

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### 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.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



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

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Thursday, 9 May 2019

Dear Councillor,

#### **ANNUAL MEETING OF COUNCIL**

The Annual Meeting of the Council will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 15 May 2019 at 15:00.**

#### **AGENDA**

1. Apologies for absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. To receive any announcements from the Mayor Councillor JR McCarthy
4. To elect the Mayor to be invested at the Civic Inauguration Ceremony on 22 May 2019 and the Mayor (Elect) to announce their Consort / Escort
5. To appoint the Deputy Mayor to be invested at the Civic Inauguration Ceremony on 22 May 2019 and an announcement to be made of the Deputy Mayor's (Elect) Consort / Escort
6. To receive any announcements from the newly elected Mayor
7. To elect the Leader of Bridgend County Borough Council
8. To agree the number of Members to be appointed to the Cabinet
9. To receive the report of the Leader
10. The Leader to appoint Members of the Cabinet
11. The Leader may announce the Deputy Leader of Bridgend County Borough Council from those Members appointed to the Cabinet and may announce the

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appointment of Cabinet Members to portfolios

12.	<u>Proposed Programme of Meetings of the Council and Council Committees</u>	3 - 30
13.	<u>Appointments to the Council Committees and Other Council Bodies in Accordance with the Provisions of the Local Government Act 1972 and the Local Government Act 2000</u>	31 - 62
14.	<u>Representation on Outside Bodies and other Committees</u>	63 - 68
15.	<u>Report of the Independent Remuneration Panel for Wales 2019/2020</u>	69 - 180

Yours faithfully

**K Watson**

Head of Legal and Regulatory Services

Councillors:

S Aspey  
SE Baldwin  
TH Beedle  
JPD Blundell  
NA Burnett  
MC Clarke  
N Clarke  
RJ Collins  
HJ David  
P Davies  
PA Davies  
SK Dendy  
DK Edwards  
J Gebbie  
T Giffard  
RM Granville  
CA Green  
DG Howells

Councillors

A Hussain  
RM James  
B Jones  
M Jones  
MJ Kearns  
DRW Lewis  
JE Lewis  
JR McCarthy  
DG Owen  
D Patel  
RL Penhale-Thomas  
AA Pucella  
JC Radcliffe  
KL Rowlands  
B Sedgebeer  
RMI Shaw  
CE Smith  
SG Smith

Councillors

JC Spanswick  
RME Stirman  
G Thomas  
T Thomas  
JH Tildesley MBE  
E Venables  
SR Vidal  
MC Voisey  
LM Walters  
KJ Watts  
CA Webster  
DBF White  
PJ White  
A Williams  
AJ Williams  
HM Williams  
JE Williams  
RE Young

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**15 MAY 2019**

**REPORT OF THE MONITORING OFFICER**

**PROPOSED PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES**

**1. Purpose of Report.**

- 1.1 The purpose of this report is to propose a programme of ordinary meetings of the Council and Council Committees for the municipal year May 2019 - April 2020 for approval and to note the programme of meetings for the municipal year May 2020 – April 2021.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 The meetings of Council provide a forum of participation and debate to progress the Corporate Plan and all of 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 approval of the programme of ordinary meetings of Council and Council Committees is required in accordance with the Council's Constitution.

**4. Current situation / proposal.**

- 4.1 The proposed programme of ordinary meetings of Council for the municipal year May 2019 - April 2020 is as follows, and includes the date of the meeting to consider the Budget (26 February 2020):-

<u>2019</u>	<u>2020</u>
19 June 19	22 Jan 20
24 July 19	26 Feb 20

18 Sept 19  
23 Oct 19  
20 Nov 19  
18 Dec 19

11 Mar 20  
8 Apr 20

- 4.2 There will be no meeting of Council in August 2019, due to the summer and school holiday periods.
- 4.3 As agreed by Council at its Annual Meeting in 2012, each Council meeting will be held on a Wednesday commencing at 3.00pm. The Annual Meeting of Council for the next municipal year has been included in the programme of meetings and will be held on 13 May 2020.
- 4.4 The proposed programme of Council Committee meetings at **Appendix 1** also requires the approval of Council. The draft Calendar has been circulated to the Corporate Management Board, Heads of Service, and lead officers of each of the Committees, Sub-Committees and Panels etc., for comment. Provisional appointments have been placed in Members' electronic calendars and will be updated as necessary when the schedule is approved.
- 4.5 At a meeting of Council on 26 July 2017, Members considered a report for information purposes, on the outcomes of a timings of meetings survey undertaken for Council and Council Committees (on a Committee by Committee basis), in order to obtain their preferences for starting times of meetings from 1 September 2017 onward. Such a survey is required to be carried out at least once in any term of office for all Committee meetings (that comprise the Council).
- 4.6 Since the above period, and upon either the request of a number of Members of Committees or due to changes to the membership of that particular body, further timing of meetings surveys were recently undertaken for the following Committees:-
- Audit Committee
  - Development Control Committee
  - Town and Community Council Forum
  - Democratic Services Committee
  - Overview and Scrutiny Committees
- 4.7 Following responses that were received to the surveys from Members of each of the above Committees, the timings of meetings for the Audit Committee, Development Control Committee and Town and Community Council Forum remained unchanged. However, the most popular starting time for future meetings of the Democratic Services Committee has changed to that of 10.00am.
- 4.8 The majority of responses received from the membership of the Overview and Scrutiny Committees were as follows:
- Subject Overview & Scrutiny Committee 2 – 9.30am
  - Subject Overview & Scrutiny Committee 3 – 9.30am
  - Corporate Overview & Scrutiny Committee – 9.30am
- 4.9 The responses received for the commencement times of meetings of the Subject Overview & Scrutiny Committee 1 has produced an equality of votes of 9.30am and

2.30pm. It is therefore proposed that of the 8 meetings of the Subject Overview and Scrutiny Committee 1 to be held in the Municipal Year 2019/20, 4 meetings commence at 9.30am and 4 meetings commence at 2.30pm.

- 4.10 Members are requested to note that pre-meetings will continue to take place 30 minutes prior to the commencement time of each Overview and Scrutiny Committee meeting to discuss items on the agenda and agree lines of questioning.
- 4.11 In order to assist with future planning, a programme of meetings for the 2020/21 Municipal Year is attached at **Appendix 2** for noting. Provisional appointments will be made in Members' calendars and will be confirmed when the programme of meetings has been approved by next year's Annual Meeting of Council, and as soon as the composition of all Council bodies is known.
- 4.12 Council is asked to note the meeting dates for Cabinet, Cabinet Committees, and the Coychurch Crematorium Joint Committee which are included in **Appendix 1** for completeness.

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

- 5.1 There will be no direct effect on the Policy Framework, but the approval of the programme of ordinary meetings of Council and Council Committees for the municipal year, is required in accordance with the Council's Constitution.

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

- 6.1 There are no equality implications regarding 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 approval of the Programme of meetings for 2019/20 and the noting of the Programme of meetings for 2020/21 will assist in the long term planning of the business of the Council in both the short-term and in the long-term.
- Prevention - The early planning of the programme of meetings for 2020/21 allows for the advance planning of the business of the Council and Committees.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - Consultation has taken place with the Corporate Management Board, Heads of Service, and lead officers of each of the Committees, Sub-Committees and Panels on the proposed programme of meetings.
- Involvement - Advance public notice of the Programme of meetings

can ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available in the Welsh language in compliance with the Welsh Language Standards.

## **8.1 Financial Implications.**

8.1 There are no financial implications in respect of this report.

## **9. Recommendation.**

9.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings for 2019/20 as set out in paragraph 4.1 of this report;
- b. Approve the proposed programme of meetings of Council Committees set out in Appendix 1 to this report;
- c. Note the provisional programme of meetings of Council and Committees for 2020/21 set out in Appendix 2 to this report;
- d. Note the dates of Cabinet, Cabinet Committees and Cabinet's Joint Committee which are also set out in Appendix 1 to this report, for information purposes.

**K Watson**  
**Head of Legal & Regulatory Services and Monitoring Officer**  
**26 April 2019**

**Contact Officer:** **Andrew Rees**  
Democratic Services Manager

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Civic Offices,  
Angel Street,  
Bridgend  
CF31 4WB

**Background documents:** None were used in the production of this report

## May 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 09:30 – Subject Overview & Scrutiny Committee 3 Workshop	2	3
6 May Day	7 10:00 – Licencing Sub Committee (B)	8	9 14:00 – Development Control Committee	10
13	14 09:30 – Corporate Overview & Scrutiny Committee Workshop	15 15:00 – Annual Meeting of Council	16	17
20	21 09:30 - Licensing Committee 14:30 - Cabinet	22	23	24
27 Spring Bank Holiday	28	29 10:00 - Cabinet Committee Corporate Parenting	30	31

## June 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3 09:30 – Subject Overview & Scrutiny Committee 1	4 10:00 – Licencing Sub Committee (A)	5 09:30 – Subject Overview & Scrutiny Committee 2	6 10:00 – Democratic Services Committee	7
10	11	12 09:30 – Subject Overview & Scrutiny Committee 3	13 14:00 – Audit Committee	14 14:00 – Coychurch Crematorium Joint Committee
17	18 14:30 - Cabinet	19 15:00 - Council	20 14:00 - Development Control Committee	21
24	25	26 09:30 – Corporate Overview & Scrutiny Committee	27 14:00 Standards Committee	28



## July 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 10.00 – Licensing Sub-Committee (B)	3 09:30 – Subject Overview & Scrutiny Committee 2	4 10:00 - Cabinet Committee Equalities	5
8 14:30 – Subject Overview & Scrutiny Committee 1	9	10	11 09:30 – Subject Overview & Scrutiny Committee 3	12
15 16:00 – Town and Community Council Forum	16	17	18 09:30 – Corporate Overview & Scrutiny Committee	19
22	23 14:30 - Cabinet	24 15:00 – Council	25	26
29	30 10.00 – Licensing Sub-Committee (A)	31		

## August 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1 14:00 – Development Control Committee	2
5	6	7	8 14:00 – Audit Committee	9
12	13 9:30 – Licencing Committee	14	15	16
19	20	21	22	23
26 Summer Bank holiday	27 10:00 – Licensing Sub- Committee (B)	28	29	30

## September 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 10:00 – Cabinet Committee Corporate Parenting	5 09:30 – Subject Overview & Scrutiny Committee 3	6
9 09:30 – Subject Overview & Scrutiny Committee 1	10	11	12 14:00 – Development Control Committee	13 14:00 – Coychurch Crematorium Joint Committee
16 09:30 – Subject Overview & Scrutiny Committee 2	17 14:30 - Cabinet	18 15:00 - Council	19	20
23	24 10:00 – Licencing Sub Committee (A)	25 09:30 – Corporate Overview & Scrutiny Committee	26 14:00 – Standards Committee	27
30				

# October 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9 14:30 – Subject Overview & Scrutiny Committee 1	10 09:30 – Subject Overview & Scrutiny Committee 2	11
14	15	16	17 10:00 – Democratic Services Committee	18
21	22 10:00 – Licencing Sub Committee (B) 14:30 - Cabinet	23 15:00 - Council	24 14:00 – Development Control Committee	25
28	29 16:00 – Town and Community Council Forum	30	31	

## November 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 09:30 – Subject Overview & Scrutiny Committee 3	5	6	7 09:30 – Corporate Overview & Scrutiny Committee	8
11	12	13	14 14:00 – Audit Committee	15
18	19 10:00 – Licencing Sub Committee (A)  14:30 - Cabinet	20 15:00 – Council	21	22
25	26 09:30 – Licencing Committee	27	28 10:00 – Cabinet Committee Equalities	29

## December 2019 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2 09:30 – Subject Overview & Scrutiny Committee 1	3	4	5 14:00 – Development Control Committee	6
9 09:30 – Subject Overview & Scrutiny Committee 2	10 16:00 – Town and Community Council Forum	11 10:00 – Cabinet Committee Corporate Parenting	12 14:00 – Standards Committee	13
16 09:30 – Subject Overview & Scrutiny Committee 3	17 10:00 – Licencing Sub Committee (B)  14:30 - Cabinet	18 15:00 – Council	19	20
23	24	25 Bank Holiday	26 Bank Holiday	27
30	31			

## January 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Bank Holiday	2	3
6	7	8	9 14:00 – Standards Committee	10
13 09:30 – Corporate Overview & Scrutiny Committee	14 10:00 – Licencing Sub Committee (A)	15	16 14:00 - Development Control Committee	17
20	21 14:30 - Cabinet	22 15:00 - Council	23 14:00 – Audit Committee	24
27 09:30 – Subject Overview & Scrutiny Committee 3	28	29	30	31

## February 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3  14:30 – Subject Overview & Scrutiny Committee 1	4	5  09:30 – Subject Overview & Scrutiny Committee 2	6	7
10	11 10:00 – Licencing Sub Committee (B)  14:30 - Cabinet (Budget)	12	13  09:30 – Corporate Overview and Scrutiny Committee	14
17	18  14:30 - Cabinet	19	20	21
24	25  09:30 - Licencing Committee	26  15:00 - Council (inc. Budget)	27  14:00 Development Control Committee	28



## March 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 10:00 – Cabinet Committee Corporate Parenting	5 09:30 – Subject Overview & Scrutiny Committee 2	6 14:00 – Coychurch Crematorium Joint Committee
9 09:30 – Subject Overview and Scrutiny Committee 1	10 10:00 – Licencing Sub Committee (A)  14:30 - Cabinet	11  15:00 – Council	12  10:00 Democratic Services Committee	13
16	17	18  09:30 – Subject Overview & Scrutiny Committee 3	19  10:00 – Cabinet Committee Equalities	20
23  09:30 – Corporate Overview & Scrutiny Committee	24	25	26  14:00 – Standards Committee	27
30	31  16:00 – Town and Community Council Forum			

## April 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 14:30 - Cabinet	8 15:00 – Council	9 14:00 – Development Control Committee	10 Good Friday
13 Easter Monday	14 10:00 – Licencing Sub Committee (B)	15	16 14:00 – Audit Committee	17
20 09:30 – Subject Overview & Scrutiny Committee 2	21	22	23 14:30 – Subject Overview & Scrutiny Committee 1	24
27 09:30 – Subject Overview & Scrutiny Committee 3	28	29	30 09:30 – Corporate Overview and Scrutiny Committee	

## May 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
<p style="text-align: center;">4</p> <p style="text-align: center;">May Day holiday</p>	5	6	7	8
11	12 10:00 - Licensing Sub-Committee (A)	13 14:00 – Annual Meeting of Council	14 14:00 - Development Control Committee	15
18 09:30 – Subject Overview and Scrutiny Committee 1	19 09:30 - Licensing Committee 14:30 - Cabinet	20	21	22
<p style="text-align: center;">25</p> <p style="text-align: center;">Spring Bank holiday</p>	26	27	28 14:00 – Audit Committee	29 14:00 - Coychurch Crematorium Joint Committee

## June 2020 Planner

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1 10:00 - Cabinet Committee Equalities	2	3	4	5
8 09:30 – Subject Overview and Scrutiny Committee 2	9	10	11	12
15 09:30 Subject Overview and Scrutiny Committee 3	16 10:00 – Licencing Sub Committee (B) 14:30 - Cabinet	17 15:00 – Council	18	19
22 16:00 – Town and Community Council Forum	23	24 09:30 - Corporate Overview and Scrutiny Committee	25 14:00 - Development Control Committee	26
29	30			

## July 2020 Planner

Page 21

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 14:30 - Subject Overview and Scrutiny Committee 1	7 10:00 - Licensing Sub- Committee (A)	8	9	10
13	14	15	16 09:30 – Subject Overview and Scrutiny Committee 2	17
20 09:30 – Subject Overview and Scrutiny Committee 3	21 14:30 - Cabinet	22 15:00 – Council	23 14:00 - Cabinet Committee Corporate Parenting	24
27	28	29 09:30 – Corporate Overview and Scrutiny Committee	30 14:00 – Audit Committee	31 14:00 – Coychurch Crematorium Joint Committee

## August 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3 10:00 – Town and Community Council Forum	4 10:00 - Licensing Sub- Committee (B)	5	6 14:00 - Development Control Committee	7
10	11	12	13	14
17	18 09:30 – Licensing Committee	19	20	21
24 10:00 - Cabinet Committee Equalities	25	26	27	28
31 Summer Bank holiday				

## September 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1 10:00 – Licensing Sub-Committee (A)	2	3	4
7	8	9	10 09:30 - Subject Overview and Scrutiny Committee 2	11 14:00 - Coychurch Crematorium Joint Committee
14 09:30 – Subject Overview and Scrutiny Committee 1	15 14:30 - Cabinet	16 15:00 – Council	17 14:00 - Development Control Committee	18
21	22	23 09:30 – Subject Overview and Scrutiny Committee 3	24	25
28	29 10:00 – Licencing Sub-Committee (B)	30 09:30 - Corporate Overview and Scrutiny Committee		

# October 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 16:00 – Town and Community Council Forum	6	7	8	9
12 09:30 – Subject Overview and Scrutiny Committee 2	13	14	15	16
19 14:30 – Subject Overview and Scrutiny Committee 1	20 14:30 - Cabinet	21 09:30 – Subject Overview and Scrutiny Committee 3  15:00 – Council	22	23
26	27 10:00 – Licencing Sub Committee (A)	28	29 14:00 - Development Control Committee	30



## November 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 10:00 – Cabinet Committee Equalities	6
9	10	11	12 14:00 – Audit Committee	13
16	17 09:30 – Licensing Committee 14:30 - Cabinet	18 09:30 – Corporate Overview and Scrutiny Committee 15:00 – Council	19	20
23 16:00 – Town and Community Council Forum	24 10:00 – Licensing Sub Committee (B)	25	26 14:00 - Cabinet Committee Corporate Parenting	27
30				

## December 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 09:30 - Subject Overview and Scrutiny Committee 1	8	9	10 14:00 - Development Control Committee	11
14 09:30 – Subject Overview and Scrutiny Committee 2	15 14:30 - Cabinet	16 15:00 – Council	17 09:30 - Subject Overview and Scrutiny Committee 3	18
21	22 10:00 – Licensing Sub Committee (A)	23	24	25 Christmas Day
28 Bank holiday	29	30	31	

## January 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1 New Year's Day
4 16:00 – Town and Community Council Forum	5	6	7 9:30 – Corporate Overview and Scrutiny Committee	8
11	12	13	14	15
18	19 10:00 – Licensing Sub- Committee (B) 14:30 - Cabinet	20 09:30 – Subject Overview and Scrutiny Committee 2 15:00 - Council	21 14:00 – Development Control Committee	22
25 09:30 – Subject Overview and Scrutiny Committee 3	26	27	28 14:00 – Audit Committee	29

## February 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 14:30 – Subject Overview and Scrutiny Committee 1	2	3	4 14:00 – Cabinet Committee Corporate Parenting	5
8	9 14:30 - Cabinet	10 15:00 - Council	11	12
15	16 10:00 – Licensing Sub Committee (A) 14:30 – Cabinet (Budget)	17	18	19
22 09:30 – Corporate Overview and Scrutiny Committee	23 09:30 – Licensing Committee	24 15:00 - Council (Budget)	25	26

## March 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 09:30 – Subject Overview and Scrutiny Committee 1	2	3	4 14:00 – Development Control Committee	5 14:00 – Coychurch Crematorium Joint Committee
8	9 14:30 - Cabinet	10 15:00 - Council	11 09:30 – Subject Overview and Scrutiny Committee 2	12
15 09:30 – Subject Overview and Scrutiny Committee 3	16 10:00 – Licensing Sub Committee (B)	17	18 10:00 – Cabinet Committee Equalities	19
22	23	24 09:30 – Corporate Overview and Scrutiny Committee	25 14:00 – Audit Committee	26
29	30	31		

## April 2021 Planner

Page 30

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Good Friday
5 Easter Bank holiday	6 14:30 - Cabinet	7 15:00 - Council	8 14:00 – Cabinet Committee Corporate Parenting	9
12 14:30 – Subject Overview and Scrutiny Committee 1	13 10:00 – Licensing Sub Committee (A)	14 09:30 – Subject Overview and Scrutiny Committee 2	15 14:00 – Development Control Committee	16
19 09:30 – Subject Overview and Scrutiny Committee 3	20	21	22 14:00 – Audit Committee	23
26	27	28 09:30 – Corporate Overview and Scrutiny Committee	29	30

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE ANNUAL MEETING OF COUNCIL

15 MAY 2019

#### REPORT OF THE MONITORING OFFICER

#### APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT ACT 2000

##### 1. Purpose of Report.

- 1.1 The purpose of this report is to seek Council approval for the appointment of Overview and Scrutiny Committees and such other Committees, Sub-Committees, Panels and bodies as the Council considers appropriate, to deal with matters which are neither reserved to full Council nor are executive functions.

##### 2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1 The establishment of Committees and other bodies will fulfil the requirements of the Constitution and enable the Council to work towards the successful achievement of its 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 Council is required by legislation and the provisions of Part 4 of the Rules of Procedure (Council Procedure Rules) of the Constitution, to undertake arrangements which will continue to facilitate and carry out the decision making processes of the Authority. The recommendations of this report, if adopted, will seek to ensure that this will be successfully achieved.

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

- 4.1 Part 3 of the Council's Constitution entitled Responsibility for Council Functions, sets out the Council's Committees, Sub-Committees, Panels and other bodies currently in place. Detailed below are certain Committees, some of which are

governed by provisions of the Local Government (Wales) Measure 2011, in terms of their composition and/or appointment of Chairpersons.

#### 4.2 Audit Committee

4.2.1 The Measure made a number of requirements in relation to the Audit Committee's membership, including Lay Membership and the appointment of the Chairperson. The Chairperson under the Measure is required to be appointed by the Audit Committee at its first scheduled meeting which is scheduled for 28 June 2019. Council are asked to note that not more than one Member of the Audit Committee may be a Member of the Executive (and should not be the Leader), whilst the Chairperson of the Committee must also not be a Member of the Executive group.

4.2.2 In terms of the Lay Membership of this Committee, the current Lay Member Ms J Williams was reappointed for a further term at the Annual Meeting of Council on 17<sup>th</sup> May 2017 and in accordance with the Measure she is allowed to sit for a maximum of two terms on the Committee in this capacity.

4.2.3 At a meeting of the Audit Committee on 17<sup>th</sup> January 2019 it was recommended that the Audit Committee Terms of Reference include the following function:

- *Receive a copy of a report concerning the incidents and near misses reported under the Corporate Risk Management Incident and Near Misses Reporting Procedure (Excluding Health and Safety)*

It is therefore recommended that the Terms of Reference of the Audit Committee within Part 3 of the Constitution be amended accordingly.

#### 4.3 Standards Committee

4.3.1 In accordance with the Standards Committees (Wales) Regulations 2001 the Committee shall consist of not less than five nor more than nine members at least two of which shall be County Borough councillors. The Standards Committee currently comprises seven members, namely:-

Four Independent Members;  
Two County Borough Council Members;  
One Town/Community Council Member;

4.3.2 There is currently a vacancy on the Standards Committee for a second Town and Community Councillor, however it is recommended that the membership remain as at present and that Part 3 of the Constitution in relation to the Standards Committee membership be amended accordingly.

#### 4.4 Appointments Committee

4.4.1 The Council currently has in place an Appointments Committee in order to interview and appoint JNC level staff, which includes designated positions such as the Chief Executive, Directors and Heads of Service. The current membership of this Committee is as detailed below:-

- Leader (Chairperson)



- Deputy Leader
- Cabinet Member (of relevant portfolio to the post)
- 1 x Conservative Member
- 1 x Independent Member
- 1 x Plaid Cymru Member

4.4.2 In order to accommodate all political Group Leaders on the Appointments Committee, it is proposed to increase the membership by 2 Members, namely the Group Leader of the Llynfi Independents and an additional seat to the Labour Group to maintain their appropriate level of representation on Committees overall.

4.4.3 The Appointments Committee will also facilitate the JNC Determination and JNC Appeals Panels. These will comprise of 3 members each with the Leader or Deputy Leader chairing the panel, supported by 1 representative each from the Conservative and Independent groups.

4.4.4 Substitution of Appointments Committee members is permissible but only for the whole of an appointments process. The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.

#### 4.5 Chairpersons of Overview and Scrutiny Committees

4.5.1 The Measure also established procedures whereby Overview and Scrutiny Committee Chairs are nominated and appointed. The Measure requires that as a minimum the Chairpersons of these Committees be appointed based on the size and political balance of each of the groups that make up the Council. In line with the political composition of the Council, and the formula used under the Local Government (Wales) Measure with regard to the allocation of Overview and Scrutiny Chairs, these should be allocated to the following political groups:

<b>Political Group</b>	<b>Number of Chairs to be allocated</b>
Labour	1 Chairperson
Conservative	1 Chairperson
Independent Alliance	1 Chairperson
Llynfi Independents	0 Chairperson
Plaid Cymru	0 Chairperson

4.5.2 The Chairperson of the Corporate Overview and Scrutiny Committee is unallocated and therefore in accordance with the Measure, is to be appointed by the members of the Corporate Overview and Scrutiny Committee from one of the Chairpersons of the Subject Overview and Scrutiny Committees but it cannot be the Chairperson representing the Executive group.

#### 4.6 Registered Representatives

4.6.1 Registered representatives of the Church and School Governors will be included with any of the Subject Committees which are dealing with an Education topic.

#### 4.7 Development Control Committee

4.7.1 Under the Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017, in the case of a multiple member ward, only one of the local authority members of that ward is eligible for appointment to the Development Control Committee. This does not apply to an Authority which is comprised solely of multiple member wards.

#### 4.8 Democratic Services Committee

4.8.1 The Democratic Services Committee must comprise solely of Councillors and cannot include more than one member of the Executive, who must not be the Leader of the Council. It is a function of Council to appoint the Chairperson of this Committee who must not be a Member of any of the political groups represented on the Executive.

4.9 The current remit and functions of Committees and other bodies of the Council remain unchanged as detailed in Part 3 of the Constitution – Responsibility for Council Functions and are attached at **Appendix 1**.

4.10 Political balance is essential to determine the allocation of seats on Committees. The current political balance of Committees and other bodies is shown at **Appendix 2** of the report.

4.11 The current committee structure is shown at **Appendix 3** of the report.

4.12 The existing membership of committees which will form the basis of any changes to the membership of the committees is attached at **Appendix 4**.

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

5.1 The provisions and recommendations of the report accord with the Council's Procedure Rules outlined in Part 4 of the Constitution.

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

6.1 There are no equality implications attached to 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 approval of this report will assist in the long term planning of the business of the Council in both the short term and in the long-term.
- Prevention - The proper composition of Council Committees meets the requirements of the Local Government and Housing 1989 Act in achieving political balance and the allocation

- Integration - of Committee seats which supports the effective decision making of the Council.
- Collaboration - The report supports all the wellbeing objectives.
- Involvement - Consultation has taken place with the Group Leaders and Independent Members regarding the allocation of memberships of Committees and other bodies and the allocation of Chairs.
- Involvement - Advance public notice of the Programme of meetings can ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available in the Welsh language in compliance with the Welsh Language Standards.

## 8. Financial Implications.

8.1 There are no financial implications arising from this report.

## 9. Recommendations.

9.1 Council is recommended to:-

- (1) Appoint the Overview and Scrutiny Committees and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (2) Determine the size and terms of reference for those Committees as set out in **Appendix 1** of the report;
- (3) Determine the allocation of seats to political groups in accordance with the political balance rules as set out in **Appendix 2** of the report;
- (4) Determine which political groups represented at Council are entitled to make which appointments of Overview and Scrutiny Committee Chairpersons;
- (5) Receive nominations and appoint Councillors to serve on each of the Committees, Panels and other bodies (as indicated);
  - Appeals Panel
  - Appointments Committee
  - Audit Committee
  - Democratic Services Committee
  - Development Control Committee
  - Licensing Committee
  - Licensing Act 2003 Committee
  - Town and Community Council Forum
  - Subject Overview and Scrutiny Committee 1
  - Subject Overview and Scrutiny Committee 2
  - Subject Overview and Scrutiny Committee 3
  - Corporate Overview and Scrutiny Committee

- (6) Receive nominations and appoint the Chairpersons and Vice-Chairpersons of the following Committees, Panels and other bodies (as indicated) with it being noted that the Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson:
- Democratic Services Committee Chairperson
  - Development Control Committee Chair and Vice-Chairperson
  - Licensing Committee & Licensing Act 2003 Committee Chair and Vice-Chairperson
  - Town and Community Council Forum Chair and Vice-Chairperson
- (7) Receive nominations and appoint the Chairpersons of the following Overview and Scrutiny Committees in accordance with the provisions of paragraph 4.5 of the report:
- Subject Overview and Scrutiny Committee 1
  - Subject Overview and Scrutiny Committee 2
  - Subject Overview and Scrutiny Committee 3
- (8) Approve that the membership of the Standards Committee remain as at present in accordance with paragraph 4.3 of the report and that Part 3 of the Constitution in relation to the Standards Committee membership be amended accordingly.
- (9) Approve amendment of Part 3 of the Constitution in relation to the Audit Committee Terms of Reference in accordance with paragraph 4.2.3 of the report and the Appointments Committee in accordance with paragraph 4.4.2 of the report.

**Kelly Watson**  
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**23 April 2019**

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**Background documents** None.

**RESPONSIBILITY FOR COUNCIL FUNCTIONS****(a) Committees, Sub-Committees, Panels and other Bodies**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors.	1. To hear and determine appeals under the following policies and procedures of the Council: <ul style="list-style-type: none"> <li>• Disciplinary;</li> <li>• Grievance;</li> <li>• Management of Absence;</li> <li>• Dignity at Work;</li> <li>• Capability;</li> <li>• Redundancy and Redeployment</li> </ul>	None.
Appointments Committee	The Appointments Committee is comprised of <del>6</del> <u>8</u> Elected Member representatives: <ul style="list-style-type: none"> <li>• Leader (Chairperson)</li> <li>• Deputy Leader</li> <li>• Cabinet Member (of relevant portfolio to the post)</li> <li>• 1 x Conservative Member</li> <li>• 1 x Independent Alliance Member</li> <li>• <u>1 x Plaid Cymru Member</u></li> <li>• <u>1 x Llynfi Independents Member</u></li> </ul>	1. To undertake the appointment process of JNC officers (other than the Chief Executive).  Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process.  2. To facilitate the JNC Determination and JNC Appeals panels. These will comprise of 3 members with the Leader or Deputy Leader chairing the panel supported by 2 other members of the committee.  The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.	None

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	<ul style="list-style-type: none"> <li>• <u>1 x Labour Group Member</u></li> </ul>		
Audit Committee	12 County Borough Councillors and Lay Members (as set out in Article 8)	<ul style="list-style-type: none"> <li>• Review, scrutinise and issues reports and recommendations in relation the Authority's financial affairs,</li> <li>• Review, scrutinise and issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements.</li> <li>• To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy.</li> <li>• Oversee the Council's internal and external audit arrangements (including the performance of external providers of Internal Audit) and review its financial statements.</li> <li>• To approve the Internal Audit Charter.</li> <li>• To approve the risk-based internal audit plan and to approve significant interim changes to the risk-based internal audit plan.</li> <li>• To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.</li> <li>• To consider and approve the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>• To consider and approve reports from Internal Audit on the adequacy of internal control.</li> <li>• To consider and approve reports dealing with the management and performance of the providers of internal audit services.</li> <li>• To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable</li> </ul>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>timescale and approve necessary remedial action.</p> <ul style="list-style-type: none"> <li>• To identify issues from the annual Improvement Report by the Wales Audit Office.</li> <li>• To identify areas for examination by Internal and External Audit.</li> <li>• To be responsible for ensuring effective effective scrutiny of the Treasury Management Strategy and policies, in accordance with the Treasury Policy Statement and Treasury Management Prudential Indicators.</li> <li>• To maintain an overview of the Council's Constitution in respect of Contract and Finance Procedure Rules.</li> <li>• To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer.</li> <li>• To monitor the Council's Anti-Fraud and Bribery Strategy, Whistleblowing Policy and Anti-Money Laundering Policy.</li> <li>• To review and approve the Council's Annual Governance Statement and Code of Corporate Governance.</li> <li>• To assess the Council's compliance with its own and other published standards and controls.</li> <li>• To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</li> <li>• To consider and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts.</li> <li>• To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these.</li> <li>• To receive reports from the External Regulators as appropriate.</li> <li>• <u>To receive reports concerning the incidents and near misses reported under the Corporate Risk</u></li> </ul>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<u><i>Management Incident and Near Misses Reporting Procedure (Excluding Health and Safety)</i></u>	
Democratic Services Committee	11 County Borough Councillors (as set out in Article 9 of Part 2)	<ol style="list-style-type: none"> <li>1. To designate an officer as the Head of Democratic Services,</li> <li>2. To review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and</li> <li>3. To make reports and recommendations to Council, at least annually, in relation to such provision.</li> <li>4. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.</li> <li>5. To make reports and recommendations to the Council following a review.</li> </ol>	
Democratic Services Sub-Committee	3 County Borough Councillors that are members of the Democratic Services Committee	<p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013</p> <ol style="list-style-type: none"> <li>a) Determine a complaint made by a Member regarding cancellation of family absence by the authority</li> <li>b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations.</li> <li>c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty;</li> <li>d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty;</li> </ol>	



Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		e) The decision of the Sub-Committee is final.	
Development Control Committee	Eighteen County Borough Councillors.	<ol style="list-style-type: none"> <li>1. To make recommendations to the Council in respect of Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>2. To determine applications for planning permission including applications by the Council for deemed planning permission other than Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements;</li> <li>4. To authorise the service of notices and the making of orders in accordance with the powers conferred upon the Council as local planning authority by Parts III, IV, VI, VII, VIII and XIII of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>5. To discharge the Council's functions pursuant to Part I, Chapters II, III, IV and VI, Part II, Sections 72-75, Part III and Part IV of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;</li> <li>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</li> <li>8. To discharge the Council's functions under the Building Regulations;</li> <li>9. To be responsible for:</li> </ol>	Details of the planning and other functions of the Development Control Committee which are delegated to the Corporate Director - Communities and other officers in their Directorate are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <li>a) The making of Tree Preservation Orders;</li> <li>b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations;</li> <li>c) The determination of all applications for consent under confirmed Tree Preservation Orders;</li> <li>d) The making of observations on tree felling licences proposed to be granted by National Resources Wales;</li> <li>e) The determination of applications under the Woodland Grant Scheme;</li> </ul> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <ul style="list-style-type: none"> <li>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</li> <li>(b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.</li> </ul>	
Rights of Way Sub-Committee	Six County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a	<p>1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof):</p> <p style="padding-left: 40px;">Town and Country Planning Act 1990;</p>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	Footpath Secretary.	<ol style="list-style-type: none"> <li>2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn;</li> <li>3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.</li> </ol>	
The Licensing Committee	Fourteen County Borough Councillors.	<ol style="list-style-type: none"> <li>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions:               <ol style="list-style-type: none"> <li>a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b) Licences for Pleasure Boats and Vessels;</li> <li>c) Street Trading Licences and Consents;</li> <li>d) Sex Establishments;</li> <li>e) Street Collections;</li> <li>f) House to House Collections;</li> <li>g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</li> <li>h) Section 26(1)(bb) of the Marriage Act 1949, (as amended)</li> </ol> </li> <li>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle</li> </ol>	Details of the licensing functions within the purview of the Licensing Committee and the Licensing Sub-Committee which are delegated to the Solicitor to the Council and other officers in the Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Drivers' Licences by Council officers under the power delegated to them;</p> <p>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</p>	
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<p>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</p> <ul style="list-style-type: none"> <li>a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b. Licences for Pleasure Boats and Vessels;</li> <li>c. Street Trading Licences and Consents;</li> <li>d. Sex Establishments;</li> <li>e. Street Collections;</li> <li>f. House to House collections;</li> </ul> <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p> <p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals,</p>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		in circumstances in which the Council Officer to whom the power to determine such applications, or to revoke such approvals, has been delegated has declined to exercise the delegated power.	
The Licensing Act 2003 Committee	Fourteen County Borough Councillors	<ol style="list-style-type: none"> <li>1. All matters relating to the discharge by the licensing authority of its licensing functions under the Licensing Act 2003 other than any function conferred by section 5 in respect of its statement of licensing policy;</li> <li>2. All matters relating to the discharge by the Licensing Authority of its licensing functions under the Gambling Act 2005 other than any function conferred by section 349 in respect of its statement of Licensing Policy and section 166 in respect of a resolution not to issue a casino license.</li> </ol>	Details of the licensing functions within the purview of the Licensing Act 2003 Committee and the Licensing Act 2003 Sub-Committee which are delegated to the Solicitor to the Council and other officers in
The Licensing Act 2003 Sub-Committee(s)	Ad-hoc panels of 3 Licensing Act 2003 Committee members sitting on a rota basis chaired by the Chairperson or Vice-Chairperson of the Licensing Act 2003 Committee or in their absence a member of the panel to be elected as chairperson for that meeting	<ol style="list-style-type: none"> <li>1. To hear and determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters: <ul style="list-style-type: none"> <li>(a) Applications for personal licences (if police objection);</li> <li>(b) Applications for personal licences with unspent convictions;</li> <li>(c) Applications for premises licences/club premises certificates (if relevant representation made);</li> <li>(d) Applications for provisional statements (if relevant representation made);</li> <li>(e) Applications to vary premises licences/club premises certificates (if relevant representation made);</li> <li>(f) Applications to vary designated premises supervisor (if police objection);</li> <li>(g) Applications for transfer of premises licence (if police objection);</li> </ul> </li> </ol>	Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <li>(h) Applications for interim authorities (if police objection);</li> <li>(i) Applications to review premises licences/club premises certificate;</li> <li>(j) Whether to object when the authority is a consultee and not the relevant authority considering an application;</li> <li>(k) Determination of police objections (counter notices) to temporary event notices;</li> <li>(l) Revocations of licences where convictions come to light.</li> </ul> <p>2. To determine applications received in respect of the Legislative Reform (Minor variations to Premises Licences and Club Premises Certificates) Order 2009.</p> <p>3. To determine applications received in respect of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &amp;c.) Order 2009.</p> <p>4. To hear and determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> <li>(a) Applications for Premises Licence;</li> <li>(b) Application for variation of Premises License;</li> <li>(c) Application for transfer of Premises Licence;</li> <li>(d) Application for Provisional Statement;</li> <li>(e) Review of Premises License;</li> <li>(f) Application for Club Gaming / Club Machine permit;</li> <li>(g) Cancellation of Club Gaming / Club Machine permit;</li> </ul>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <li>(h) Cancellation of Licensed Premises Gaming Machine permit;</li> <li>(i) Consideration of temporary use notice;</li> <li>(j) Decision to give counter notice to a temporary use notice;</li> <li>(k) Decision to refuse application for small lottery registration;</li> <li>(l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises.</li> <li>(m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated declines to exercise the delegated power.</li> </ul>	
Standards Committee	Four Independent Members; Two County Borough Councillors; <del>One</del> <del>Two</del> Town / Community Councillors.	<ol style="list-style-type: none"> <li>1. To promote and maintain high standards of conduct by Town and Community Councillors and County Borough Councillors, co-opted members and Church and Parent Governor representatives;</li> <li>2. To assist Town and Community Councillors and County Borough Councillors, co-opted members and Church and Parent Governor representatives to observe the Code of Conduct adopted by their Council;</li> <li>3. To advise Town and Community Councils and the County Borough Council on the adoption or revisions of a Code of Conduct.</li> <li>4. To monitor the operation of the Town and Community Councils' and County Borough Council's Code of Conduct and to report to the County Borough Council on any matters of concern;</li> <li>5. To advise Town and Community Councillors and the County Borough Council on the effective implementation of the Code of Conduct, including appropriate training measures for Councillors, co-opted members and</li> </ol>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Church and Parent Governor representatives;</p> <p>6. To consider:</p> <ul style="list-style-type: none"> <li>a) reports submitted by the Public Services Ombudsman for Wales;</li> <li>b) reports submitted by and any recommendation made to it by the Council's Monitoring Officer;</li> <li>c) any representations received; relating to alleged breaches of the Code of Conduct by Town and Community Councillors and County Borough Councillors or co-opted members and to make appropriate determinations;</li> </ul> <p>7. To monitor the operation of the County Borough Council's Whistleblowing Policy;</p> <p>8. To grant dispensations from the prohibitions contained in the Code of Conduct from Town and Community Councillors and County Borough Councillors or co-opted members participating in that Council's business, in accordance with the Regulations from time to time made by the National Assembly for Wales.</p>	
Town and Community Council Forum	Nineteen County Borough Councillors and one Town / Community Councillor representing each Town / Community Council.	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.	None.
Corporate Overview and Scrutiny Committee	Twelve County Borough Councillors.  (For consideration of education matters to include 5 Education Representatives)	<p>1. To consider the service provision, planning, management and performance relating to corporate performance and Governance;</p> <p>2. To consider policies, protocols and plans relating to corporate performance and Governance;</p> <p>3. To co-ordinate and contribute to the annual budget consultation process on</p>	None



Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>behalf of the other Overview &amp; Scrutiny Committees and provide a strategic overview of Cabinet's draft budget proposals;</p> <ol style="list-style-type: none"> <li>4. To take an overview of the financial performance of all Directorates in the achievement of corporate priorities;</li> <li>5. To consider the performance of Bridgend's Public Service Board in accordance with guidance;</li> <li>6. To oversee the decision making of the Community Safety Partnership and its constituent bodies in respect of their community safety roles in accordance with the Crime and Disorder guidance;</li> <li>7. To consider the Council's Business Planning Process and the content of the Corporate Plan and all Directorate Business Plan in line with the Wales Programme for Improvement guidance;</li> <li>8. To consider the Council's improvement objectives;</li> <li>9. To consider the Council's Improvement Objectives;</li> <li>10. To develop and implement a Forward Work Programme for the Committee and for each Subject Scrutiny Committee having regard to the Council's Corporate Priorities and Risk Management Framework.</li> </ol>	
Subject Overview and Scrutiny Committee 1 (Education themed but not exclusive to)	Sixteen County Borough Councillors.  (For consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> <li>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>3. To contribute to the annual budget consultation process in relation to the</li> </ol>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>4. To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to then prioritise and schedule.</p>	
Subject Overview and Scrutiny Committee 2 (Social Services and Wellbeing themed but not exclusive to)	Sixteen County Borough Councillors  (For consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> <li>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>3. To contribute to the annual consultation process in relation to the relevant subject area prioritised and allocated by the Corporate Overview and scrutiny Committee;</li> <li>4. To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to then prioritise and schedule.</li> </ol>	None.
Subject Overview and Scrutiny Committee 3	Sixteen County Borough Councillors  (For consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> <li>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> </ol>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>3. To contribute to the annual consultation process in relation to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>4. To develop propose items for the Forward work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to the prioritise and schedule.</p>	

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Committee	Total	Labour			Conservative			Independent Alliance			Llyng Independents			Plaid Cymru		
		No	%	Change	No	%	Change	No	%	Change	No	%	Change	No	%	Change
Appeals	12	6	50.00		1	8.33		2	16.67		1	8.33		1	8.33	
Appointments Committee	8	4	50.00		1	12.50		1	12.50		1	12.50		1	12.50	
Audit Committee	12	6	50.00		2	16.67		3	25.00		1	8.33		0	0.00	
Democratic Services Committee	11	5	45.45		2	18.18		3	27.27		0	0.00		1	9.09	
Development Control Committee	18	9	50.00		2	11.11		3	16.67		1	5.56		1	5.56	
Licensing Act 2003 Committee	14	7	50.00		2	14.29		2	14.29		1	7.14		1	7.14	
Licensing Committee	14	7	50.00		2	14.29		2	14.29		1	7.14		1	7.14	
Town & Community Council Forum	19	9	47.37		3	15.79		4	21.05		1	5.26		0	0.00	
Scrutiny 1	16	7	43.75		2	12.50		3	18.75		1	6.25		0	6.25	
Scrutiny 2	16	8	50.00		3	18.75		4	25.00		0	0.00		1	6.25	
Scrutiny 3	16	8	50.00		2	12.50		2	12.50		1	6.25		1	6.25	
Corporate	12	6	50.00		2	16.67		2	16.67		1	8.33		1	8.33	
<b>Totals</b>	<b>168</b>	<b>82</b>	<b>48.81</b>	<b>0</b>	<b>24</b>	<b>14.29</b>		<b>31</b>	<b>18.45</b>		<b>10</b>	<b>5.95</b>		<b>9</b>	<b>5.36</b>	
<b>Councillors</b>	<b>54</b>	<b>26</b>	<b>48.15</b>		<b>8</b>	<b>14.81</b>		<b>10</b>	<b>18.52</b>		<b>3</b>	<b>5.56</b>		<b>3</b>	<b>5.56</b>	
<b>Variation as %</b>			<b>0.66</b>			<b>-0.53</b>			<b>-0.07</b>			<b>0.40</b>			<b>-0.20</b>	
<b>Variation as Seats(1% = 1.66 seats)</b>	<b>1.66</b>		<b>0.40</b>			<b>-0.88</b>			<b>-0.11</b>			<b>0.66</b>			<b>-0.33</b>	

allocated	difference
12	0
8	0
12	0
11	0
18	0
14	0
14	0
19	0
16	0
16	0
16	0
12	0

Committee	Total	Independent			Independent			Independent			Independent Conservative		
		JH Tildesley			R Stirman			J Williams			K Watts		
		No	%	Change	No	%	Change	No	%	Change	No	%	Change
Appeals	12	1	8.33		0	0.00		0	0.00		0	0.00	
Appointments Committee	6	0	0.00		0	0.00		0	0.00		0	0.00	
Audit Committee	12	0	0.00		0	0.00		0	0.00		0	0.00	
Democratic Services Committee	11	0	0.00		0	0.00		0	0.00		0	0.00	
Development Control Committee	18	0	0.00		1	5.56		0	0.00		1	5.56	
Licensing Act 2003 Committee	14	0	0.00		0	0.00		1	7.14		0	0.00	
Licensing Committee	14	0	0.00		0	0.00		1	7.14		0	0.00	
Town & Community Council Forum	19	1	5.26		0	0.00		0	0.00		1	5.26	
Scrutiny 1	16	0	0.00		1	6.25		1	6.25		1	6.25	
Scrutiny 2	16	0	0.00		0	0.00		0	0.00		0	0.00	
Scrutiny 3	16	1	6.25		1	6.25		0	0.00		0	0.00	
Corporate	12	0	0.00		0	0.00		0	0.00		0	0.00	
<b>Totals</b>	<b>166</b>	<b>3</b>	<b>1.81</b>		<b>3</b>	<b>1.81</b>		<b>3</b>	<b>1.81</b>		<b>3</b>	<b>1.81</b>	
<b>Councillors</b>	<b>54</b>	<b>1</b>	<b>1.85</b>		<b>1</b>	<b>1.85</b>		<b>1</b>	<b>1.85</b>		<b>1</b>	<b>1.85</b>	
<b>Variation as %</b>			<b>-0.04</b>			<b>-0.04</b>			<b>-0.04</b>			<b>-0.04</b>	
<b>Variation as Seats(1% = 1.66 seats)</b>	<b>1.66</b>		<b>-0.07</b>			<b>-0.07</b>			<b>-0.07</b>			<b>-0.07</b>	

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**PROPOSED COMMITTEE STRUCTURE**

	<b><u>Size of Committee (or other body)</u></b>
Appeals Panel	12
Appointments Committee	8
Audit Committee	12
Democratic Services Committee	11
Development Control Committee	18
Licensing Committee	14
Licensing Act 2003 Committee	14
Standards Committee	8
Town and Community Council Forum	19
Subject Overview & Scrutiny Committee 1 (Education priority)	16
Subject Overview & Scrutiny Committee 2 (Social Services priority)	16
Subject Overview & Scrutiny Committee 3	16
Corporate Overview & Scrutiny Committee	12

**Notes:**

1. The Licensing Committee has the responsibility for appointing from its membership two Licensing Sub-Committee's (A and B) comprising of seven members each.
2. The Licensing Act 2003 Committee has the responsibility for appointing from its membership Statutory Licensing Sub-Committee's
3. The Development Control Committee has the responsibility for appointing from its membership the Rights of Way Sub-Committee comprising of five Members.

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**COMMITTEE MEMBERSHIP**

<b>Appeals Panel</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Jeff Tildesley	Independent	
2.	Matthew Voisey	Conservative	
3.	Elaine Venables	Independent Alliance	
4.	Norah Clarke	Independent Alliance	
5.	David Lewis	Labour	
6.	Gareth Howells	Labour	
7.	Janice Lewis	Labour	
8.	John McCarthy	Labour	
9.	Nicole Burnett	Labour	
10.	Pam Davies	Labour	
11.	Keith Edwards	Llynfi Independents	
12.	James Radcliffe	Plaid Cymru	

<b>Appointments Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Tom Giffard	Conservative	
2.	Norah Clarke	Independent Alliance	
3.	Huw David	Labour	
4.	Hywel Williams	Labour	
5.	Malcolm James	Plaid Cymru	
6.	Cabinet Member	Labour	with relevant portfolio for post being recruited
7.	Nomination Awaited	Labour	
8.	Nomination Awaited	Llynfi Independents	

<b>Audit Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Tom Giffard	Conservative	
2.	Lyn Walters	Conservative	
3.	Alex Williams	Independent Alliance	
4.	Amanda Williams	Independent Alliance	
5.	Cheryl Green	Independent Alliance	
6.	Tom Beedle	Llynfi Independents	
7.	Bridie Sedgebeer	Labour	
8.	Janice Lewis	Labour	
9.	Pam Davies	Labour	
10.	Mike Kearn	Labour	
11.	Richard Granville	Labour	
12.	Paul Davies	Labour	

<b>Democratic Services Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Kay Rowlands	Conservative	
2.	Sadie Vidal	Conservative	
3.	Elaine Venables	Independent Alliance	
4.	Sean Aspey	Independent Alliance	
5.	Alex Williams	Independent Alliance	
6.	Bridie Sedgebeer	Labour	
7.	Gareth Howells	Labour	
8.	Gary Thomas	Labour	
9.	Richard Granville	Labour	
10.	Stephen Smith	Labour	

11.	Malcolm James	Plaid Cymru	
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<b>Development Control Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Carolyn Webster	Conservative	
2.	Matthew Voisey	Conservative	
3.	Vacancy	Independent Alliance	
4.	Amanda Williams	Independent Alliance	
5.	Sorrel Dendy	Independent Alliance	
6.	Roz Stirman	Independent	
7.	Ken Watts	Independent	
8.	David Lewis	Labour	
9.	Gary Thomas	Labour	
10.	Janice Lewis	Labour	
11.	John Spanswick	Labour	
12.	Jon-Paul Blundell	Labour	
13.	Mike Kearns	Labour	
14.	Nicole Burnett	Labour	
15.	Richard Collins	Labour	
16.	Richard Granville	Labour	
17.	Keith Edwards	Llynfi Independents	
18.	James Radcliffe	Plaid Cymru	

<b>Licensing Act 2003 Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Altaf Hussain	Conservative	
2.	Aniel Pucella	Conservative	
3.	Julia Williams	Independent	
4.	Brian Jones	Independent Alliance	
5.	David Owen	Independent Alliance	
6.	David Lewis	Labour	
7.	Gary Thomas	Labour	
8.	Janice Lewis	Labour	
9.	Mike Kearns	Labour	
10.	Pam Davies	Labour	
11.	Richard Collins	Labour	
12.	Stuart Baldwin	Labour	
13.	Tom Beedle	Llynfi Independents	
14.	Malcolm James	Plaid Cymru	

<b>Licensing Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Altaf Hussain	Conservative	
2.	Aniel Pucella	Conservative	
3.	Julia Williams	Independent	
4.	Brian Jones	Independent Alliance	
5.	David Owen	Independent Alliance	
6.	David Lewis	Labour	
7.	Gary Thomas	Labour	
8.	Janice Lewis	Labour	
9.	Mike Kearns	Labour	
10.	Pam Davies	Labour	
11.	Richard Collins	Labour	
12.	Stuart Baldwin	Labour	
13.	Tom Beedle	Llynfi Independents	
14.	Malcolm James	Plaid Cymru	

<b>Town &amp; Community Council Forum</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Aniel Pucella	Conservative	
2.	Kay Rowlands	Conservative	
3.	Matthew Voisey	Conservative	
4.	Ken Watts	Independent	
5.	Jefferson Tildesley MBE	Independent	
6.	Brian Jones	Independent Alliance	
7.	Mike Clarke	Independent Alliance	
8.	Norah Clarke	Independent Alliance	
9.	Sean Aspey	Independent Alliance	
10.	Bridie Sedgebeer	Labour	
11.	Charles Smith	Labour	
12.	Huw David	Labour	
13.	Jon-Paul Blundell	Labour	
14.	Paul Davies	Labour	
15.	Richard Granville	Labour	
16.	Stephen Smith	Labour	
17.	Stuart Baldwin	Labour	
18.	Richard Young	Labour	
19.	Ross Penhale-Thomas	Llynfi Independents	

<b>Subject Overview and Scrutiny Committee 1</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Carolyn Webster	Conservative	
2.	Lyn Walters	Conservative	
3.	Ken Watts	Independent	
4.	Jefferson Tildesley MBE	Independent	
5.	Amanda Williams	Independent Alliance	
6.	David Owen	Independent Alliance	
7.	Sorrel Dendy	Independent Alliance	
8.	Bridie Sedgebeer	Labour	
9.	Jane Gebbie	Labour	
10.	Jon-Paul Blundell	Labour	
11.	Martyn Jones	Labour	
12.	Nicole Burnett	Labour	
13.	Richard Collins	Labour	
14.	Pam Davies	Labour	
15.	Tom Beedle	Llynfi Independents	
16.	Roz Stirman	Independent	

<b>Subject Overview and Scrutiny Committee 2</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Aniel Pucella	Conservative	
2.	Kay Rowlands	Conservative	
3.	Sadie Vidal	Conservative	
4.	Cheryl Green	Independent Alliance	
5.	Mike Clarke	Independent Alliance	
6.	Sorrel Dendy	Independent Alliance	
7.	Vacancy	Independent Alliance	
8.	Tim Thomas	Plaid Cymru	
9.	David White	Labour	
10.	Gary Thomas	Labour	
11.	Jane Gebbie	Labour	
12.	Janice Lewis	Labour	
13.	David White	Labour	
14.	Martyn Jones	Labour	
15.	Mike Kearn	Labour	
16.	Stephen Smith	Labour	

<b>Subject Overview and Scrutiny Committee 3</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Altaf Hussain	Conservative	
2.	Matthew Voisey	Conservative	
3.	Julia Williams	Independent	
4.	Elaine Venables	Independent Alliance	
5.	Norah Clarke	Independent Alliance	
6.	Roz Stirman	Independent	
7.	David Lewis	Labour	
8.	Gareth Howells	Labour	
9.	Gary Thomas	Labour	
10.	John Spanswick	Labour	
11.	Paul Davies	Labour	
12.	David White	Labour	
13.	Rod Shaw	Labour	
14.	Stuart Baldwin	Labour	
15.	Keith Edwards	Llynfi Independents	
16.	James Radcliffe	Plaid Cymru	

<b>Corporate Overview and Scrutiny Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Carolyn Webster	Conservative	
2.	Tom Giffard	Conservative	
3.	Norah Clarke	Independent Alliance	
4.	Cheryl Green	Independent Alliance	
5.	Bridie Sedgebeer	Labour	
6.	Jane Gebbie	Labour	
7.	John Spanswick	Labour	
8.	Jon-Paul Blundell	Labour	
9.	Martyn Jones	Labour	
10.	Rod Shaw	Labour	
11.	Ross Penhale-Thomas	Llynfi Independents	
12.	Tim Thomas	Plaid Cymru	

<b>Coychurch Crematorium Joint Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Aniel Pucella	Conservative	
2.	Julia Williams	Independent	
3.	Elaine Venables	Independent Alliance	
4.	David White	Labour	
5.	Richard Young	Labour	

<b>Standards Committee</b>		
<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
David Lewis	Labour	
Mike Clarke	Independent Alliance	

<b><u>Committee/Panel</u></b>	<b><u>Current Chairperson</u></b>	<b><u>Current Vice Chairs*</u></b>	<b><u>Notes</u></b>
Appeals Panel	Cllr JE Lewis	Cllr N Burnett	
Appointments Committee	Leader	Deputy Leader	
Democratic Services Committee	Cllr E Venables	N/A	No Senior Salary allocated
Development Control Committee	Cllr G Thomas	Cllr R Granville	
Licensing Committee	Cllr DRW Lewis	Cllr PA Davies	
Licensing Act 2003 Committee			
Standards Committee	Mr C Jones OBE	N/A	
Town and Community Council Forum	Leader	Cllr CE Smith	
Scrutiny Subject Committee 1	Cllr C Webster	N/A	
Scrutiny Subject Committee 2	Cllr CA Green	N/A	
Scrutiny Subject Committee 3	Cllr JC Spanswick	N/A	

\* Vice Chairs are not remunerated

**Not appointed by Council**

Audit Committee	Cllr A Williams	Cllr AJ Williams	To be appointed by the Committee
Corporate Overview and Scrutiny Committee	Cllr CA Green	N/A	To be appointed by the Committee

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE ANNUAL MEETING OF COUNCIL

15 MAY 2019

#### REPORT OF THE MONITORING OFFICER

#### REPRESENTATION ON OUTSIDE BODIES & OTHER COMMITTEES

##### 1. Purpose of Report.

###### 1.1 The purpose of this report is to:

seek Council's approval for the appointment of Members to the South Wales Police and Crime Panel, Cardiff Capital Region City Deal Joint Scrutiny Committee and the South East Wales Strategic Planning Group as set out in **Appendix 1**.

##### 2. Connection to Corporate Improvement Plan / Other Corporate Priority.

###### 2.1 This report assists in the achievement of the following corporate priority/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.

###### 2.2 The Authority's continuing partnership working with a wide range of organisations within the County Borough contributes to the achievement of the Corporate Priorities.

##### 3. Background.

###### 3.1 Council is required, in accordance with Part 4 of the Council Procedure Rules, contained within the Constitution, to receive nominations and appoint to these bodies / committees.

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

###### 4.1 It is proposed that Members be appointed for a term of one year except where earlier revocation of appointment is appropriate.

4.2 It is proposed that where an appointment is made on the basis of a Member's role within the Authority the appointment be attached to the role and not to the individual Member, e.g. Scrutiny Chair, Cabinet Member.

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

5.1 This report accords with the Council Procedure Rules as set out at Part 4 of the Constitution.

## **6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report

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

7.1 The following is a summary of the implications to show how the 5 ways of working have been used to formulate the recommendation:

- Long-term - The approval of this report will assist in the long term planning of the business of the Council by the continuation of effective relationships with other organisations.
- Prevention - Continued and relevant representation supports the Council by enhancing its current and future relationships.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - This report supports partnership working with other organisations both locally and regionally.
- Involvement - This report will maintain a relationship with other organisations through effective partnership working.

## **8. Financial Implications.**

8.1 There are no financial implications.

## **9. Recommendation.**

Council is recommended to: -

9.1 receive nominations and appoint the requisite number of Members to the bodies and committees as shown in **Appendix 1**.

**K Watson**  
**Head of Legal and Regulatory Services**

**30<sup>th</sup> May 2019**



**Contact Officer:** Ruth Ronan  
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**Postal Address** Democratic Services  
Operational and Partnership Services  
Level 1  
Civic Offices

**Background document**

None.

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**COMMITTEES - COUNCIL**

ORGANISATION	REQUISITE REPRESENTATION	PROPOSED REPRESENTATION
Cardiff Capital Region City Deal Joint Scrutiny Committee	1 Member	1 Member
South Wales Police and Crime Panel	1 Member comprising <ul style="list-style-type: none"> <li>• 1 majority party</li> </ul>	<ul style="list-style-type: none"> <li>• 1 majority party</li> </ul>

**OUTSIDE BODIES**

South East Wales Strategic Planning Group	1 Member	Chairperson Development Control Committee
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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**15 MAY 2019**

**REPORT OF THE MONITORING OFFICER**

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

**1. PURPOSE OF REPORT**

- 1.1 To advise Council of the 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.

**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 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. 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. Additionally, representatives of the Panel held consultation meetings on their proposals, which was attended by the Chairperson of the Democratic Services Committee and an officer from the Democratic Services Team.
- 3.5 The 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 is in recognition of the basic duties expected of all Elected Members. The basic salary in 2019/2020 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 in Table 5, page 15 of the 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. **(Determination 2)**.

#### **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 Subject Overview and Scrutiny Committee 1
- Chairperson Subject Overview and Scrutiny Committee 2
- Chairperson Subject Overview and Scrutiny 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.

#### 4.3 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.

#### 4.4 Co-Opted Members

4.4.1 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 33**).

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
---	---

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

#### 4.5 Compliance with Panel Requirements

4.5.1 The Panel is empowered to require the Authority to comply with the requirements imposed on it by the Annual Report of the Panel and further enables the Panel to monitor compliance by the Authority of the Panel's determinations. Details of all remuneration received by Elected Members must be published annually on the Local Authority's website in the prescribed format.

#### 4.6 Consultation

4.6.1 The draft Annual Report of the Independent Remuneration Panel (IRP) for Wales was circulated for consultation to all councils in Wales, with comments requested to be returned to the Panel by 27 November 2018.

4.6.2 The Democratic Services Committee at its meeting on 25 October 2018 in considering the Panel's Draft report resolved to write to the IRP whilst endorsing the determinations it would make, the IRP needs to bear in mind the budgetary pressures faced by local authorities when setting salary levels as each Council across Wales have very difficult budgetary decisions to make. The Committee endorsed the independence of the IRP but urged restraint in the conclusions it made in determining pay awards as the Council needs to demonstrate to the public that it is mindful of budgetary constraints in the delivery of public services.

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

5.1 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 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 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 2019/20 for the remuneration of elected members is £1,140,740.



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

## **9. RECOMMENDATIONS**

9.1 Council is recommended to note the determinations and recommendations contained within the Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must pay its Members for the 2019/20 municipal year.

9.2 Council is recommended to approve:

- the adoption of the relevant determinations of the Independent Remuneration Panel contained within its 2019 report (**Appendix 1**);
- those posts (as shown in the revised Members' Schedule of Remuneration at **Appendix 2**), who will receive a senior/civic salary;
- the level of remuneration for the Senior and Civic Salaries (where appropriate);
- the revised Members' Schedule of Remuneration at Appendix 2, and for it to become effective from 15 May 2019 (Annual Meeting of Council).
- that the Members' Schedule of Remuneration be updated with any changes to Senior/Civic Salary positions subsequently made by Council during the 2019/20 municipal year.

**Kelly Watson**  
**Monitoring Officer**  
**29 April 2019**

**Contact Officer:** Andrew Rees  
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23 April 2019

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**Background documents:**

- Independent Remuneration Panel for Wales Annual Report 2019/20.





# Independent Remuneration Panel for Wales

## Annual Report

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 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 tables and graphs that are contained in the introduction section of this report.

We have made a further 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.

Further changes in respect of payments to members of community and town councils are also included in the determinations.

We appreciate the responses to the draft report and thank the 40 respondents for their views. While some of the responses understandably expressed concerns about the increased costs at a time when local government in Wales continues to be financially stretched, we take the view that it is important to recognise the worth of local councillors and that for many, the current payments mean they also struggle financially. As we have consistently indicated representative democracy does not come without a cost. In the current circumstances we consider our determinations are fair to both members and those who pay for local services.

My personal thanks to my Panel members for their commitment and expertise and to our secretariat whose efficiency and diligence ensures that we meet our statutory responsibilities.

**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://irpw.gov.wales>

## 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	66
Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:	72
Annex 3: Schedule of member remuneration	87
Annex 4: Publication of Remuneration – the Panel's Requirements	89
Annex 5: Summary of new and updated determinations contained in this report	91

## 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 have 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 determined 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 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 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 11	page 27	page 31	N/A <sup>2</sup>
Senior Roles	page 15	page 27	page 31	page 42
Committee Chairs	page 15	page 27	page 31	N/A
Opposition Groups	page 15	N/A	N/A	N/A
Civic Heads and Deputies	page 17	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 42
Compensation for Financial Loss	N/A	N/A	N/A	page 43
Statement of Payments	page 89	page 89	page 89	page 89
Schedule of Remuneration	Page 87	Page 87	Page 87	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.

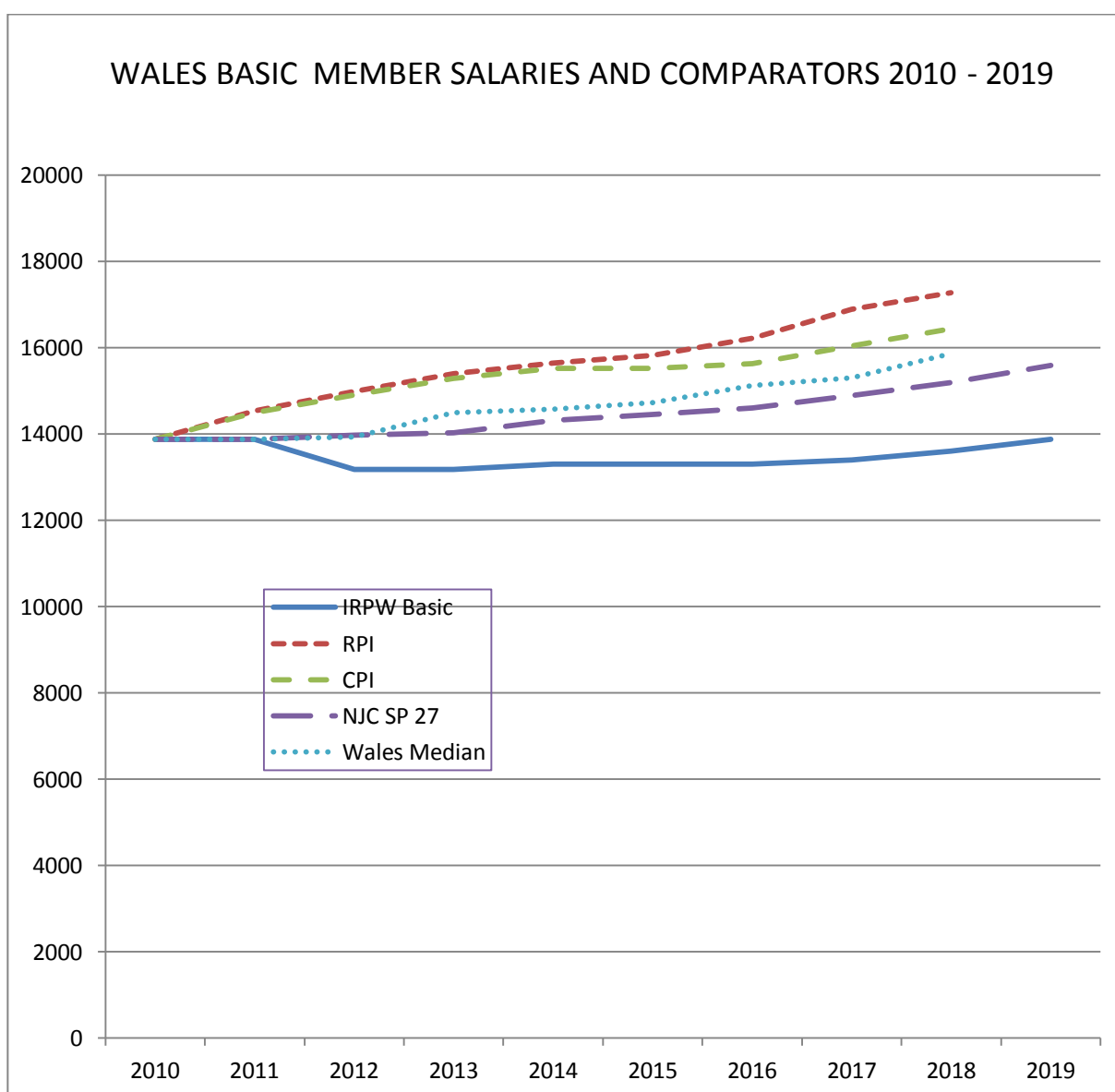
**Table 1: Basic Members' salaries and alternative comparators 2010-18 by percentage**

<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>	<b>3.8</b>	<b>0</b>	<b>-5.0</b>	<b>0</b>	<b>0.95</b>	<b>0</b>	<b>0</b>	<b>0.75</b>	<b>1.5</b>	<b>1.97</b>
<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>	<b>13868</b>	<b>13868</b>	<b>13175</b>	<b>13175</b>	<b>13300</b>	<b>13300</b>	<b>13300</b>	<b>13400</b>	<b>13600</b>	<b>13868</b>
<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	

**Graph 1:**



- 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 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 continued its regular liaison with councillors and officers. Panel members met with the Chairs of Democratic Services Committees and their officers. 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 2018. 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.

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

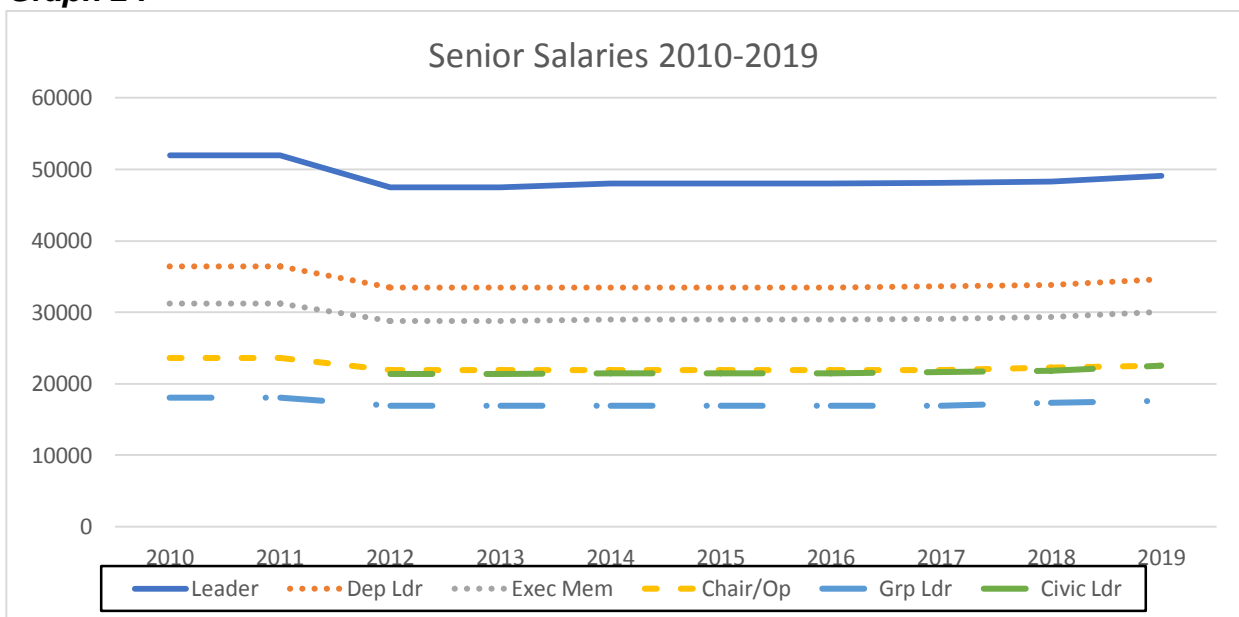
## Senior salaries for elected members of principal councils

- 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.
- 3.6 Table 3 sets out the increases and decreases in senior salaries determined by the panel between 2010 and 2019. These are illustrated by Graph 2.
- 3.7 Despite a slight increasing trend in senior salary levels since 2012, which has been lower than any measure of inflation, the senior salaries remain lower than they were ten years ago. These comparative measures are set out in the paragraph above relating to basic member salary over the same period (Table 1 and graph 1).
- 3.8 For the purposes of this analysis the mid-point (Group B) has been used where there are three rates in a salary band.

**Table 3 - IRPW Determinations on Senior Staff Remunerations 2010-19**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Leader</b>	52007	52007	47500	47500	48000	48000	48000	48100	48300	49100
<b>Deputy Ldr</b>	36405	36405	33460	33460	33500	33500	33500	33600	33800	34600
<b>Exec Memb</b>	31204	31204	28780	28780	29000	29000	29000	29100	29300	30100
<b>Chair/OpLdr</b>	23576	23576	21910	21910	22000	22000	22000	22100	22300	22568
<b>Group Ldr</b>	18028	18028	16920	16920	17000	17000	17000	17100	17300	17568
<b>Civic Ldr</b>			21375	21375	21500	21500	21500	21600	21800	22568
<b>Average % incr/(decr)</b>		0	(7.8)	0	0.6	0	0	0.35	0.7	2.1

**Graph 2 :**



**Table 4:** 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**

- 3.9 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**

- 3.9.1 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 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.

- 3.9.2 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.
- 3.9.3 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

- 3.9.4 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.
- 3.9.5 Where chairs of committees are paid, the remuneration is: £22,568.

## The Senior Salary Bands

**Determination 2: Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.**

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

**Table 5 notes:**

- a. The Panel considers that 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.

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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)**

- 3.10 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 decisions 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).
- 3.11 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.
- 3.12 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: 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.**

- 3.13 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 authorities' '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 10) that is needed to carry out their duties applies also in respect of deputy civic heads.
- 3.14 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.
- 3.15 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.
- 3.16 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**

- 3.17 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: Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.**

**Determination 5: The post of deputy presiding member will not be remunerated.**

**Key factors underpinning the Panel’s determinations:**

- 3.18 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.
- 3.19 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 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:

**Determination 6:**

- a) **An elected member must not be remunerated for more than one senior post within their 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.**

**Determination 7: 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.**

**Determination 8: 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**

- 3.20 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.
- 3.21 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 9 and 10 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.
- 3.22 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.
- 3.23 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.
- 3.24 For co-opted members the support requirements are set out in section 9 and determination 38.

**Determination 9: 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 10: 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

- 3.25 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 3.27.

**Determination 11: Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

- 3.26 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.

### 3.27 **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 Little use has been made of the arrangements for JOSCs. Therefore, the Panel has decided to delete the payment from the framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.25 and 3.26.

## **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 12: 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 13: 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 14: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.**

**Determination 15: 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 16: 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 17: 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 18: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.**

<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. National Park Authorities have two main statutory purposes, namely:

- To protect and improve the natural beauty, wildlife and cultural heritage; and
- To promote opportunities for the public to understand and enjoy the National Park's special features.

In addition to fulfilling the National Park's purposes, it is the duty of the National Park Authority to foster the economic and social wellbeing of local communities within the Park.

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 6.

**Table 6: Membership of Welsh National Park Authorities**

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
<b>Brecon Beacons</b>	24	16: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 2 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Powys County Council – 8 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council – 1	8
<b>Pembrokeshire Coast</b>	18	12: Pembrokeshire County Council – 12	6
<b>Snowdonia</b>	18	12: Conwy County Borough Council – 3 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 a 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 Over time, the salaries to members of NPAs and those of 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 by £60 to £3,735.
- 7.8 The Panel has also previously determined that the remuneration of a 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.
- 7.9 The Panel has provided local flexibility so that a NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee Chairs can be remunerated. A 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**

- 7.10 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.
- 7.11 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.
- 7.12 The Panel has made the following determinations:

**Determination 19: The basic salary for NPA ordinary members shall be £3,735.**

**Determination 20: The senior salary of the Chair of an NPA shall be £12,435.**

**Determination 21: A 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 22: NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

**Determination 23: Members must not receive more than one NPA senior salary.**

**Determination 24: A NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.**

**Determination 25: 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 (FRAs) in Wales: Mid and West Wales, North Wales and South Wales 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 7.

**Table 7: Membership of Fire and Rescue Authorities**

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

8.6 The Panel has previously determined the remuneration of ordinary members of a 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.

8.7 Over time, the salaries of members of FRAs and those of 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 by £35 to £1,780.

8.8 The Panel determined that the remuneration of a 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.

8.9 The Panel determined that the remuneration of a 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.

8.10 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

## **Additional Senior Salaries**

- 8.11 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**

8.12 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 27 or 28 cannot be used exclusively for this role.

8.13 The Panel has made the following determinations:

**Determination 26: The basic salary for FRA ordinary members shall be £1,780.**

**Determination 27: The senior salary of the Chair of an FRA shall be £10,480.**

**Determination 28: 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.**

**Determination 29: FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

**Determination 30: Members must not receive more than one FRA senior salary.**

**Determination 31: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.**

**Determination 32: 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 34.
- 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 33: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 8).**

**Table 8:** Fees for co-opted members (with voting rights)

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

**Determination 34: 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 35: 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 36: The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.**

**Determination 37: 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 38: 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 set out 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 any individual 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 39: 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 authorities' 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 the 2018 Annual Report, the Panel has met with over 244 Councillors and Clerks representing 243 community and town councils in 13 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 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 the 2018 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 9.

**Table 9: Community and Town Council Groupings**

<b>Community and Town Council Group</b>	<b>Income <i>or</i> 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.
- 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 40. The Panel is also mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 46.
- 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 (Leader, Deputy Leader) without payment.
- 13.13 Table 10 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 40: 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 of up to £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.17 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 41: 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 42: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

- 13.18 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

- 13.19 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 43: 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 44: 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**

13.20 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 45: 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**

13.21 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.

13.22 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 46: 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**

13.23 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.

13.24 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.

- 13.25 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.
- 13.26 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.
- 13.27 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.
- 13.28 This payment is to be used or retained at the individual's discretion and does not relate to the support costs set out above.
- 13.29 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 47: 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 48: 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

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 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.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 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.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 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 10**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>40</b> - 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.	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>41</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>42</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>43</b> – Community and town councils can make payments to each of their members in respect of travel costs for	Yes – the payment of travel costs is optional

attending approved duties.	
<b>44</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>45</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>46</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>47</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>48</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
<b>49</b> - 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.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 40 from the start of the financial year (unless they are elected later in the financial year).

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 41,42, 47 and 48 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to decide:

- 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 financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 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.

**Determination 49: 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.**

### **Publicity requirements**

13.41 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 still 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/dsjlg/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



Ceri Davies  
Head of HR  
Pembrokeshire County Council

[Ceri.davies@pembrokeshire@gov.uk](mailto:Ceri.davies@pembrokeshire@gov.uk)

29 October 2018

Dear Ceri,

**Proposal to change the remuneration of two chief officer posts**

Your letter of 6 July with the enclosed report to the Independent Remuneration Panel and the additional information provided was considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. The entire 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 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 proposals to increase the salaries of the Head of Highways and Construction (Head of Infrastructure) and Head of Environmental Services and Public Protection from a Band 3 to a Band 2 (Band 3 £75,573- £83,133 per annum to Band 2 £83,133 -£91,443).

Yours sincerely

John Bader  
Chair



Sophie Vaughan  
Pay & Rewards Specialist  
Denbighshire County Council  
[sophie.vaughan@denbighshire.gov.uk](mailto:sophie.vaughan@denbighshire.gov.uk)

29 October 2018

Dear Sophie,

Your email of 17 October with summary report and supporting documents for your proposal to increase the Head of Highways and Environment salary has been considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. 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 proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined your submission the Panel it is the decision of the Panel to express concerns about your proposal to increase the Head of Highways and Environment salary from £68,889 - £71,002 to £84,009-£86,589.

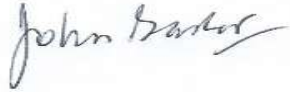
The omission of service responsibilities from the original job description is an odd circumstance which does not change the Panel's view that those services are typical of the range of duties which would be expected to be carried out by a head of highways.

The job as described does not differ from other comparable posts in north Wales and the information provided does not convince the Panel that the scope of the post has changed so much to justify the re-grading.

The Panel also queried which portfolio these missing service responsibilities were

placed previously. If these responsibilities are now going to be moved to the Head of Highways portfolio, is there a financial consequence for the post which will lose a significant part of the responsibilities.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long horizontal stroke at the end.

John Bader  
Chair of the Panel



Sue Robins  
HR and OD Manager  
Wrexham Council

[Sue.Robins@wrexham.gov.uk](mailto:Sue.Robins@wrexham.gov.uk)

30 October 2018

Dear Sue,

### **Restructure of Senior Management Team**

Your emails of the 18 and 22 October regarding a referral on senior pay including a summary document and additional information was considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. The entire 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 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 your proposal to restructure the senior management team, to delete 2 executives director roles, delete the current 7 Head of Department roles (salary range £77,476 - £88,089) and introduce 7 new roles of chief officers with a salary range of £85,000 - £95,000.

Yours sincerely

John Bader  
Chair



Carys Edwards MA FCIPD  
Head of Profession HR  
Isle of Anglesey County Council  
[CarysEdwards@ynysmon.gov.uk](mailto:CarysEdwards@ynysmon.gov.uk)

30 October 2018

Dear Carys,

Your email dated 11 October and the enclosed report have been considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. 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 proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

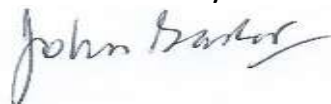
Having examined the submission from your authority it is the decision of the Panel to recommend a variation to your proposal to increase the current salary level of the vacant Head of Highways from £61,554 – £67,923 to a maximum salary not exceeding £75,410.

The Panel noted that the proposed salary takes it above and beyond the highest comparators cited in your report. The Panel recognise the principle of the market rate for the post being used as the baseline as occurred in other hard to fill posts within Ynys Mon but the comparators used in that case were higher and the additional supplement did not take the salary above the highest paid range, but rather to a mid way point.



The variation the Panel recommend is for the salary level of the post to not exceed £71,606. This figure is at the top of the comparator salary ranges cited in your report and conforms to the previous case.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader  
Chair of the Panel



Geraint Edwards  
Principle Human Resources Officer  
Ceredigion  
County Council

[Geraint.edwards2@ceredigion.gov.uk](mailto:Geraint.edwards2@ceredigion.gov.uk)

19 November 2018

Dear Mr Edwards

### **Review of Senior Management arrangements in Ceredigion County Council**

Your email containing further clarification and information dated 5 November was considered by the Independent Remuneration Panel for Wales at their meeting on 15 November. 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 for the restructure of the senior management arrangements in your council.

Yours sincerely

John Bader  
Chair



Carys Edwards MA FCIPD  
Head of Profession HR  
Isle of Anglesey County Council  
[CarysEdwards@ynysmon.gov.uk](mailto:CarysEdwards@ynysmon.gov.uk)

21 January 2019

Dear Carys,

Thank you for your email of 10 December to the IRP mail box and the enclosed additional information provided. The papers have been considered by the Independent Remuneration Panel for Wales at its meeting on 17 January. 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 proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

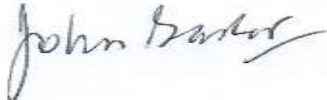
Having examined the submission and added information you have provided from your authority it is the decision of the Panel to continue to recommend a variation to your proposal to increase the current salary level of the vacant Head of Highways from £61,554 – £67,923 to a maximum salary not exceeding £75,410.

The Panel continue to note that the proposed salary takes it above and beyond the highest comparators cited in your report.

The variation the Panel recommend is for the salary level of the post to not exceed £71,606 as stated in the Panels previous letter of 30 October, the Panel cannot see any justification for changing their previous position despite the additional information you have provided.

The Panel reiterates that this figure is at the top of the comparator salary ranges cited in your report and conforms to the previous case.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

John Bader  
Chair of the Panel

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

Principal Councils	
1.	Basic salary in 2019/20 for elected members of principal councils shall be £13,868.
2.	Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.
3.	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.	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.
5.	The post of deputy presiding member will not be remunerated.
6.	<p>a) An elected member must not be remunerated for more than one senior post within their authority</p> <p>b) An elected member must not be paid a senior salary and a civic salary</p> <p>c) All senior and civic salaries are paid inclusive of basic salary</p> <p>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.</p>
7.	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.
8.	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.
9.	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.

10.	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>	
11.	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
<b>Local Government Pension Scheme</b>	
12.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
<b>Family Absence</b>	
13.	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.
14.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
15.	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.
16.	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.
17.	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.
18.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
<b>National Park Authorities</b>	
19.	The basic salary for NPA ordinary members shall be £3,735.
20.	The senior salary of the chair of a NPA shall be £12,435.

21.	A 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.
22.	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
23.	Members must not receive more than one NPA senior salary.
24.	A NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
25.	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>	
26.	The basic salary for FRA ordinary members shall be £1,780.
27.	The senior salary of the chair of a FRA shall be £10,480.
28.	A 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.
29.	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
30.	Members must not receive more than one FRA senior salary.
31.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
32.	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>	
33.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 8.
34.	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.

35.	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).
36.	The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
37.	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.
38.	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>	
39.	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>	
40.	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.
41.	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.
42.	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.



43.	<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>
44.	<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>
45.	<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>
46.	<p>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.</p>
47.	<p>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.</p>
48.	<p>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.</p>

49.	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.
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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 can 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.

## Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

<b>Principal Councils</b>	
Determination 1: This Determination has been updated	Basic salary in 2019/20 for elected members of principal councils shall be £13,868.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.
Determination 3: This Determination has been updated	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.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.
Determination 6: This is a new Determination	<ul style="list-style-type: none"> <li>• An elected member must not be remunerated for more than one senior post within their authority.</li> <li>• An elected member must not be paid a senior salary and a civic salary.</li> <li>• All senior and civic salaries are paid inclusive of basic salary.</li> <li>• 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.</li> </ul>
Determination 7: This is a new Determination	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.
Determination 8: This is a new Determination	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.
Determination 11: This Determination has been updated	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
The previous Determinations relating to Joint Overview and Scrutiny Committees have been deleted. Paragraph 4.1 of this report explains the alternative procedures.	

<b>National Park Authorities</b>	
Determination 19: This Determination has been updated	The basic salary for NPA ordinary members shall be £3,735.
Determination 20: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,435.
Determination 21: This Determination has been updated	A 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 22: This Determination has been updated	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
<b>Fire and Rescue Authorities</b>	
Determination 26: This Determination has been updated	The basic salary for FRA ordinary members shall be £1,780.
Determination 27: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,480.
Determination 28: This Determination has been updated	A 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.
Determination 29: This Determination has been updated	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
<b>Co-opted Members of Principal Councils, National Park Authorities and Fire &amp; Rescue Authorities</b>	
Determination 36: This Determination has been updated	The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
Determination 37: This Determination has been updated	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.
Determination 38: This is a new Determination	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>Community and Town Councils</b>	
Determination 40: This Determination has been updated	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.

<p>Determination 45: This Determination has been updated</p>	<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>
<p>Determination 49: This is a new Determination</p>	<p>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.</p>

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# BRIDGEND COUNTY BOROUGH COUNCIL

## MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011. With regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### 1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority not in receipt of a Senior Salary or Civic Salary as set out in **Schedule 1**.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

### 2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than fifty percent of the Members of the Authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

### 3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Director – Operational and Partnership Services & Monitoring Officer, elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

### 4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of

the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure.

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, 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.

## **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

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

the Authority will require that such part of the allowance as relates to any such period be repaid.

## **6. Payments**

- 6.1 Payments of all allowances will be made by the Chief Finance Officer by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 18th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

## **7. Dependents – Costs of Care**

- 7.1 Reimbursement for the cost of Care shall be made to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Costs of Care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care Costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Personal- Costs of Care**

- 8.1 Reimbursement for the cost of Personal Care shall be paid to a Member or Co-opted Member, who has personal assistance costs, provided the Member incurs expenses in respect of personal assistance whilst undertaking 'approved' council duties.
- 8.2 Eligible Members may claim Personal Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **9. Family Absence**

- 9.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 9.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 9.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 9.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 9.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **10. Sickness Absence**

- 10.2 A senior salary holder on long term sickness can if the authority determines continue to receive remuneration for the post held subject to the following provisions.
- 10.2 Long term sickness absence is defined as certified absences in excess of 4 weeks.
- 10.3 The maximum length of sickness absence is 26 weeks or until the individual's term of office ends, whichever is sooner (if reappointed any remaining balance of the 26 weeks will be included)
- 10.4 The Authority can if it so decides make a substitute appointment to cover the absence and the substitute will be eligible to be paid the senior salary appropriate to the post
- 10.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries payable, an addition will be allowed for the duration of the substitution.
- 10.6 If the Authority agrees to make a substitution the IRP must be informed within 14 days of the decision of the details, including the name of the post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- 10.7 Sickness absence does not apply to elected members who are not senior post holders.

## **11. Co-optees' payments**

- 11.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

- 11.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 11.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 11.4 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 11.5 The Monitoring Officer 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.
- 11.6 A half day meeting is defined as up to 4 hours.
- 11.7 A full day meeting is defined as over 4 hours.
- 11.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 11.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## **12. Travel and Subsistence Allowances**

### **12.1 General Principles**

- 12.2 Members, Co-opted Members and Members of Educational Appeals Panels may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 12.3 Where possible Members should share transport.
- 12.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 12.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 12.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.
- 12.7 "Approved duties" as set out in **Schedule 2** does not include constituency responsibilities.

## **13. Travel by Private Vehicle**

- 13.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 13.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 13.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.
- 13.4 Mileage allowances can only be paid where claims are accompanied by VAT fuel receipts. The receipt date must be prior to the time/date of the journey for which allowances are being claimed.

## **14. Travel by Public Transport**

### **14.1 Rail/Coach Travel**

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. Unless otherwise authorised rail tickets will be second-class. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **14.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency or where no public transport is reasonably available. Re-imbusement will be upon receipt only.

### **14.3 Air Fare**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer is required and tickets will be purchased by Democratic Services.

### **14.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer. Democratic Services will arrange travel and accommodation.

### **14.5 Other Travel Expenses**

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

## **15. Overnight Accommodation**

- 15.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Director of Operational and Partnership Services & Monitoring Officer.

15.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced. Where this is not possible a cheque payable to the establishment will be provided to the Member prior to travel.

15.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

## **16 Subsistence Allowance**

16.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

16.2 No provision is made for subsistence claims within the County Borough.

## **17. Claims and Payments**

17.1 A claim for travel and subsistence allowances must be made in writing within two months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

17.2 Allowances will be paid by the Chief Finance Officer by direct bank credit.

## **18. Pensions**

18.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

## **19. Compliance**

19.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

**Members are reminded that expense claims are subject to both internal and external audit.**

**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2019-20**

	<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
	All non senior/civic salary holders: 39 Members	£13,868

	<b>SENIOR SALARIES ENTITLEMENTS</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader		£49,100
2.	Deputy Leader		£34,600
3.	Cabinet Member for Social Services and Early Help		£30,100
4.	Cabinet Member for Education and Regeneration		£30,100
5.	Cabinet Member for Future Generations		£30,100
6.	Cabinet Member for Communities		£30,100
7.	Cabinet Member	Not used	£30,100
8.	Chairperson Overview and Scrutiny Subject Committee		£22,568
9.	Chairperson Overview and Scrutiny Subject Committee		£22,568
10.	Chairperson Overview and Scrutiny Subject Committee		£22,568
11.	Chairperson of Development Control Committee		£22,568
12.	Chairperson of Licensing Committee		£22,568
13.	Chairperson of Audit Committee		£22,568
14.	Chairperson of the Appeals Panel		£22,568
15.	Leader Of The Largest Opposition Group		£22,568
16.	Leader of an opposition group with at least 10% of the membership of the Council		£17,568
17.	Not currently used		
18.	Not currently used		
A maximum of 18 Senior salaries for Bridgend County Borough Council may be paid			

<b>ENTITLEMENT TO CIVIC SALARIES</b>	<b>ANNUAL AMOUNT OF</b>
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ROLE	MEMBER	CIVIC SALARY
Civic Head (Mayor)		£22,568
Deputy Civic Head (Deputy Mayor)		£17,568

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	Mr C Jones, OBE	£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, Scrutiny Committee – subject 1, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> Mr P Clarke Ms J Kiely Mr J Baker Town Councillor G Walter Town Councillor - Vacant  <u>Scrutiny</u> Mr W Bond – Parent Governor (Special Schools) Mr K Pascoe – Parent Governor Representative (Secondary Schools) Mr Ciaron Jackson - Parent Governor Representative (Primary Schools)  Rev. Cannon Edward J Evans – Church Representative (Church in Wales) Mr T Cahalarne – Church Representative (Roman Catholic Church) <u>Audit</u> Ms J Williams	£198 Daily Fee £99 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not Applicable	£226 Daily Fee £113 ½ Day Fee

MEMBERS ELIGIBLE TO RECEIVE COSTS OF CARE (Dependents/Personal Assistance)	
All Members	Up to a maximum of £403 per month





## SCHEDULE 2

### Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other 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;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
  - Approved conferences;
  - Rota visits to Social Services establishments;
  - Meetings with Senior Officers;
  - Attendance at Civic Offices to welcome school visits provided the school is within the Member's ward.

Where a local authority association or other outside body has its own scheme for the payment of allowances, the Member should claim his/her travelling and subsistence from the other body and not from the Authority.

## SCHEDULE 3

### Mileage Rates 2017-18

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

## **Subsistence Allowance 2018/19**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

## **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members attendance at meetings of council, cabinet and committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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