 79                     |
| Schedule of Remuneration                        | Page 77            | Page 77                   | Page 77                     | N/A                         |
| Salaries of Chief Executives and Chief Officers | Page 50            | N/A                       | Page 50                     | N/A                         |

<sup>2</sup> Not Applicable

### 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 in 2009 aligned the 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). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount (close to £16,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.

3.1.1 The tables below represent IRPW determinations on changes in pay of backbench members in Wales, together with 4 measures of possible alternative rates of increases, over the subsequent 8 years. Table 1 gives the percentage increases. Table 2 gives the actual figures. Retail Price Index (RPI) and Consumer Price Index (CPI) have been adopted by government and many organisations as appropriate inflationary measures. The National Joint Council (NJC) scale (a measure of public sector pay) takes spinal point 27 as an appropriate comparator figure to the members' basic rate. The All Wales Median Salary is published by the National Statistical Office. The 2010 starting figure in all cases is £13,868.

3.1.2 To set this in the context of other Welsh elected members, over this same period assembly members' salaries have increased by 24% (£53,852 to £66,874 - now indexed to Average Salaries in Wales ASHE) and MPs' salaries have increased by 17.7% (£65,738 to £77,379).

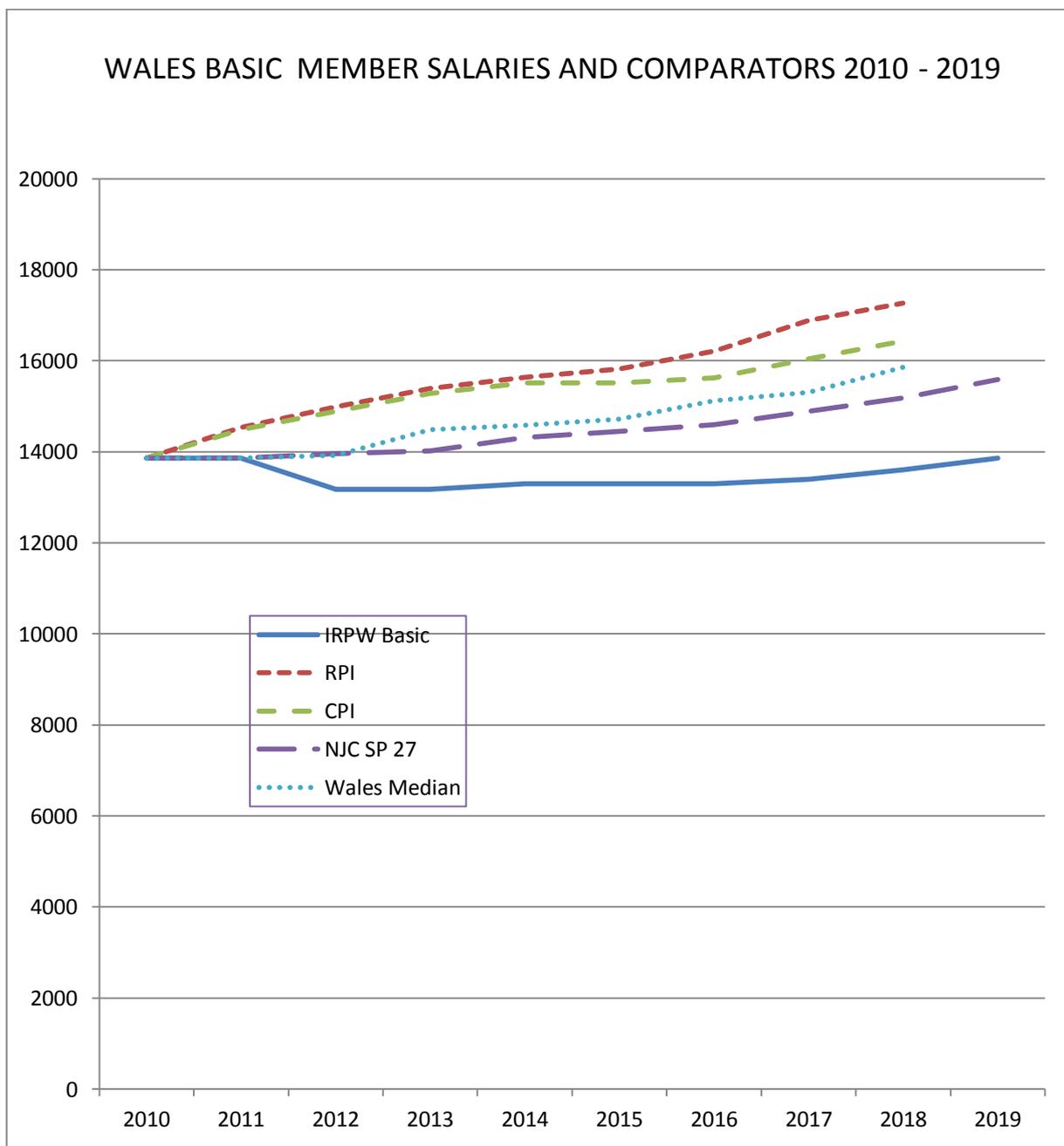
3.1.3 Thus, backbench members' salaries have remained relatively static over the last 9 years and, in real terms, have fallen significantly behind by any reasonable measure.

**Table 1: Basic Members' salaries and alternative comparators 2010-18 by percentage**

| <b>Year</b>         | <b>2010</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>IRPW Basic</b>   | 3.8         | 0           | -5.0        | 0           | 0.95        | 0           | 0           | 0.75        | 1.5         | 1.97        |
| <b>RPI</b>          | 4.8         | 4.8         | 3.1         | 2.7         | 1.6         | 1.2         | 2.5         | 4.1         | 2.3         |             |
| <b>CPI</b>          | 3.3         | 4.5         | 2.8         | 2.6         | 1.5         | 0           | 0.7         | 2.7         | 2.4         |             |
| <b>NJC SP 27</b>    | 0           | 0           | 0.7         | 0.43        | 2.05        | 1.0         | 1.0         | 2.0         | 2.0         | 2.6         |
| <b>Wales Median</b> | 2.5         | 0           | 0.44        | 4.0         | 0.64        | 1.0         | 2.7         | 1.2         | 3.6         |             |

**Table 2: Basic Members' salaries and alternative comparators 2010-18 by actual**

| Year                | 2010  | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017  | 2018  | 2019  |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>IRPW Basic</b>   | 13868 | 13868 | 13175 | 13175 | 13300 | 13300 | 13300 | 13400 | 13600 | 13868 |
| <b>RPI</b>          | 13868 | 14533 | 14984 | 15388 | 15635 | 15822 | 16218 | 16883 | 17271 |       |
| <b>CPI</b>          | 13868 | 14492 | 14897 | 15285 | 15514 | 15514 | 15623 | 16044 | 16429 |       |
| <b>NJC SP 27</b>    | 13868 | 13868 | 13965 | 14025 | 14312 | 14455 | 14600 | 14892 | 15190 | 15585 |
| <b>Wales Median</b> | 13868 | 13868 | 13929 | 14486 | 14579 | 14725 | 15122 | 15303 | 15855 |       |



- 3.2 The Panel remains aware that the core activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These circumstances can vary significantly within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to community that goes beyond defined remunerated hours. Elected members commonly report time spent that is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').
- 3.3 In 2017 Panel members visited all Welsh principal councils to meet with elected members to inform and update their understanding of elected and co-opted member activities. During 2018 the Panel will continue its regular liaison with councillors and officers. Panel members will meet with the Chairs of Democratic Services Committees and their officers and meet with Council Leaders and other elected member representatives under the auspices of the WLGA. The Panel has also, through varied correspondence with councils and individual council members and others maintained its ongoing dialogue. The position generally expressed by councillors and officers remains, particularly in the context of austerity, that the basic workload discharged by all elected members is substantial and significantly exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for Wales the Panel also considered the RPI, the CPI, NJC Pay Scales and Living Wage figures. As shown in Table 1 above, the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. In 2017 the Panel began action to narrow the gap and limit the rate of erosion. Any adjustments have been in keeping with the Panel's principle that its determinations should be affordable and acceptable. Although public sector funding continues to be constrained, the information set out in Table 1 and Table 2 supports the Panel's consideration that a further increase in the basic salary is justified. It has determined there shall be an increase of £268 a year which equates to 1.97%. This restores the level of the basic salary to the amount paid in 2011. The proposed increase applies to the basic salary for members of principal councils in recognition of the basic duties expected of all elected members.

## **Senior salaries for elected members of principal councils**

- 3.5 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2019/20 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 3. This reflects the increase to the cap for the Isle of Anglesey Council as set out in the Panel's supplementary report issued in 2017.

**Determination 1: Basic salary in 2019/20 for elected members of principal councils shall be £13,868.**

**Table 3:** Maximum numbers of council membership eligible for payment of a senior salary

| <b>Council</b>                                     | <b>Number of councillors</b> | <b>Number of senior salaries</b> |
|--|------------------------------|----------------------------------|
| <b>Group A (populations over 200,000)</b>          |                              |                                  |
| Cardiff  | 75                           | 19                               |
| Rhondda Cynon Taf                                  | 75                           | 19                               |
| Swansea  | 72                           | 19                               |
| <b>Group B (populations of 100,000 to 200,000)</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                               |
| <b>Group C (populations of up to 100,000)</b>      |                              |                                  |
| Blaenau Gwent                                      | 42                           | 17                               |
| Ceredigion   | 42                           | 17                               |
| Denbighshire                                       | 47                           | 17                               |
| Isle of Anglesey                                   | 30                           | 16                               |
| Merthyr Tydfil                                     | 33                           | 16                               |
| Monmouthshire                                      | 43                           | 17                               |
| Torfaen  | 44                           | 17                               |

### **Payments to members of the Executive, Chairs of committees and the Leader of the Opposition**

3.6 The Panel has not increased the senior salaries paid to these post holders for six years. They have only received any increase in the basic salary applicable to all members.

#### The Executive

- 3.6.1 In 2009 the Panel concluded that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers have reinforced this conclusion. In fact many executive members indicated that their workload has increased and concerns were also expressed by many members that the

differential in salary between a chair of a committee and a member of an executive did not recognise the difference in responsibility or workload.

- 3.6.2 In recognition of this the Panel has determined that there should be an increase to the Band 1 and Band 2 senior salaries payable to the Leader, the Deputy Leader and Executive Members.
- 3.6.3 The amount of the increase is £800. This is inclusive of the £268 increase to the basic salary that all members will receive as set out in Determination 2.

#### Chairs of Committees

- 3.6.4 There is a significant difference in the responsibilities and functions of chairing different committees. Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- 3.6.5 Where chairs of committees are paid, the remuneration is: £22,568.

## The Senior Salary Bands

**Determination 2: The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 4.**

**Table 4:** Basic salary and senior salaries payable to members of principal councils

| <b>Basic salary (payable to all elected members) £13,868</b>     |   |   |   |
|--|---|---|---|
|  | <b>Group A</b><br>(Cardiff, Rhondda Cynon Taf, Swansea) | <b>Group B</b><br>(Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham) | <b>Group C</b><br>(Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey) |
| <b>Senior salaries (inclusive of basic salary)</b>               |   |   |   |
| <b>Band 1</b><br>Leader  | £54,100   | £49,100   | £44,100   |
| Deputy leader  | £38,100   | £34,600   | £31,100   |
| <b>Band 2</b><br>Executive members                               | £33,100   | £30,100   | £27,100   |
| <b>Band 3</b><br>Committee chairs (if remunerated):              |   | £22,568   |   |
| <b>Band 4</b><br>Leader of largest opposition group <sup>3</sup> |   | £22,568   |   |
| <b>Band 5</b><br>Leader of other political groups                |   | £17,568   |   |

**Table 4 notes:**

- a. The Panel considers that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and 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) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- b. It is proposed to increase Band 1 and Band 2 senior salaries for Leader, Deputy Leader and Executive Members by £800, inclusive of the £268 increase on the basic salary that all members will receive.
- c. Committee chairs will be paid at Band 3. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

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

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<sup>3</sup> Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “*largest opposition group*” and “*other political group*”.

### **Payments to Civic Heads and Deputies (Civic Salaries)**

- 3.7 The Panel notes that most councils have currently set salaries for civic heads and deputies to accord with their population groups, rather than to reflect the specific responsibilities attached to the roles. Councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose and match the level of activity or duties of a specific member to a given range of salary levels for a role. All such choices are now removed. In the case of civic salaries, if paid, the payment for Band 3 is set at £22,568 for a civic head and at the Band 5 salary of £17,568 for a deputy civic head (Determination 3).
- 3.8 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.
- 3.9 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).

**Determination 3: The Panel has determined that (where paid) a civic head must be paid a Band 3 salary of £22,568 and (where paid) a deputy civic head must be paid a Band 5 salary of £17,568.**

- 3.10 Civic heads 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. The Panel's requirement that members should not have to pay for the cost of the support (see determination 7) that is needed to carry out their duties applies also in respect of deputy civic heads.
- 3.11 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.12 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a matter for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.13 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

### **Payments to Presiding Members**

- 3.14 Councils are reminded that if a presiding member is appointed they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £22,568.

**Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.**

**Determination 5: The Panel has determined that the post of deputy presiding member will not be remunerated.**

### **Key factors underpinning the Panel's determinations:**

- 3.15 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.16 The prescribed salary and expenses 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. It is fundamental that there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

- a) An elected member must not be remunerated for more than one senior post within his or her authority
- b) An elected member must not be paid a senior salary and a civic salary
- c) All senior and civic salaries are paid inclusive of basic salary
- d) 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
- e) 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 appointed
- f) Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care

### **Supporting the work of local authority elected members**

- 3.17 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.
- 3.18 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as

to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.

- 3.19 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.20 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.21 For co-opted members the support requirements are set out in section 9 and determination 35.

**Determination 6: The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.**

**Determination 7: The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.**

## Specific or additional senior salaries

- 3.22 The Panel has allowed for greater flexibility through the provision for 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. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.24.

**Determination 8: The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

- 3.23 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent<sup>4</sup> of the membership.
  - b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - 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.

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<sup>4</sup>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.

### 3.24 **Job Sharing Arrangements**

For members of an executive: Each “sharer” will be paid an appropriate proportion of the salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.

The Panel must be informed of the details of any job share arrangements.

The Panel’s determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

## **4. Joint Overview and Scrutiny Committees (JOSC)**

- 4.1 As no council has made use of the arrangements notwithstanding that Regulations are still in force, the Panel has decided to delete the payment from the Framework. If, in future, a JOSC is formed by specific councils they can apply to remunerate using the arrangements of paragraphs 3.22 and 3.23.

## **5. Pension Provision for Elected Members of Principal Councils**

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

**Determination 9: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.**

## 6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013<sup>6</sup> and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

**Determination 10: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.**

**Determination 11: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.**

**Determination 12: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.**

**Determination 13: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.**

**Determination 14: When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.**

**Determination 15: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.**

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<sup>6</sup> [http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi\\_20132901\\_mi.pdf](http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf)

## 7. Payments to Members of National Park Authorities (NPAs)

### Structure of National Park Authorities

- 7.1 The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding NPAs. In managing the National Park, the Authority has 3 main purposes:
- to protect the natural beauty of the Park;
  - to help visitors enjoy and understand it;
  - and to foster the wellbeing of local people.
- 7.2 National Park Authorities have a committee of Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments Process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 7.3 The structure of the Members' Committee at each of the 3 national parks is set out in Table 5.

**Table 5: Membership of Welsh National Park Authorities**

| National Park Authority    | Total Membership | Principal Council Members  | Welsh Government appointed Members |
|----------------------------|------------------|--|------------------------------------|
| <b>Brecon Beacons</b>      | 24               | 16:<br>Blaenau Gwent County Borough Council – 1<br>Carmarthenshire County Council – 2<br>Merthyr Tydfil County Borough Council – 1<br>Monmouthshire County Council – 2<br>Powys County Council – 8<br>Rhondda Cynon Taf County Borough Council - 1<br>Torfaen County Borough Council – 1 | 8                                  |
| <b>Pembrokeshire Coast</b> | 18               | 12:<br>Pembrokeshire County Council – 12   | 6                                  |
| <b>Snowdonia</b>           | 18               | 12:<br>Conwy County Borough Council – 3<br>Gwynedd Council – 9   | 6                                  |

- 7.4 In addition, Standards Committees of NPAs have Independent Co-opted members whose remuneration is included in the Framework as set out in Section 9.

7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:

- 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.
- There is an expectation that members will participate in training and development.
- 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. The chair is not only the leader of the authority but is also the public face of the particular national park and is 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**

7.6 The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.

7.7 The Panel has determined there should be an increase of £268 (which equates to 1.97%).

7.8 The Panel note salaries to members of NPAs and principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. Therefore, the salary for ordinary members of NPAs will increase to £3,735.

7.9 The Panel has also previously determined that the remuneration of an NPA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £12,435.

7.10 The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,435 or £6,135, commensurate with the significant and sustained duties to be discharged in a particular role.

## **Additional Senior Salaries**

- 7.11 Feedback was received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.
- 7.12 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to NPAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
  - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.
- 7.13 The Panel has made the following determinations:

**Determination 16: The basic salary for NPA ordinary members shall be £3,735.**

**Determination 17: The senior salary of the Chair of an NPA shall be £12,435.**

**Determination 18: An NPA senior salary can be paid to a Deputy Chair and up to two committee Chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility £7,435 or £6,135.**

**Determination 19: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

**Determination 20: Members must not receive more than one NPA senior salary.**

**Determination 21: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.**

**Determination 22: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.**

The Panel's determinations on Travel and Subsistence, Reimbursements of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

Note: Family absence does not apply to Welsh Government appointed members and local authority nominees are covered by their principal council so NPAs are not required to make any arrangements in this respect.

## 8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

### Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and FRAs were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 6.

**Table 6: Membership of Fire and Rescue Authorities**

| Name of Fire and Rescue Authority | Number of Local Authority Members  |
|-----------------------------------|--|
| Mid and West Wales                | 25:<br>Carmarthenshire County Council – 5<br>Ceredigion County Council – 2<br>Neath Port Talbot County Borough Council – 4<br>Pembrokeshire County Council – 3<br>Powys County Council – 4<br>Swansea City and County Council – 7  |
| North Wales                       | 28:<br>Conwy County Borough Council – 5<br>Denbighshire County Council – 4<br>Flintshire County Council – 6<br>Gwynedd Council – 5<br>Isle of Anglesey County Council – 3<br>Wrexham County Borough Council – 5  |
| South Wales                       | 24:<br>Bridgend County Borough Council – 2<br>Blaenau Gwent County Borough Council – 1<br>Caerphilly County Borough Council – 3<br>Cardiff City Council – 5<br>Merthyr Tydfil County Borough Council – 1<br>Monmouthshire County Council – 2<br>Newport City Council - 2<br>Rhondda Cynon Taf County Borough Council - 4<br>Torfaen County Borough Council – 2<br>Vale of Glamorgan Council -2 |

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.

- 8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:
- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. 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 groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
  - There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
  - Training sessions often follow on from authority meetings to make the training accessible.

### **Basic and Senior Salaries**

The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations. The Panel has determined there should be an increase of £268 (which equates to 1.97%).

- 8.6 The Panel note salary to members of FRAs and principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. The salary for ordinary members of FRAs will increase to £1,780.
- 8.7 The Panel determined that the remuneration of an FRA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £10,480.
- 8.8 The Panel determined that the remuneration of an FRA Deputy Chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary. This salary will increase to £5,480.
- 8.9 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

## **Additional Senior Salaries**

- 8.10 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to FRAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
  - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

## **Local Pension Boards**

8.11 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board Chairs. The senior salaries in Determination 25 or 26 cannot be used exclusively for this role.

8.12 The Panel has made the following determinations:

|   |
|---|
| <b>Determination 23: The basic salary for FRA ordinary members shall be £1,780.</b> |
|---|

|   |
|---|
| <b>Determination 24: The senior salary of the Chair of an FRA shall be £10,480.</b> |
|---|

|   |
|---|
| <b>Determination 25: An FRA senior salary can be paid to the Deputy Chair and up to two Chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.</b> |
|---|

|   |
|---|
| <b>Determination 26: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.</b> |
|---|

**Determination 27: Members must not receive more than one FRA senior salary.**

**Determination 28: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.**

**Determination 29: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.**

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

## 9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities <sup>7</sup>

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. Recognising the important role that co-opted members have, payment must be made for preparation time, committee and other types of meetings as well as other activities, including training, as set out in Determination 31.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

**Determination 30: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 7).**

**Table 7: Fees for co-opted members (with voting rights)**

|   |  |
|---|--|
| Chairs of standards, and audit committees   | £256<br>(4 hours and over)<br>£128 (up to 4 hours)           |
| Ordinary members of standards committees who also chair standards committees for community and town councils                      | £226 daily fee<br>(4 hours and over)<br>£113 (up to 4 hours) |
| Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee | £198<br>(4 hours and over)<br>£99 (up to 4 hours)            |
| Community and town councillors sitting on principal council standards committees  | £198<br>(4 hours and over)<br>£99 (up to 4 hours)            |

**Determination 31: Reasonable time for pre meeting preparation is 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 32: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).**

**Determination 33: 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 34: Fees must be paid for meetings and other activities including 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.**

## **Support for co-opted members**

- 9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's Determinations were not being fully implemented and there was limited support available for co-opted members.

**Determination 35: The Panel has determined that each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.**

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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<sup>7</sup> This section does not apply to co-opted members to community and town councils.

## 10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. The same provision for Community and Town Councils is given in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

**Determination 36: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

## 11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying them the senior salary.
  - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
  - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
  - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
  - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
  - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
  - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
  - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of National Park Authorities.

## 12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4 The Panel has determined 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 the current HM Revenue and Customs (HMRC) rates which are:

### Reimbursement of mileage costs

|              |   |
|--------------|---|
| 45p per mile | Up to 10,000 miles in a year by car         |
| 25p per mile | Over 10,000 miles in a year by car          |
| 5p per mile  | Per passenger carried on authority business |
| 24p per mile | Motor cycles                                |
| 20p per mile | Bicycles                                    |

- 12.5 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

### Reimbursement of other travel costs

- 12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be 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 |
| £200 per night | London   |
| £95 per night  | Elsewhere  |
| £30 per night  | Staying with friends and/or family   |

- 12.7 These rates are 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 and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8 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.
- 12.9 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 it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10 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.

## Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

## 13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 Since producing its last report, the Panel has so far met with 154 Councillors and Clerks representing 175 community and town councils in 7 meetings it held across Wales. The Panel also gave evidence to the Welsh Government's review of Community and Town Councils. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In its last Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

**Table 8: Community and Town Council Groupings**

| <b>Community and Town Council Group</b> | <b>Income or Expenditure in 2018-19 of:</b> |
|---|---|
| A                                       | £200,000 and above                          |
| B                                       | £30,000 - £199,999                          |
| C                                       | Below £30,000                               |

- 13.4 The discussions held with community and town councils during 2018 raised a number of queries in respect of which the following paragraphs provide further clarification.
- 13.5 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.6 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

- 13.7 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to make arrangements for correct payments to be made to all individuals entitled to receive them.
- 13.8 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.9 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so to thereby prevent payments being made to themselves alone.
- 13.10 The Panel wants any member who has personal costs, support needs or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of all community and town councils as set out in Determination 37. The Panel is also mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 43.
- 13.11 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.12 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.
- 13.13 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

### **Payments towards costs and expenses**

- 13.14 The Panel is mandating a payment of £150 as a contribution to costs and expenses for members of all community and town councils. Previously this was not mandated for all groups, but feedback expressed disappointment in this and the Panel felt that any member who wanted to receive this payment should be entitled to do so.

- 13.15 For the avoidance of doubt this determination now includes councils in Group C as well as Groups A and B. Receipts are not required for these payments.

**Determination 37: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.**

### **Senior roles**

- 13.16 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B and C can pay up to five responsibility payments for specified roles. A Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 38: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

**Determination 39: Community and town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

Where a person is a member of more than one town or community council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

### **Reimbursement of travel costs and subsistence costs**

- 13.17 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs and where it does the following determinations apply.

**Determination 40: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>8</sup> 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 mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 41: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

### **Compensation for financial loss**

13.18 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure had not been adjusted for a number of years and therefore the Panel has updated it in line with the most recent *Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted)*. Members must be able to demonstrate that the financial loss has actually been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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<sup>8</sup> Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

**Determination 42: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:**

- Up to £54.00 for each period not exceeding 4 hours
- Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours

### **Reimbursement of the costs of care**

13.19 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.20 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

**Determination 43: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

### **Civic Head / Deputy Civic Head**

13.21 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay for the cost of the support that is needed to carry out these duties. This requirement also applies in respect of deputy civic heads.

13.22 For the avoidance of doubt, support in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post.

13.23 These support costs relate to the tasks and duties of the roles and individual councils will make funding decisions in relation to such support, as they deem

appropriate for the levels of civic leadership they have in place.

- 13.24 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.25 This payment is to be used or retained at the individual's discretion and does not relate to the support costs set out about above.
- 13.26 The Panel has determined that the maximum amount that can be paid to a chair/mayor of a community or town council is £1,500. The maximum amount that can be paid to a deputy mayor/chair is £500.

**Determination 44: Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 45: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

## Making Payments to members

- 13.27 Table 9 sets out each of the above Determinations and if a decision is required by the council in respect of each one.
- 13.28 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.29 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.30 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.31 When payments take effect from is set out in paragraphs 13.33 to 13.36 below.
- 13.32 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 9**

| <b>Determination Number</b>  | <b>Is a decision required by council?</b>  |
|--|--|
| <b>37</b> - All community and town councils must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.   | No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing   |
| <b>38</b> – Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses | Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it |
| <b>39</b> – Community and town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses                                | Yes – the payment of £500 is optional for up to 5 members  |
| <b>40</b> – Community and town councils can make payments to each of their   | Yes – the payment of travel costs is optional  |

|   |  |
|---|--|
| members in respect of travel costs for attending approved duties  |  |
| <b>41</b> – If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members  | Yes – the payment of overnight subsistence expenses is optional                                |
| <b>42</b> – Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties  | Yes – the payment of financial loss allowance is optional                                      |
| <b>43</b> – All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month | No - the payment is mandated for every member if they are eligible to claim, and wish to do so |
| <b>44</b> – Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500  | Yes – the payment to a Civic Head is optional  |
| <b>45</b> – Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500  | Yes – the payment to a Deputy Civic Head is optional   |

13.33 All members should be paid the £150 as set out in Determination 37 from the start of the municipal year (unless they are elected later in the municipal year).

13.34 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 38,39, 44 and 45 are payable from the date when the member takes up the role during the municipal year.

13.35 When the payment is actually made to the member, how many payments the total amount payable is broken down into, and whether and how to recover any payments made to a member who leaves their role during the municipal year, is a matter for each council to decide.

13.36 Payments in respect of Determinations 40, 41, 42 and 43 are payable when the activity they relate to has taken place.

- 13.37 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.
- 13.38 As stated in paragraph 13.9, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

### **Publicity requirements**

- 13.39 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this requirement.

## 14. Compliance with Panel Requirements

### The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority<sup>9</sup> to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

### Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 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. The following applies to all authorities including Community and town councils.**

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

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<sup>9</sup> Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

## 15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at <http://gov.wales/docs/dsllg/publications/localgov/160212-irp-guide-salaries-en-v2.pdf>. This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
  - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
  - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
  - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
  - e) The Panel's recommendation(s) could indicate:
    - approval of the authority's proposal
    - express concerns about the proposal
    - recommend variations to the proposal
- as long as these comply with any guidance issued by the Welsh Government.
- 15.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers

until 2020).

- 15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.
- 15.6 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

### **Pay Policy Statements**

- 15.7 Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements. The Panel has considered this in the context of its resources and has decided that these limit the time that could be applied to this open power. So it will examine changes from year to year of the salaries of Chief Executives and Chief Officers to ensure that these comply with the requirements of the legislation.



19 February 2018

Mr Darren Mepham  
Chief Executive  
Bridgend County Borough Council

Dear Mr Mepham

### **Proposed Senior Management Structure**

I agreed with Kelly Watson that I would confirm my observations on your proposals that I discussed with her by telephone on Wednesday 14<sup>th</sup> February.

Your proposed restructure has been approved by Council and the next stage is to seek approval to consult and move to a job evaluation exercise. This is entirely a matter for the Council and is not within the Panel's remit as determined by the legislation and Welsh Government guidance.

However, following the job evaluation it is the intention to "slot" members of staff into posts within the new structure. If this results in a change in salary (increase or decrease) for any individual this would be a matter for our consideration. I asked Kelly Watson the intention in respect of the post of Deputy Chief Executive and was advised that this role would be added to the responsibilities of one of the corporate directors. I consider that this would be a matter for the Panel.

I hope that this explanation is helpful.

Yours sincerely

John Bader  
Chair



Ceri Davies  
Head of Human Resources  
Pembrokeshire County Council

26 April 2018

Dear Mr Davies

**Proposal to change the remuneration of a chief officer**

Your letter and accompanying documentation dated 27 February was considered by the Independent Remuneration Panel for Wales at the meeting on 22 March. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

Having examined the submission from your authority it is the decision of the Panel to approve the proposal as submitted.

Yours sincerely

John Bader  
Chair



Rhian Hayden  
Head of Financial Services  
Blaenau Gwent County Borough Council  
[rhian.hayden@blaenau-gwent.gov.uk](mailto:rhian.hayden@blaenau-gwent.gov.uk)  
Eich Cyf: RH/KE/IRPW  
En Cyf: IRPW Case 21

27 March 2018

Dear Ms Hayden

### **Application for Additional Specific Senior Salaries**

Your submission sent on the 9 and 15 March for two additional senior salaries was considered by the Panel in its meeting on the 22 March.

Having examined the submission from your authority the Panel consider that the nomination of two councillors to Silent Valley Waste Service Ltd (SVWS) as directors and the payment of those directors by the company falls outside the Panel's remit.

This is because SVWS is a separate legal entity and the duty of the directors is directly owed to the company which is an outside body distinct from Blaenau Gwent county borough council. Payment to directors is not within the Panel's remuneration Framework.

SVWS can therefore decide to pay its directors as it chooses.

Yours sincerely

Sinéad O'Toole  
Secretariat



Deb Yeates  
Rheolwr Tîm, Gweithredu AD  
Team Leader, HR Operations  
debra.yeates@swansea.gov.uk

17 July 2018

Dear Ms Yeates

### **Chief Legal Officer – increase of salary**

Your email of the 1<sup>st</sup> June with the enclosed *Report to the Independent Remuneration Panel* and the additional information provided afterwards was considered by the Independent Remuneration Panel for Wales at its meeting on 13 and 14 June and the 11 July . All the Panel were present in the June meeting and five out of the six were present in the July meeting and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority, it is the decision of the Panel to approve the proposal to increase the salary of the Chief Legal Officer from a range of £67,633 - £83,240 to a salary range of £83,240 - £93,645

Yours sincerely

John Bader  
Chair



Ceri Davies  
Head of Human Resources  
Pembrokeshire County Council

CC: JoanneP-Davies@pembrokeshire.gov.uk

7 September 2018

Dear Ceri,

**Proposal to change the remuneration of a chief officer – Head of ITC**

Your letter and accompanying documentation dated 26<sup>th</sup> July was considered by the Independent Remuneration Panel for Wales at the meeting on 22<sup>nd</sup> August. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

The proposal is that the new Head of ITC is recruited on a band 6 salary (£59,376-£63,310) in contrast to the previous salary which was on band 3 (£75,573-£83,133).

Having examined the submission from your authority it is the decision of the Panel to approve the proposal as submitted.

Yours sincerely

John Bader  
Chair

## Annex 1: The Panel's Determinations for 2019/20

| <b>Principal Councils</b>                     |   |
|---|---|
| 1.  | Basic salary in 2019/20 for elected members of principal councils shall be £13,868.   |
| 2.  | The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 4.   |
| 3.  | The Panel has determined that (where paid) a civic head must be paid a Band 3 salary of £22,568 and (where paid) a deputy civic head must be paid a Band 5 salary of £17,568.   |
| 4.  | The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.   |
| 5.  | The Panel has determined that the post of deputy presiding member will not be remunerated.  |
| 6.  | The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information. |
| 7.  | The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.  |
| <b>Specific or Additional Senior Salaries</b> |   |
| 8.  | The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.  |
| <b>Local Government Pension Scheme</b>        |   |
| 9.  | The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.   |
| <b>Family Absence</b>                         |   |
| 10.   | An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.   |
| 11.   | When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.   |

|                                    |   |
|------------------------------------|---|
| 12.                                | It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.  |
| 13.                                | If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances. |
| 14.                                | When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.  |
| 15.                                | The Council's schedule of remuneration must be amended to reflect the implication of the family absence.  |
| <b>National Park Authorities</b>   |   |
| 16.                                | The basic salary for NPA ordinary members shall be £3,735.  |
| 17.                                | The senior salary of the chair of an NPA shall be £12,435.  |
| 18.                                | An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £7,435 or £6,135.   |
| 19.                                | The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.  |
| 20.                                | Members must not receive more than one NPA senior salary.   |
| 21.                                | An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.   |
| 22.                                | Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.   |
| <b>Fire and Rescue Authorities</b> |   |
| 23.                                | The basic salary for FRA ordinary members shall be £1,780.  |
| 24.                                | The senior salary of the chair of an FRA shall be £10,480.  |
| 25.                                | An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.  |

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| 26.                                   | The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.   |
| 27.                                   | Members must not receive more than one FRA senior salary.  |
| 28.                                   | An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.  |
| 29.                                   | Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.  |
| <b>Co-opted Members</b>               |  |
| 30.                                   | Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 7.  |
| 31.                                   | Reasonable time for pre meeting preparation is 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.   |
| 32.                                   | Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).  |
| 33.                                   | 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.   |
| 34.                                   | Fees must be paid for meetings and other activities including 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.  |
| 35.                                   | The Panel has determined that each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.  |
| <b>Reimbursement of Costs of Care</b> |  |
| 36.                                   | All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer. |

| <b>Community and Town Councils</b> |   |
|------------------------------------|---|
| 37.                                | All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.  |
| 38.                                | Community and Town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.   |
| 39.                                | Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.  |
| 40.                                | <p>Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. <sup>10</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul> |
| 41.                                | <p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight.</li> </ul>   |
| 42.                                | <p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> <li>• Up to £54.00 for each period not exceeding 4 hours.</li> <li>• Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>  |

|     |  |
|-----|--|
| 43. | All Community and Town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer. |
| 44. | Community and Town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.  |
| 45. | Community and Town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.   |

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<sup>10</sup> Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

## **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 Principal Councils and Fire and Rescue Authorities**
- c) **Chief officers of Principal Councils**

### **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)) were revoked from 1<sup>st</sup> 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 31<sup>st</sup> 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.
- “Chief Officer” of a principal authority has the meaning as defined in the Localism Act 2011.
- “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 an Annual or Supplementary 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.
- “Costs of Care” has the same meaning as set out in paragraph 21 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 of 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.
- “Sickness absence” means the arrangements as set out in the Annual Report.
- “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 4 days following the election subject to making the 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).
  - 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
  - 15(b). 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**

#### **Costs of Care**

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member 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 reimbursement for care 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 cost of care 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 reimbursement of the cost of care 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 reimbursement of costs of care 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.

### **Sickness Absence**

- 32(a) Arrangements in respect of the long term sickness absence of senior salary holders of principal authorities, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

## **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 Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
  - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties within or 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 decides reimburse subsistence expenses to its members when attending approved duties within or 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 decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
  - e) The council can if it so decides pay an allowance to the chair or mayor and deputy 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.
  - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. 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.
38. A member making a claim for compensation for Financial Loss 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.
39. “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 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.

## **Part 6: Miscellaneous**

### **Arrangements for payments**

40. 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**

41. 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.

42. 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**

43. 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**

44. 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**

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. 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).**
46. As soon as practicable and no later than 30 September following the end of the financial 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, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**
47. 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. **(This section applies only to principal councils).**

### **Publicising the reports of the Panel**

48. 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.
49. 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**

50. 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:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- 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 and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
  - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
  - c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.
  - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
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 reimbursement of care costs.
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.
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. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

## Annex 4: Publication of Remuneration – the Panel’s Requirements

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

1. Relevant authorities must publish a Statement of Payments made to its members for each financial year. This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the previous financial year and in the same timescale also provided to the Panel. 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:
    - Payments in respect of telephone usage, information technology, consumables etc.
    - Responsibility payments
    - Allowances made to a mayor/chair and deputy mayor/deputy chair
    - Compensation for Financial Loss
    - Costs incurred in respect of travel and subsistence
    - Reimbursement of the costs of care (see paragraph f below)
  - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) 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 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.

- f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.
- 1) The details of the amounts reimbursed to named members; or
  - 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

2. Nil returns are required to be published and provided to the Panel by 30 September.

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**The Report and other information about the Panel and its work are available on our website at:**

**[www.remunerationpanelwales.org.uk](http://www.remunerationpanelwales.org.uk)**

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**25 OCTOBER 2018**

**REPORT OF DEMOCRATIC SERVICES**

**MEMBER REFERRAL PROCESS**

**1. Purpose of Report**

1.1 The purpose of this report is to update the Democratic Services Committee on the proposed review of the Council's Member Referrals Process. The report also provides an update for the Committee on Member Referrals Performance for Q1 and Q2 for individual Directorates and the Council as a whole.

**2. Connection to Corporate Improvement Objectives.**

2.1 The support provided to Councillors via the Member Referrals Process assists in the achievement of each of the Council's agreed corporate priorities.

- **Supporting a successful economy -**
  - **Helping people to be more self-reliant Smarter use of resources**

**3. Background.**

3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

**4. Current situation / proposal.**

**4.1 Review of the Council's Member Referrals Process**

4.1.1 An officer working group has been established to take forward a review of the Council's Member Referrals Process. The working group is chaired by the Corporate Director of Communities.

4.1.2 The aim of the review of is to consider whether the current system is fit for purpose and to explore any opportunities to improve the system.

4.1.3 It is proposed that Democratic Services Committee nominate a three Councillors to provide the officer working group with their input in shaping the future Member Referrals Process. It is anticipated that this will be achieved through holding specific focus groups or inviting Councillors to relevant officer working group meetings.

4.1.4 Any recommendation from the working group will be presented to Democratic Services for their views prior to changes being implemented.

#### 4.2 Member Referral Performance for Q1 and Q2

4.2.1 A referral is a complaint, request or query that a Councillor has received from their constituent that Democratic Services forward to the relevant department or external organisation for response. This process is carried out so that each part of the referral process is logged and to ensure that a response is received by an agreed deadline.

4.2.2 The following table shows the number of referrals made and Directorate/Council performance in Quarter 1 (1<sup>st</sup> April to 30<sup>th</sup> June 2018).

| Directorate                   | Referrals  | Completed  | Ongoing   | Performance   |
|-------------------------------|------------|------------|-----------|---------------|
| Chief Executive               | 80         | 75         | 5         | 93.75%        |
| Communities                   | 605        | 563        | 42        | 93.05%        |
| Education and Family Support  | 20         | 18         | 2         | 90.00%        |
| Social Services and Wellbeing | 33         | 33         | 0         | 100.00%       |
| External                      | 54         | 51         | 3         | 94.44%        |
| <b>Total</b>                  | <b>792</b> | <b>740</b> | <b>52</b> | <b>93.43%</b> |

4.2.3 The following table shows the number of referrals made and Directorate/Council performance in Quarter 2 (1<sup>st</sup> July to 30<sup>th</sup> September 2018).

| Directorate                   | Referrals  | Completed  | Ongoing    | Performance   |
|-------------------------------|------------|------------|------------|---------------|
| Chief Executive               | 54         | 39         | 15         | 72.22%        |
| Communities                   | 450        | 326        | 124        | 72.44%        |
| Education and Family Support  | 39         | 27         | 12         | 69.23%        |
| Social Services and Wellbeing | 19         | 13         | 6          | 68.42%        |
| External                      | 58         | 40         | 18         | 68.96%        |
| <b>Total</b>                  | <b>620</b> | <b>445</b> | <b>175</b> | <b>71.77%</b> |

4.2.4 The following table shows the number of referrals made and Directorate/Council performance in Quarters 1 and 2 (1<sup>st</sup> April to 30<sup>th</sup> September 2018).

| <b>Directorate</b>            | <b>Referrals</b> | <b>Completed</b> | <b>Ongoing</b> | <b>Performance</b> |
|-------------------------------|------------------|------------------|----------------|--------------------|
| Chief Executive               | 134              | 114              | 20             | 85.07%             |
| Communities                   | 1055             | 889              | 166            | 84.26%             |
| Education and Family Support  | 59               | 45               | 14             | 76.27%             |
| Social Services and Wellbeing | 52               | 46               | 6              | 88.46%             |
| External                      | 112              | 91               | 21             | 81.25%             |
| <b>Total</b>                  | <b>1412</b>      | <b>1185</b>      | <b>227</b>     | <b>83.92%</b>      |

## **5. Effect upon Policy Framework and Procedure Rules.**

5.1 There is no effect upon the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

## **7. Wellbeing of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications.**

8.1 There are no financial implications arising from this report.

## **9. Recommendation.**

9.1 That Democratic Services Committee:

- i. Nominate three Councillors to provide the officer working group with their input in shaping the Member Referrals process as detailed in section 4.1.3 of the report.
- ii. Note Directorate and Council Performance on Member Referrals for Quarters 1 and 2 as detailed in section 4.2 of the report.

**Mark Galvin – Senior Democratic Services Officer**

**Thursday 18<sup>th</sup> October 2018**

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**Background documents:** None

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**25 OCTOBER 2018**

**REPORT OF DEMOCRATIC SERVICES**

**MEMBER DEVELOPMENT PROGRAMME**

**1. Purpose of Report**

1.1 The purpose of this report is to provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

**2. Connection to Corporate Improvement Objectives / Other Corporate Priorities.**

2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of each of the Council's agreed corporate priorities.

- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
- **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background.**

3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

#### 4. Current situation / proposal.

##### 4.1 Member Training and Development Sessions

4.1.1 The following Member Training and Development Sessions have been provided since 1<sup>st</sup> April 2018.

| <b>Date</b>                  | <b>Subject</b>  | <b>Facilitator</b>                      | <b>Number Attending</b> |
|------------------------------|---|---|-------------------------|
| 30 <sup>th</sup> April 2018  | <b>Elected Member Annual Reports</b>  | Gary Jones, Head of Democratic Services | 13                      |
| 30 <sup>th</sup> April 2018  | <b>Personal Development Reviews</b>   | Gary Jones, Head of Democratic Services | 13                      |
| 10 <sup>th</sup> May 2018    | <b>Elected Member Annual Reports</b>  | Gary Jones, Head of Democratic Services | 12                      |
| 10 <sup>th</sup> May 2018    | <b>Personal Development Reviews</b>   | Gary Jones, Head of Democratic Services | 11                      |
| 11 <sup>th</sup> June 2018   | <b>GDPR</b> - The session was provided by Acuity Legal Ltd who explained the requirements of General Data Protection Regulations which came into effect on 25 May 2018. | Dr Kerry Beynon of Acuity Legal Ltd     | 12                      |
| 27 <sup>th</sup> June 2018   | <b>GDPR</b> - The session was a repeat of the session held on 11 June 2018 (please see details above).  | Dr Kerry Beynon of Acuity Legal Ltd     | 20                      |
| 11 <sup>th</sup> July 2018   | <b>Dementia Friends –</b> The session highlighted the issues faced by those who have dementia, carers of those with dementia and the role of service providers.         | Marcia Vale of the Alzheimer's Society  | 8                       |
| 4 <sup>th</sup> October 2018 | <b>Corporate Landlord –</b> the session informed Members about the new introduced integrated service area responsible for full operational and                          | Josh Dunn of PeopleToo                  | 11                      |

|  |                                  |  |  |
|--|----------------------------------|--|--|
|  | strategic facilities management. |  |  |
|--|----------------------------------|--|--|

## 4.2 **Pre-Council Briefing Sessions**

4.2.1 The following Pre-Council Briefing Sessions have been provided since 1<sup>st</sup> April 2018.

| <b>Date</b>                 | <b>Subject</b>  | <b>Facilitator</b>                       | <b>Number Attending</b> |
|-----------------------------|---|--|-------------------------|
| 25 <sup>th</sup> April 2018 | <b>Central South Consortium -</b><br>The briefing session covered the role of the CSC in improving educational outcomes for pupils/learners.                      | Central South Consortium                 | 49                      |
| 20 <sup>th</sup> June 2018  | <b>Traffic Management and Road Safety -</b><br>The briefing session provided an overview of the aims of the Council's Traffic Management and Road Safety Section. | Tony Godsall,<br>Highways Department     | Not known               |
| 18 <sup>th</sup> July 2018  | <b>Community Transport -</b><br>The briefing session provided Members with an update on community transport operations in Bridgend County Borough.                | Kwaku Opoku-Addo,<br>Highways Department | 19                      |

## 4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Sessions have been provided since 1<sup>st</sup> April 2018.

| <b>Date</b>                 | <b>Subject</b>  | <b>Facilitator</b>                   | <b>Number Attending</b> |
|-----------------------------|---|--------------------------------------|-------------------------|
| 26 <sup>th</sup> April 2018 | <b>Traffic Management and Road Safety -</b><br>The briefing session provided an overview of the aims of the Council's Traffic Management and Road Safety Section. | Tony Godsall,<br>Highways Department | Not known               |
| 07 <sup>th</sup> June 2018  | <b>Community</b>  | Kwaku Opoku-                         | 18                      |

|                               |  |   |           |
|-------------------------------|--|---|-----------|
|                               | <b>Transport -</b><br>The briefing session provided Members with an update on community transport operations in Bridgend County Borough.   | Addo, Highways Department   |           |
| 18 <sup>th</sup> July 2018    | <b>Cenin Renewables -</b><br>Site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant and battery bank.   | Cenin Renewables  | Not known |
| 19 <sup>th</sup> July 2018    | <b>Section 106 Agreements -</b><br>The session provided Members with an outline of Section 106 Agreements and described how these agreements are used.   | Gareth Denning, Section 106 Officer and Rod Jones, Senior Solicitor | Not known |
| 30 <sup>th</sup> August 2018  | <b>Royal Town Planning Institute Value of Planning -</b><br>The session outlined what Planning delivers in terms of the Local Development Plan; Planning permissions / refusals; Enforcement action and Appeals. | Roisin Wilmott of Royal Town Planning Institute Cymru               | Not known |
| 11 <sup>th</sup> October 2018 | Houses in Multiple Occupation  | Rhodri Davies, Development and Building Control Manager             | Not known |

#### 4.4 **Future scheduled Member Training and Development Sessions**

4.4.1 The following Member Training and Development Session has been scheduled:

- 29<sup>th</sup> October: Code of Conduct Training – primarily for Town and Community Councillors

#### 4.5 **Future scheduled Pre-Council Briefings**

4.5.1 The following Pre-Council Briefings have been scheduled:

- 24<sup>th</sup> October: Budget Consultation Exercise with Councillors
- 21<sup>st</sup> November: Young Carers
- 19<sup>th</sup> December: Anti-Slavery and Human Trafficking
- 23<sup>rd</sup> January: Rural Development Plan
- 20<sup>th</sup> February: Rota Visiting

#### 4.6. **Future scheduled Development Control Committee Training Sessions**

4.6.1 The following Development Control Committee Training Sessions have been scheduled:

- 22<sup>nd</sup> November: Section 215 notices and procedures
- 3<sup>rd</sup> January: End of Year Performance Report
- 14<sup>th</sup> February: Sustainable Drainage Systems and SuDS Approving Bodies – the New System
- 28<sup>th</sup> March: Education contributions and surplus spaces in 21<sup>st</sup> Century Schools

#### 4.7 **Future proposed Member Training and Development Sessions/Pre-Council Briefings**

4.7.1 The following Member Training and Development Sessions and Pre Council Briefings are proposed to be scheduled:

- Elective Home Education
- Using Bridgemaps
- Additional Learning Needs and Autism Awareness
- Scrutiny Training – various
- Dementia Friends Repeat Session
- Cwm Taf Regional/ Partnership Working

#### 4.8 **E-Learning**

4.8.1 The Council has devised a range of e-learning courses for Members to support their learning and development needs. The provision of e-learning courses gives Members the opportunity to undertake their learning and development remotely at a convenient time at their own pace.

4.8.2 Since the start of the electoral term the following courses below been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (8 Members)
- General Data Protection Regulations (1)
- Display Screen Equipment (1)
- Fire Safety Awareness (2)
- ICT Code of Conduct (6)
- Safeguarding Children and Adults (13)
- Violence Against Women, Domestic Abuse and Sexual Violence (2)

4.8.3 In total 20 Members have accessed e-learning courses since the start of the electoral term.

4.8.4 There has been minimal use by Members of the e-learning facilities. The views of the Committee are requested of how Members could be encouraged to make greater use of the available e-learning facilities.

#### 4.9 **Members Annual Reports**

4.9.1 The Council is required to provide each Councillor with the opportunity to prepare and publish an annual report on their activities. For the 2017-18 Municipal Year 34 Councillors prepared and published an Annual Report. All Annual Reports were published in Welsh and English on the Council's website before 31<sup>st</sup> July 2018.

#### 4.10 **Personal Development Plans**

4.10.1 The provision of Personal Development Plans (PDPs) for Members is being progressed with individual Members. Once this process is completed PDPs will be reviewed to identify and prioritise Members development needs and arrange relevant development opportunities.

### 5. **Effect upon Policy Framework and Procedure Rules.**

5.1 There is no effect upon the Policy Framework and Procedure Rules.

### 6. **Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

### 7. **Wellbeing of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

### 8. **Financial Implications.**

8.1 Elected Member learning and development, will be resourced from the allocated Member Development budget (£13,650 for 2018-19). Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

### 9. **Recommendation.**

9.1 The Committee is recommended to note the contents of the report and to:

- i. Identify any additional topics for pre-Council briefings and prioritise them accordingly;

- ii. Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly;
- iii. Identify any additional e-learning topics for inclusion in the Member Development Programme and prioritise them accordingly.

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**Background documents:None**

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**25 OCTOBER 2018**

**REPORT OF DEMOCRATIC SERVICES**

**WEBCASTING OF COUNCIL, CABINET AND COMMITTEE MEETINGS**

**1. Purpose of Report**

1.1 The purpose of this report is to provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.

**2. Connection to Corporate Improvement Objectives.**

2.1 The support provided to Councillors assists in the achievement of each of the Council's agreed corporate priorities.

- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
- **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background.**

3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

**4. Current situation / proposal.**

**4.1 Benefits of Webcasting Council, Cabinet and Committee Meetings**

4.1.1 A webcast is a transmission of audio and video over the Internet. This enables the public to view meetings from any location with internet access. It has been

recognised that the following benefits can be achieved from the webcasting of public Council, Cabinet and Committee meetings:

- Transparent governance and accountability
- Citizen engagement and understanding of the democratic process for example understanding of planning decisions
- Enablement of the Local Government (Wales) Measure 2011 requirement for engaging public in Scrutiny
- Incentive for high standards of member attendance, engagement and conduct at meetings
- Effective means of communicating to officers and other members information and decisions. Archived meetings can also be a useful part of officer induction and training.
- Opportunities for members to learn from peer observation and inform potential candidates about their role to encourage democratic renewal.

## 4.2 **Current Webcasting Arrangements**

4.2.1 The Council procured and introduced an innovative webcasting service for 2017/18 that combined the existing electronic facilities within the Council Chamber and available broadband technology to webcast Council, Cabinet and Committee meetings. The service arrangements included live streaming, recording and publication of webcast meetings with links to the Bridgend CBC internet website. The service arrangements also enabled for webcast recordings to remain available/accessible to the public for a period of up to 12 months.

4.2.2 to The service was re-procured for 2018/19 and the same provider was successful. As part of the contract renewal process Dual Language webcasting facilities were procured.

4.2.3 The 2018/19 contract provides for up to 30 hours of Council, Cabinet and Committee meetings to be webcast by 31<sup>st</sup> March 2019. There is also an arrangement to extend the time period by a further 6 months in the event that the full 30 hour allocation of webcasting hours has not been used up. The webcasting of meetings under the 2018/19 contract started in late August 2018.

## 4.3 **Webcasting of meetings 2017/18**

4.3.1 The following webcast statistics are shown covering 2017/18:

|   | <b>Date</b> | <b>Meeting Name</b>                   | <b>Live Views</b> | <b>On Demand Views</b> | <b>Total Views</b> |
|---|-------------|---------------------------------------|-------------------|------------------------|--------------------|
| 1 | 13-Apr-17   | Development Control Committee         | 0                 | 83                     | 83                 |
| 2 | 14-Sep-17   | Licensing Sub-Committee A             | 21                | 60                     | 81                 |
| 3 | 22-Nov-17   | Scrutiny Subject Committee 3          | 80                | 125                    | 205                |
| 4 | 24-Jan-18   | Cabinet Committee Corporate Parenting | 7                 | 50                     | 57                 |
| 5 | 30-Jan-18   | Cabinet Meeting                       | 19                | 30                     | 49                 |

|                      |           |  |              |              |              |
|----------------------|-----------|--|--------------|--------------|--------------|
| 6                    | 07-Feb-18 | Scrutiny Subject Committee 2 + Scrutiny Subject Committee 2 Part 2 | 18           | 69           | 87           |
| 7                    | 12-Feb-18 | Scrutiny Subject Committee 3 + Scrutiny Subject Committee 3 Part 2 | 16           | 47           | 63           |
| 8                    | 13-Feb-18 | Cabinet  | 11           | 43           | 54           |
| 9                    | 27-Feb-18 | Cabinet  | 14           | 20           | 34           |
| 10                   | 28-Feb-18 | Council  | 41           | 75           | 116          |
| 11                   | 15-Mar-18 | Development Control Committee                                      | 52           | 131          | 183          |
| 12                   | 21-Mar-18 | Scrutiny Subject Committee 3                                       | 5            | 43           | 48           |
| <b>Average Views</b> |           |  | <b>23.67</b> | <b>64.67</b> | <b>88.33</b> |
| <b>Total Views</b>   |           |  | <b>284</b>   | <b>776</b>   | <b>1060</b>  |

#### 4.4 **Webcasting of meetings 2018/19**

4.4.1 The following webcast statistics are shown covering 2018/19 year to date:

|                      | <b>Date</b> | <b>Meeting Name</b>   | <b>Live Views</b> | <b>On Demand Views</b> | <b>Total Views</b> |
|----------------------|-------------|---|-------------------|------------------------|--------------------|
| 1                    | 30-Aug-18   | Development Control Committee   | 38                | 51                     | 99                 |
| 2                    | 17-Sep-18   | Scrutiny Subject Committee 3  | 11                | 142                    | 142                |
| 3                    | 16 –Oct-18  | Scrutiny Subject Committee 1 (statistics unavailable at time of writing report) |                   |                        |                    |
| 4                    | 18-Oct-18   | Scrutiny Subject Committee 2 (statistics unavailable at time of writing report) |                   |                        |                    |
| <b>Average Views</b> |             |   | <b>24.5</b>       | <b>96.5</b>            | <b>120.5</b>       |
| <b>Total Views</b>   |             |   | <b>49</b>         | <b>193</b>             | <b>241</b>         |

4.4.2 Democratic Services and ICT department are now working with the Council's agreed webcasting services provider to make it easier for the public to access webcasts on the Council website (both live streaming and recorded webcasts) and to maximise the number of views for each meeting. It is proposed that links to webcasts are put in 4 places on the Council website:

- On the Council website landing page
- On the 'Democracy and Elections' web page
- On the 'Browse meetings' web page
- On the specific agenda page for the meeting to be webcast

4.4.3 Democratic Services are also working with Communications department to ensure that Council, Cabinet and Committee meetings that are to be webcast are promoted by the Council via Social Media.

4.4.4 Various forward plans and committee work programmes have been reviewed with a view to establishing what meetings are proposed to be webcast over the next three months. In developing proposals consideration has been given to items that are

considered of significant interest to the public. The following meetings are proposed for webcasting:

- Development Control Committee: 22<sup>nd</sup> November 2018
- Cabinet: 18<sup>th</sup> December 2018
- Scrutiny Subject Committee 3: 24<sup>th</sup> January 2019 (Community Asset Transfer)
- Scrutiny Subject Committee: Review of Fostering (to be scheduled)
- Scrutiny Subject Committee: Education Outcomes (to be scheduled)
- Scrutiny Subject Committee: Child Adolescent Mental Health Services (to be scheduled)
- Council – date TBC

4.4.5 Democratic Services Committee is requested to comment on the above list and provide its views on what future meetings should be webcast.

## **5. Effect upon Policy Framework and Procedure Rules.**

5.1 There is no effect upon the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

## **7. Wellbeing of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications.**

8.1 There are no financial implications directly arising from this report.

## **9. Recommendation.**

9.1 That Democratic Services Committee:

- i. Note the update on arrangements for the webcasting of Council, Cabinet and Committee meetings as detailed in section 4 of the report.
- ii. Comment on the list of meetings that are proposed to webcast as detailed in section 4.4.4 of the report.

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**Background documents:** None

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