

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. Rhwch 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 / 643694 / 643513
Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:
Eich cyf / Your ref:

Dyddiad/Date: Thursday, 6 March 2025

Dear Councillor,

COUNCIL

A meeting of the Council will be held Hybrid in the Council Chamber Civic Offices, Angel Street, Bridgend, CF31 4WB on **Wednesday, 12 March 2025 at 16:00.**

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 Approval of Minutes

5 - 12

To receive for approval the minutes of 05/02/2025

4 To receive announcements from:

- (i) Mayor
- (ii) Chief Executive

5 To receive announcements by the Leader

By receiving this Agenda Pack electronically you will save the Authority approx. £4.12 in printing costs

6	<u>Related Party Transactions 2024-25 for Statement of Accounts</u>	13 - 20
7	<u>Fleet Replacement Programme</u>	21 - 26
8	<u>Capital Support For The Grand Pavilion Porthcawl Project</u>	27 - 32
9	<u>Independent Remuneration Panel For Wales Annual Report 2025-26</u>	33 - 84
10	<u>Pay Policy Statement - 2025/26</u>	85 - 140
11	<u>Revised Contract Procedure Rules</u>	141 - 180
12	<u>Information Reports For Noting</u>	181 - 206

13 To receive the following Question from:

Councillor Heidi Bennett to the Cabinet Member for Climate Change and the Environment

Can the Cabinet Member provide an update on the level of funding received from the Welsh Government for highway maintenance as part of the 25/26 RSG and additionally, what steps is the council taking to secure further investment from WG to address the backlog of road repairs and potholes across the county?

14 Notice of Motion Proposed by Councillor Gary Haines

Motion for the Return of Crown Estate Revenues to the Welsh Government

This motion is submitted in recognition of Wales' right to control and benefit from its own natural wealth, ensuring that the economic and social well-being of its citizens is prioritised.

This Council

1. Recognises that the Crown Estate in Wales generates significant revenue from Welsh natural resources, including offshore wind, marine resources, and land holdings.
2. Notes that revenue from the Crown Estate in Wales is currently collected and managed by the UK Treasury, with profits allocated to the UK Government.
3. Acknowledges that Scotland has successfully secured the devolution of Crown Estate revenues, ensuring that income generated from Scottish assets is reinvested in Scotland's economy and communities.
4. Believes that the revenue generated from Welsh Crown Estate assets should be returned to the Welsh Government to ensure that it is reinvested in social and economic development within Wales.

5. Calls upon the UK Government to devolve Crown Estate revenues to the Welsh Government, enabling direct investment in essential public services, housing, renewable energy projects, and economic opportunities for communities across Wales.
6. Urges the Welsh Government to advocate for the return of these funds and develop a strategic framework for their use in addressing social needs, alleviating poverty, and supporting sustainable growth in Wales.

This Council resolves to:

1. Support all measures that seek the devolution of the Crown Estate in Wales.
2. Call upon the UK Government to engage in meaningful discussions regarding the fair distribution of revenues generated from Wales' natural resources.

15 Notice of Motion Proposed By Councillor Jane Gebbie, Deputy Leader

Notice of Motion: Support for an Essentials Guarantee

This Council notes:

- The significant increase in need for emergency food in Bridgend County, with Bridgend County Foodbank providing more than 8,000 emergency food parcels in the last 12 months, a 21% increase on the same period in 2018/19.
- 62% of beneficiaries of Bridgend County Foodbanks are households with children and 28% of those are families with 3 or more children. This demonstrates that a higher proportion of households with children are experiencing hunger, poverty and hardship.
- That around 5 in 6 low income households on Universal Credit are going without at least one essential like food, a warm home or toiletries [1], which shows that the social security system is not providing people with enough to afford the essentials.
- That 9.3 million people in the UK face hunger and hardship, meaning their household is more than 25% below the Social Metrics Commission poverty line. This represents one in seven people in the UK, and one in five children. Without action, a further 425,000 people are projected to face hunger and hardship by 2026/27 [2].

The Council resolves:

- To support the promotion of the campaign by Bridgend County Foodbank, Trussell and Joseph Rowntree Foundation to introduce an Essentials Guarantee[3] , a law which would ensure that the basic rate of social security support is always enough to afford the essentials that we all need to live.
- To ask the Leader of the Council to write to the Chancellor and Secretary to the Department for Work and Pensions in favour of the introduction of an Essentials Guarantee.
- To ask the Leader of the Council to write to Chris Elmore MP for Bridgend, Stephen Kinnock MP for Aberafan Maesteg and Chris Bryant MP for Rhondda and Ogmore, to request that they write to both the Minister of State for Food Security and Rural Affairs, as well as Chancellor and Secretary to the Department for Work and Pensions, in favour of the introduction of an Essentials Guarantee.

[1] Joseph Rowntree Foundation: <https://www.jrf.org.uk/social-security/guarantee-our-essentials-reforming-universal-credit-to-ensure-we-can-all-afford-the>

[2] The Cost of Hunger and Hardship, Trussell, 2024: <https://www.trussell.org.uk/news-and-research/publications/report/the-cost-of-hunger-and-hardship>

[3] <https://www.trussell.org.uk/support-us/guarantee-our-essentials>

16 Urgent Items

To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

All Members

MINUTES OF A MEETING OF THE COUNCIL HELD HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON WEDNESDAY, 5 FEBRUARY 2025 AT 16:00

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Present

Councillor H Griffiths – Chairperson

H T Bennett
HJ David
P Ford
M L Hughes
J E Pratt

A R Berrow
P Davies
J Gebbie
D M Hughes
JC Spanswick

JPD Blundell
M J Evans
RM Granville
M Jones
E D Winstanley

E L P Caparros
N Farr
GH Haines
M Lewis

Present Virtually

S Aspey
C L C Davies
P W Jenkins
I M Spiller
A Wathan
MJ Williams

S J Bletsoe
W R Goode
M R John
T Thomas
AJ Williams
R Williams

N Clarke
S J Griffiths
W J Kendall
A Ulberini-Williams
HM Williams
T Wood

RJ Collins
D T Harrison
J Llewellyn-Hopkins
G Walter
I Williams

Officers:

Mark Galvin
Laura Griffiths
Lindsay Harvey
Carys Lord
Claire Marchant
Janine Nightingale
Oscar Roberts
Mark Shephard
Kelly Watson

Senior Democratic Services Officer - Committees
Group Manager – Legal and Democratic Services
Corporate Director - Education, Early Years & Young People
Chief Officer - Finance, Housing & Change
Corporate Director - Social Services and Wellbeing
Corporate Director - Communities
Business Administrative Apprentice - Democratic Services
Chief Executive
Chief Officer - Legal & Regulatory Services, HR & Corporate Policy

93. Apologies for absence

Decision Made	Apologies were received from the following Members:- Councillors F D Bletsoe, RM James, MJ Kearns and R J Smith.
Date Decision Made	5 February 2025

94. Declarations of Interest

Decision Made	The following personal declarations of interest were made:- Councillor J Pratt – Agenda item 6 as a member of the emergency services. Councillor E Winstanley – Agenda item 7 as an employee of Awen Cultural Trust, due to the Grand Pavilion, Porthcawl, being mentioned in the report. Councillor Amanda Williams – Agenda item 7 as a Community Governor of Coity Primary School which is referenced to in the report. Councillor J Gebbie – Agenda item 7 as a School Governor at Mynydd Cynffig Junior School.
Date Decision Made	5 February 2025

95. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of Council dated 15 January 2025, be approved as a true and accurate record.
Date Decision Made	5 February 2025

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To receive announcements from:

Decision Made	Announcements were received from the following dignitaries (no decisions required/made):- <ul style="list-style-type: none">• Mayor;• Chief Executive• Cabinet Member – Education and Youth Services
Date Decision Made	5 February 2025

97. To receive announcements by the Leader

Decision Made	Announcements were received from the Leader (No decisions required/made)
Date Decision Made	5 February 2025

98. Adoption of the Charter for Families Bereaved by Public Tragedy

Decision Made	<p>The Chief Executive presented a report, in order to outline the principles of the Charter for Families Bereaved by Public Tragedy and to seek approval for Bridgend County Borough Council (BCBC) to demonstrate its commitment to upholding the principles by signing up to the charter.</p> <p>South Wales Police and Merthyr Tydfil County Borough Council are seeking support for the charter, which outlines 6 main principles as detailed in the report, from partner organisations with the aim of all partner agencies having signed the Charter by March 2025.</p> <p>In adopting the Charter, the council will be making a public commitment to treating families bereaved by public tragedy with care and compassion and to acting with transparency and in public interest, in responding to and supporting communities to recover from such events.</p>
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A Member asked how the Council would scrutinise itself in order to ensure it is achieving the high standards and principles of the Charter and will there be any political ownership, to ensure that the Council is abiding by these principals.

The Chief Executive stated that the Council already abided by most if not all of the principles of the Charter, in the way it dealt with any unfortunate public tragedy situations, through its Emergency Planning team support and procedures, so therefore the Authority had a very good sound track record there, with the Charter just formalising the principles that are already in being.

The Charter will ensure that we reference, monitor and adhere to any future situations of public tragedy in the South Wales area, should sadly they arise.

The Leader added that there would also be a political steer in respect of the future monitoring of the Charter.

RESOLVED: That Council:

- Adopted the Charter for Families Bereaved by Public Tragedy.
- Authorised the Leader and the Chief Executive to jointly sign the Charter on behalf of Bridgend County Borough Council.

99. Capital Programme Quarter 3 Update 2024-25

Decision Made	<p>The Chief Officer – Finance, Housing and Change presented a report that confirmed that paragraph 3.5.3 of the Financial Procedure Rules require that she shall report quarterly to Cabinet and Council with an update on the Capital Strategy and the Prudential Indicators. This report fulfills that requirement.</p> <p>The report therefore provided an update on the quarter 3 spend and projected spend for 2024-25 as at 31 December 2024, the revised capital programme for 2024-25 to 2033-34 and the projected Prudential and Other Indicators for 2024-25.</p>
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	<p>Appendix A of the report showed the budgets, spend to date and projected year end spend as at the end of last year, for the individual schemes in 2024-25.</p> <p>Appendix B included the revised capital programme for 2024-25 to 2033-34, while Appendix C gave details of the actual Prudential and Other Indicators for 2023-24 and projected 2024-25.</p> <p>Table 1 in the report reflected the capital programme for each Directorate from the November 2024 approved Council position to Quarter 3.</p> <p>Table 2 summarised the current funding assumptions for the capital programme for 2024-25. The capital resources were managed to ensure that maximum financial benefit for the Council is achieved. This may include the realignment of funding to maximise government grants.</p> <p>The remainder of the report gave details of the schemes pending, including also, details of any further allocation of funding to some of these, for varying reasons, so outlined in the document.</p> <p>Members made comments and asked some questions of the Cabinet and Corporate Management Board, which were responded to by them. Examples of these were as follows:-</p> <ul style="list-style-type: none"> • Members asked how progress was developing on certain schemes included in the Capital Programme, more notably, at the Sunnyside health and wellbeing village, the Porthcawl Grand Pavilion re-development and the Porthcawl Welsh Medium Seedling school; • It is noted that Porthcawl Bus station is estimated to cost £100k to maintain, which amounts to a significant revenue pressure for the Council; • The additional Welsh Government funding of £731k towards capital maintenance costs for BCB schools is welcomed. On what basis is this investment intended to be allocated? • Could members have more detail outside of the meeting regarding the revenue implications against schemes, more particularly those that are subject to any overspend, in comparison to the projected project initial estimated cost? How much contingency is held within the capital programme and is that contingency split at Directorate/Council level, or at project level? • How up to date are the individual project forecasts and are they updated monthly? • How is the capital programme, particularly since the inception of Covid, being affected by access to goods and materials, inflated contract prices and difficulties in attracting a sufficient labour workforce, in order to successfully carry out project works? <p>The Leader concluded debate on the item, by confirming (in response to a further question), that all play</p>
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	<p>areas would be refurbished by April 2027, as agreed as part of the Labour administration manifesto. He was also pleased to announce, that the local authority were expecting additional funding from Welsh Government to commit towards highway improvements.</p> <p>He was also pleased to see the significant progress being made to some of the key projects in the capital programme, for example, to Heronsbridge School, the Sunnyside health village and Coety primary School extension, amongst others.</p> <p>A member requested a vote on the report’s recommendations and this was duly seconded. The outcome of the vote, was as follows:-</p> <table><tr><td><u>For</u></td><td><u>Against</u></td><td><u>Abstentions</u></td></tr><tr><td>37</td><td>1</td><td>7</td></tr></table> <p>It was therefore,</p> <p><u>RESOLVED:</u> That Council:</p> <ul style="list-style-type: none">• Noted the Council’s Capital Programme 2024-25 Quarter 3 update to 31 December 2024 (Appendix A of the report refers).• Also noted the net slippage of £11.472 million to 2025-26 as detailed in Appendix B.• Approved the new additions/reductions to the capital programme in 2024-25 totalling £1.070 million as outlined in Appendix B.• Further noted the actual Prudential and Other Indicators for 2023-24 and projected for 2024-25 (Appendix C).	<u>For</u>	<u>Against</u>	<u>Abstentions</u>	37	1	7
<u>For</u>	<u>Against</u>	<u>Abstentions</u>					
37	1	7					
Date Decision Made	5 February 2025						

100. To receive the following Question from:

Decision Made	<p>Councillor Heidi Bennett to the Cabinet Member – Regeneration, Economic Development and Housing (response circulated to Members in advance of the meeting).</p> <p>A supplementary question was asked by Councillor Bennett at the meeting that was responded to by the</p>
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	Corporate Director - Communities.
Date Decision Made	5 February 2025

101. Notice of Motion Proposed by Councillor Heidi Bennett

Decision Made	<p>“There are a number of derelict and degrading buildings across the County, but this question focuses on the heart of Bridgend Town Centre where a number of buildings have been derelict eyesores for years, even decades.</p> <p>I appreciate BCBC does not own any of the derelict buildings and may even be signposting owners to investment/grant opportunities. I also acknowledge that some owners/developers have been bringing some of their buildings back into use, and appreciate we have all benefitted from some spectacular high quality design and builds in pockets throughout the town, particularly those that have transformed the night time economy.</p> <p>However, there remain a number of notable buildings where there doesn't seem to have been much, if any, activity or progress made by owners in bringing them back into use.</p> <p>Could the relevant Cabinet Member advise.</p> <ul style="list-style-type: none">• What is BCBC doing to push progress on the Bridgend Town Centre Masterplan in relation to upgrading, utilising or replacing these buildings and improving our town centre?” <p>Following some discussion by Members on the above, it was subsequently agreed that Council wholeheartedly supports the Notice of Motion.</p>
Date Decision Made	5 February 2025

102. Urgent Items

Decision Made	There were no urgent items
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Date Decision Made	5 February 2025
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To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 17:30.

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	RELATED PARTY TRANSACTIONS 2024-25 FOR STATEMENT OF ACCOUNTS
Report Owner / Corporate Director:	CHIEF OFFICER – FINANCE, HOUSING AND CHANGE
Responsible Officer:	CHRISTOPHER MORRIS – FINANCE MANAGER – FINANCIAL CONTROL AND CLOSING
Policy Framework and Procedure Rules:	There is no impact on the policy framework or procedure rules
Executive Summary:	The report sets out the requirement to declare any related party transactions of Members under the Accounts and Audit (Wales) (Amendment) Regulations 2018.

1. Purpose of Report

- 1.1 The purpose of this report is to inform Council of the requirement for Members to formally declare any related party transactions for the 2024-25 financial year by completing the declaration attached at **Appendix A**, even if it is a nil return, and that this must be completed no earlier than 31 March 2025 and returned by Wednesday 9 April 2025.

2. Background

- 2.1 The preparation of the Statement of Accounts is a requirement of the Accounts and Audit (Wales) (Amendment) Regulations 2018, as amended, and its content is defined by the Chartered Institute of Public Finance and Accountancy (CIPFA) 'Code of Practice on Local Authority Accounting in the United Kingdom 2024-25' (the Code).
- 2.2 The Code states that "Authorities shall identify related party relationships and transactions, identify outstanding balances between the authority and its related parties, and identify the circumstances in which disclosures are required". Any related party transactions must then be disclosed within the Statement of Accounts.

3. Current situation / proposal

- 3.1 The requirement to declare related party transactions is not new within the Statement of Accounts. Audit Wales scrutinise these returns closely as part of their audit of the Statement of Accounts and have recommended that:

"The Council should:

- formally remind all councillors of the importance of completing and submitting their annual related party return by the deadline set by the Finance Department; and
- ensure that any outstanding related party returns are always pursued promptly.”

3.2 This report is therefore to inform Members of the requirement to complete the declaration attached at **Appendix A**, with reference to the guidance attached at **Appendix B**, by Wednesday 9 April 2025. It is essential that this form is completed **as at 31 March 2025** and must not be completed prior to this date, except for any members that left the Council during the financial year. The return must cover the full financial year or period for which the individual was a Member of the Council. Members should note that a copy of this declaration will be emailed separately to their Bridgend County Borough Council email address for completion and return.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no climate change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

8.1 Any related party transactions will be shown as a disclosure note within the Authority's Statement of Accounts.

9. Recommendations

9.1 That Council notes the requirement for Members to:

- formally declare any related party transactions for the 2024-25 financial year;
- complete and date the return no earlier than 31 March 2025;
- submit the return by Wednesday 9 April 2025.

Background documents

None.

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BRIDGEND COUNTY BOROUGH COUNCIL CLOSURE OF ACCOUNTS
2024-25 DECLARATION OF RELATED PARTY TRANSACTIONS

Name: _____ (Please print)

I declare that I or a close family member are an owner, Director, senior manager or a major shareholder of the following organisations:

Name of organisation	Own position in organisation	Family member position in organisation

(please continue on a separate sheet if necessary)

2. Any personal transactions with the Council (exclude any Council salaries and expenses)		Self	Family Member (please specify)
<u>Nature of transaction</u>	<u>Value</u>		
	<u>XX</u>		

I declare that, to the best of my knowledge, the above information is accurate and complete.

Signed:

Date: _____

DEADLINE FOR RETURN 9TH APRIL 2025

**** PLEASE RETURN COMPLETED AND SIGNED FORMS VIA EMAIL TO THE BELOW****

EMAIL: financialcontrol@bridgend.gov.uk



Requirement for Members to declare Related Party Transactions 2024-25

Background

1. The Council is required to provide information within its Statutory Annual Accounts of arrangements and/or transactions where Members (and senior officers) **or close members of their families** have a significant influence over organisations that the Council has a relationship with, be that the giving of grant funding, provision of services or an ability to manage the operations and/or financial activities of that organisation; OR that organisation is able to influence or control activities of the Council.
2. **A relationship** with an entity would occur where you or a close member of your family:
 - Has control or joint control over the organisation
 - Has significant influence over the organisation; or
 - Is a member of the key management personnel of the organisation or a parent of the organisation
3. **Close members of the family** of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with that organisation and include:
 - Your children and spouse or domestic partner
 - Children of your spouse or domestic partner
 - Dependents of you, your spouse or domestic partner
4. **The information disclosed** must be auditable and you must provide written confirmation of whether at any time during the period **1 April 2024 to 31 March 2025**:
 - You and/or a close family member **met any of the circumstances set out at paragraph 2 above; and/or**
 - You and/or a close family member had any financial transactions (excluding salary or work-based expenses paid by the Council) with the Council

Examples:

Examples of arrangements which may require disclosure include:

- You own a company or have a major shareholding* in a company;
- Any close members of your family who own a company or have a major shareholding in a company;
- You or a close member of your family is a member of the senior management of a company/organisation;
- You or a close member of your family hold a position of influence within an organisation;
- You or a close member of your family receive income from the Council that is not based on salary, allowances or expenses;
- You or a close member of the family are a member of the board of trustees of a local charity – either in a personal or professional capacity;
- You or a close member of the family may be an employee of an organisation that receives financial benefits from the Council.

ANY arrangements with a company you are a Director of or own must be disclosed even if there have been no financial transactions for that company during the year (either with or outside of Bridgend CBC)

*No specific limit has been given for what constitutes a major shareholding therefore any such roles must be declared.

What you need to do

ALL Members and Chief Officers (including all temporary arrangements in place during the year), are required to sign a declaration which discloses any related party relationships held and also identify any transactions that occurred during the financial year from **1st April 2024 to 31st March 2025**.



**** If you are unsure it is better to disclose it and Finance will assess whether it needs to be included in the Statement of Accounts ****

Are there any exceptions?

Yes. Where transactions are common to all individuals, they need not be declared. For example, there is no need to declare payments of **council tax, rent or housing benefit**, which are transactions that would occur regardless of whether the individual was a related party to the authority.

This principle can be applied to cover any payment or benefit which arises under circumstances for which there is a statutory scheme for which the Council has established eligibility criteria e.g.

- planning consents or
- concessionary bus passes

Any queries?

If you feel unable to complete the declaration or have any doubts about any aspect of what is required, please contact:

Christopher Morris, Finance Manager, Financial Control and Closing Team, (Tel.no 01656 643359)
E-mail: chris.morris@bridgend.gov.uk

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	FLEET REPLACEMENT PROGRAMME
Report Owner / Corporate Director:	CORPORATE DIRECTOR - COMMUNITIES CORPORATE DIRECTOR CHIEF OFFICER – FINANCE, HOUSING AND CHANGE
Responsible Officer:	ZAK SHELL HEAD OF OPERATIONS – COMMUNITY SERVICES
Policy Framework and Procedure Rules:	There is no effect upon policy framework or procedure rules
Executive Summary:	<p>The Council has a fleet of 186 vehicles across all of its services from social care to highway maintenance, in addition to plant and equipment that comprises the council fleet. As vehicles and plant come to the end of their operational life cycle, planning and procurement for their replacement takes place.</p> <p>In June 2024 the fleet allocation for replacement vehicles/plant in the capital programme was assigned to the part procurement of vehicles for the Council's outsourced waste management contract.</p> <p>However, no replacement capital allocation has to date been included in the capital programme to permit the continuation of planned replacement of existing council fleet.</p> <p>Without an allocation, replacement vehicles cannot be purchased, although revenue for the repayment of any capital borrowing is available and allocated within departmental budgets.</p> <p>Therefore, this report seeks approval from Council of the inclusion of a capital budget in the capital programme to recommence fleet replacement.</p>

1. Purpose of Report

- 1.1 The purpose of this report is to outline the proposed costs for the replacement of existing council fleet for inclusion in the Capital Programme. It identifies the types of

vehicles and items of plant and equipment that are scheduled for replacement which are age expired and need to be replaced for operational expediency.

- 1.2 The report also seeks agreement from Council to approve a capital budget of £1.2 million for inclusion in the capital programme to accommodate the Council's requirements for fleet replacement, which is to be funded from prudential borrowing, and met from service department revenue budgets.

2. Background

- 2.1 Fleet services has a programme for the procurement, management and disposal of Council owned fleet vehicles, plant, and equipment. The Fleet Replacement Programme (FRP) details when council owned vehicle assets should be replaced to maximise both the vehicle economic life expectancy as well as a return on its resale within the marketplace.
- 2.2 In June 2024 the remaining fleet allocation for replacement vehicles in the capital programme was assigned to the part procurement of vehicles for the Council's outsourced waste management contract. However, no replacement capital allocation has to date been included in the capital programme to permit the planned replacement of existing council vehicles.
- 2.4 Without an allocation, replacement vehicles cannot be purchased, although revenue for the repayment of any capital borrowing is available and allocated within departmental budgets. Departments will risk having to now support either more expensive hiring of plant and vehicles to replace age expired items or incur additional costs of maintenance of increasingly less reliable existing fleet until a capital allocation can be approved.
- 2.5 Approval of a capital budget, to be repaid via prudential borrowing, will allow the Fleet Department to recommence its programme of replacing /procuring the Council's fleet of vehicles, plant and equipment, ensuring it delivers where possible, ultra-low emission vehicles (ULEV) and plant. Where not possible or practical, the aim will be providing a low emission fleet to all council services, by purchasing the cleanest fuel-efficient vehicles available where ULEV is not currently a viable option.
- 2.6 The continuation of the planned replacements as part of the Fleet Replacement Programme will ensure the maintenance and expenditure on vehicles will be kept to a minimum, whilst allowing us to maximise re-sale values of assets to be disposed of. Renewal of the fleet will ensure optimal service delivery for all council services by reducing the amount of downtime required for maintaining older vehicles.
- 2.7 As part of the vehicle replacement programme, vehicle utilisation and requirements are reviewed by the Fleet manager, with service users, to ensure that only appropriate vehicles and plant are procured that is suited to each user area to assist them in the best delivery of their services.
- 2.8 In order to ensure that appropriate fleet is being procured, consultation with service managers also includes a review of future service developments, reductions or constraints which would affect future vehicle requirements, with alternatives and

options proposed subject to analysis of the service needs and fit within available budgets.

- 2.9 Risks to the Council of the current position continuing is an increase in maintenance cost and of vehicle down time by continuing to extend the current fleet life, resulting in a reduction in vehicle availability to the services and their operations. There will also be an increase in costs to the authority with a greater need to hire additional vehicles to cover vehicle outages whilst under repair or until a replacement vehicle can be procured once a capital budget allocation has been provided.
- 2.10 A further factor in respect of reliance on hire vehicles over a prolonged period is the potential higher revenue costs to account for hire company profit margin, repair of vehicles prior to return and the ability of the authority to regain a resale value. Therefore, it is considered more cost effective to acquire plant and vehicles through purchase.

3. Current situation / proposal

- 3.1 Due to the reallocation of capital funding to the procurement of waste fleet in June 2024 the programme for general vehicle replacement had to be temporarily halted, and this is starting to lead to issues in vehicle and plant reliability as the backlog of vehicles due for replacement increases.
- 3.2 31 of the 186 vehicles in the BCBC fleet are now identified as needing to be replaced alongside replacement plant and equipment during 2025-26 at a cost of circa £1.2m. Council approval of capital to procure these vehicles via prudential borrowing will enable temporary vehicles to be off-hired or age expired vehicles replaced where appropriate.
- 3.3 Funding to repay the prudential borrowing for replacement vehicles is already included within departmental revenue budgets. Therefore, the capital approval is not seeking any additional revenue funding, but is simply securing the approval so that operational plant and vehicles can be replaced through purchase, otherwise there will continue to be increased cost exposure of operating older vehicles for the reasons set out above.
- 3.4 The requirement for vehicles/plant currently awaiting renewal crosses multiple departments including Social Services and Wellbeing, Corporate Landlord, Bereavement Services, Green Spaces, and Highway Services .

Types of fleet needing replacement include various vehicles and items of plant. The following is indicative of the fleet required but may be subject to change through operational expediencies, verification of costs and final specifications.

- 1 Telehandler, circa £80,000 – Highways
- 2 Boxer vans £60,000 - Highways and Green Spaces
- 15 Custom Vans £480,000 Building Maintenance and Grounds Maintenance
- 6 Tippers £220,000 – Highways and Grounds Maintenance
- 9 Small vans/vehicles £240,000 – Green spaces – Highways Maintenance – Building Maintenance, Social Services

- Plant trailers, road resurfacing plant and equipment £120,000

3.5 It is proposed that Council approve the inclusion of a £1.2 million capital budget in the capital programme for replacement of existing council fleet, funded from prudential borrowing.

3.6 In respect of the review of fleet provision, officers are also proposing to review the ongoing provision of fleet in terms of ongoing effective and efficient use of fleet, fleet management arrangements along with a review of fleet maintenance arrangements via the partnership working with South Wales Police. This review will be subject to a separate report.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty, and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services, and functions. This is an information report; therefore, it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 Where the introduction of ULEV alternative vehicles to support the council's decarbonization programme is viable from a cost and operational perspective this will be undertaken.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications from this report.

8. Financial Implications

8.1 The proposal will require a capital budget of £1.2 million to be included in the capital budget, funded from prudential borrowing. The revenue costs of borrowing will be met from existing service department revenue budgets.

8.2 Associated operational costs of the vehicles will also be funded from existing service department revenue budgets.

9. Recommendation

- 9.1 It is recommended that Council approves a capital budget of £1.2 million be included in the capital programme, to be funded from prudential borrowing, to enable the Fleet Replacement Programme to continue.

Background documents

None

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Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	CAPITAL SUPPORT FOR THE GRAND PAVILION PORTHCAWL PROJECT
Report Owner / Corporate Director:	CORPORATE DIRECTOR COMMUNITIES CHIEF OFFICER – FINANCE, HOUSING AND CHANGE
Responsible Officer:	DELYTH WEBB GROUP MANAGER STRATEGIC REGENERATION
Policy Framework and Procedure Rules:	There is no effect upon the Council's policy framework or procedure rules.
Executive Summary:	The report seeks Council approval to allocate additional capital funds in order to support the delivery of the Grand Pavilion, Porthcawl refurbishment, extension and enhancement project. The funds have been received from the sale of land identified as part of the new Owners Agreement reached to jointly progress the Porthcawl Regeneration Programme with Welsh Government.

1. Purpose of Report

- 1.1 The purpose of this report is to request that Council revise the capital programme to include an anticipated capital payment to be made to BCBC by Welsh Government (WG) upon completion of the new Owners Agreement to support the Grand Pavilion, Porthcawl project.
- 1.2 In order to support this request the report provides a synopsis of the revision of the Owners Agreement which supports the delivery of the regeneration programme across the Porthcawl Waterfront Regeneration Area and an update of the Pavilion Project and the need for the funds to be allocated in the reported way.

2. Background

- 2.1 BCBC has had a long term commitment and ambition to bring about significant regeneration and investment across Porthcawl waterfront. The process to bring about regeneration has

taken time, and following a number of positive changes and decisions the authority has the ability to progress multiple projects across the area.

- 2.2 In January 2023 a bid to the UK Government's Levelling Up Fund (LUF) was successful and BCBC was awarded £17,998,316 towards the redevelopment of the Grand Pavilion Porthcawl. This project is currently supported by £2 million of BCBC match funding, which was a condition of the grant that the Local Authority provided 10% of the total scheme cost.
- 2.3 Substantial progress has been made on the Grand Pavilion project. Following planning permission and listed building consent being approved on the 29th April 2024 the initial preparatory works, including internal strip out of the building is now complete.
- 2.4 The next phase of work is subject to award of the Grand Pavilion Re-development main works contract, following the tender exercise which closed on 3rd February 2025. A summary of the tender process and evaluation is outlined in detail later in this report.
- 2.5 In parallel to the Grand Pavilion project work has progressed across the Porthcawl Waterfront Regeneration Area. In March 2023 Welsh Government acquired the freehold of the Coney Beach Fun Fair site and Sandy Bay (previously owned by the Evans family). In line with the prior authorisation by Cabinet, the Owners Agreement was subject to a deed of variation and deed of novation which has resulted in WG being party to the Owners Agreement as varied alongside BCBC.
- 2.6 Cabinet resolved to delegate authority to the Corporate Director Communities in consultation with the Chief Officer Legal and Regulatory Services, HR and Corporate Policy, to finalise the contractual terms, to amend the terms of the Owners Agreement and to agree the amended terms with Welsh Government; also to formally enter into a new Owners Agreement with Welsh Government and to execute all necessary documentation to create the new Owners Agreement.
- 2.7 The ability to work alongside Welsh Government has enabled significant progress to be made on the regeneration programme and enables a joint approach to delivery, which is considered and has placemaking and enhancement of the Porthcawl community as a driver as opposed to a purely commercial and market driven approach.

3. Current situation / proposal

- 3.1 The new Owners Agreement for Porthcawl Waterfront Regeneration Area includes a shared title arrangement for Salt Lake and Hillsboro North resulting, in BCBC and WG jointly owning this land, in line with the amendment to the original longstanding Owners Agreement for Sandy Bay.
- 3.2 Pursuant to the terms of the new Owners Agreement, where the details were contained within an exempt report to Cabinet in November 2024 and the 11th March 2025, a payment of £4m will be made to BCBC from Welsh Government, when the Owners Agreement completes. Welsh Government have recommended that the payment is utilised to support further regeneration and infrastructure projects within Porthcawl. The significant Welsh Government investment is being made on the basis that it will act to safeguard and expedite the delivery of much needed regenerative development within Porthcawl and the conditionality of the payment ensures this outcome is achieved.

Porthcawl Grand Pavilion project

- 3.3 On the 14th November 2024 tenderers were invited to bid for the Grand Pavilion Re-development Main Works Contract via Lot 7 of the South East and Mid Wales Collaborative Construction (SEWSCAP) 4 Framework. A Single Stage Design & Build procurement route has been followed with the cost of works capped at £20,345,000, and split into two work packages. The table below outlines the respective work packages scope and cost caps

Construction Works Package	Price Cap for Tender
Package A: Watertight and Services	£16,800,000 (Capped).
Package B: Finishing the building to be Building Regs compliant	£3,545,000 (Capped)
Package A and B Combined	£20,345,000,

- 3.4 The reason the tender is split into two packages is due to funding being already secured for package A and additional funding needing to be sought for package B from the WG Owners Agreement. These are two distinctive works packages, however both packages will need to be completed to be able to get a building that is finished to building regulations standards.
- 3.5 Costs for this project have changed and increased since the original designs were costed in 2022. Despite an exercise in Value Engineering, two separate tender exercises have demonstrated that the market in 2025 has changed significantly and, due to market inflation and significant changes to material costs, the baseline cost of this project has changed. A compliant tender, under the price cap has been received and Cabinet have been asked to award this tender, subject to Council approval of use of the £4m for the Project.
- 3.6 Following the completion of Packages A and B, further contracts will be required to complete fit out and enable the Grand Pavilion to re-open. The estimated total value of future contracts is £2,932,702. External grant funding is being actively sought to cover these additional costs. These include the National Lottery Heritage, CADW, Arts Council and our partners AWEN are also accessing grant sources not available to the Council. Should all of the additional external grant monies not be secured for the fit out, then the Pavilion will not open in its entirety. The fit out will be prioritised to ensure that the main auditorium and ancillary uses, such as reception, toilets etc are completed as a priority. Those areas which, if necessary, would be fitted out at a later date, include the new roof top spaces and the new studio addition. One of the most favourable options, in the absence of external grant funding would be to seek commercial opportunities, whereby the areas would be leased and fitted out by the occupiers. This would need to be undertaken in collaboration with AWEN, our operating partners, so as not to impact on their future business model for the Pavilion.
- 3.7 In order to safeguard and support the Grand Pavilion project, it is proposed that approval be sought from Council to amend the capital programme to ringfence and include the anticipated capital payment of £4m (less land transaction tax payable – a balance remaining of £3,867,125.) to that project. The allocation of monies in this manner would satisfy the terms of the new Owners Agreement. For clarity the £4 million payment has not yet been received by the authority and therefore the proposed use of the monies and associated capital allocation is to be made on the basis that the Owners Agreement completes. The Welsh Government Minister approved the Owners Agreement on the 4th March 2025. If the transaction does not complete as anticipated, or Council does not approve the allocation,

then the contract for the Grand Pavilion will not be awarded. In this case the Council would risk losing the £18m LUF funding and the site becoming stalled.

- 3.8 Any monies from the proposed allocation that remain unspent or uncommitted to package B would contribute to deliver Phase 2 (Fit Out) of the Grand Pavilion works.
- 3.9 If the Grand Pavilion main works contract is successfully awarded, works will begin onsite during May 2025 and are anticipated to be completed by Spring 2027. This is currently outside of the timeframe for the LUF grant funding, which runs until March 2026. The UK Government has just announced that the LUF is being extended until 2028, so, from discussion between officers and UK Government Officials, it is likely that our grant deadline will be realigned to match the construction programme for the Pavilion. However, in the unlikely event this does not happen, as the contract value is now beyond the LUF grant monies allocated (18m), the project will expend LUF grant monies first and then use the BCBC and additional WG allocation at the later stages.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An Updated Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 This report and proposed regeneration across Porthcawl assists in the achievement of the following corporate well-being objectives under the Well-being of Future Generations (Wales) Act 2015:-
- A County Borough where we protect our most vulnerable – Supporting people facing homelessness to find a place to live
 - A County Borough with fair work, skilled, high-quality jobs and thriving towns – · Improving our town centres, making them safer and more attractive · Attracting investment and supporting new and existing local businesses.
 - A County Borough where we help people meet their potential – Providing safe, supportive schools with high quality teaching and expanding Welsh medium education opportunities ·
 - A County Borough that is responding to the climate and nature emergency – Moving towards net zero carbon and improving the energy efficiency of our buildings and services. Improving flood defences and schemes to reduce flooding of our homes and businesses
 - A County Borough where people feel valued, heard and part of their community – · Improving the way we engage with local people, including young people, listening to their views and acting on them ·
 - A County Borough where we support people to live healthy and happy lives –Improving active travel routes and facilities so people can walk and cycle, offering attractive leisure and cultural activities and improving children's play facilities and opportunities ·

5.2 The Well-being of Future Generations (Wales) Act 2015 Assessment based on the 5 ways of working has been considered and there are no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report. A summary assessment has been outlined below.

- Long term - The Porthcawl Waterfront Regeneration and Grand Pavilion projects are strategic regeneration projects which have the potential to add vibrancy to the locality through the provision of new housing, leisure and tourism opportunities, as well as retail and commercial developments; set within appropriate open space, parking and public realm.
- Prevention – the current Waterfront sites are largely unoccupied and under-utilised and detract from the attractiveness of the area.
- Integration – the Waterfront development will integrate with and access the existing town centre, sea front and leisure developments.
- Collaboration – the Council will continue to collaborate with residents, visitors and end users of this project to ensure successful and sustainable development and outcomes.
- Involvement – ongoing engagement with the community will continue to be an important facet of this project.

6. Climate Change Implications

6.1 Taking action to support decarbonisation is critically important in order to protect and sustain the environment over the long term. The proposed Owners Agreement specifically includes a commitment to maximising the provision of low carbon homes and as such is directly aligned with the Council's wider decarbonisation commitment. Additionally, facilitating the delivery of regeneration of a previously developed site within existing settlement boundaries represents an inherently sustainable form of development that is sequentially preferential to the development of greenfield land.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

8.1 In line with the terms of the new Owners Agreement previously agreed by Cabinet, the proposed £4m (minus the LTT) WG payment in relation to the Salt Lake and Hillsboro North is allocated to support existing and future regeneration and infrastructure projects within Porthcawl.

8.2 The proposed use of this funding to support the Grand Pavilion project would be fully compliant with this previous cabinet resolution and the underlying Welsh Government request. Without this additional capital support the Grand Pavilion project will be at risk of failing since, if the anticipated funding gap cannot be bridged, then the Levelling Up Fund monies will in turn be lost and the Council would be faced with either placing the project on hold or finding alternative means to fund the full project costs. This could potentially result in having to repay UK Government approximately £1.3m spent to date on the project, plus not being able to claim the remainder of LUF grant of circa £16.7m. This will also leave the building empty and unusable. The appointed project Cost Consultants have undertaken a high level costing exercise and have estimated it will cost the authority between £13m to £15m to bring the property back into use and to maintain the listed building to the expected standard. This

would include reinstating the building to a useable condition, not extending it as proposed under the LUF grant but also addressing key repairs to the building's fabric. This would include addressing the concrete spawling, new roofing, heating, lighting and amenities but it would not include the studio extension or the roof top pavilions. Another option available, in these difficult circumstances, would be to just undertake all necessary works to protect the building as a listed structure but to not fit it out for occupation. This could further reduce the costs to the Council by circa £3m but would mean that this prominent building would lay dormant and unusable, incurring non-recoverable revenue costs, until funding could be found in the future to complete the fit out.

- 8.3 As outlined in paragraph 3.9 any monies from the proposed allocation that remain unspent or uncommitted to package B would contribute to deliver Phase 2 (Fit Out) of the Grand Pavilion works.
- 8.4 By requesting that the Council allocates the additional £4m (less LTT) to the Grand Pavilion, this will ensure that it is constructed to Building Regulation standards. In order to complete the internal specialist fit out a further £2,932,702 is required to be raised. This is not being sought from BCBC, other than any balance remaining on the £4m from Welsh Government and will be sourced through applications to various funders, including CADW, National Heritage Lottery, Arts Council for Wales and Welsh Government. We may also consider seeking commercial opportunities, working with our partners AWEN.
- 8.6 Should Council not allocate this money to the Grand Pavilion, this project is at serious risk of not being delivered. The Pavilion, a prominent listed building on the waterfront, will remain closed and unusable until an alternative opportunity can be found. The Levelling Up Fund grant will therefore also be at serious risk of being repaid to UK Government. Also, as set out in paragraph 8.2 above it could cost the authority between £13m - £15m to bring the property back into use and to maintain it to the expected Listed Building Act standard.
- 8.7 There is currently an allocation of circa £2.5m uncommitted in the Capital Programme (Porthcawl Regeneration scheme) to deliver key infrastructure projects in Porthcawl. It is not proposed that this money is used for the Grand Pavilion, as it is required for key areas, such as the delivery of the dock street link and the linear park on Salt Lake. As part of the Owners Agreement with WG, all expenditure on key infrastructure will be matched on a 50/50 basis. So, the delivery of these key elements is safeguarded in that respect along with other key infrastructure, such as roads and footpaths and areas of children's play being delivered by Section 106 agreements from the various developments that will take place as part of the Waterfront regeneration.

9. Recommendation

- 9.1 It is recommended that Council: -
- Note the information within the report relating to both the Porthcawl Waterfront Regeneration Area Owners Agreement and the Grand Pavilion Porthcawl project costs.
 - Agree that, upon the completion of the Owners Agreement, to revise the capital programme to include additional funding of £3,867,125 million to support the Grand Pavilion, Porthcawl project.

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2025-2026
Report Owner / Corporate Director:	MONITORING OFFICER
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules in respect of this report.
Executive Summary:	<p>This report sets out the Independent Remuneration Panel for Wales (IRPW) Annual Report for the municipal year 2025-2026.</p> <p>The aim of the IRPW is to support local democracy and give communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation. The IRPW make determinations on the following:</p> <ul style="list-style-type: none"> the salary structure within which members are remunerated; the type and nature of allowances to be paid to members; whether payments are mandatory or allow a level of local flexibility; arrangements in respect of family absence. <p>For its Annual Report 2025-2026 the main elements of change affecting the Authority include:</p> <ul style="list-style-type: none"> Basic Salary for Elected Members of Principal Councils – Determination 1; Salaries paid to Senior, Civic and Presiding members of Principal Councils – Determination 2; Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination 3;

	<ul style="list-style-type: none"> • Payments to Fire and Rescue Authorities – Determination 4; • Payments made to co-opted members of Principal Councils and Fire and Rescue Authorities: Determination 5; • Payments made to co-opted (lay) members of Corporate Joint Committees: Determination 6. <p>The report also refers to the transfer of the Panel’s functions to the Democracy and Boundary Commission Cymru as of 1 April 2025 following the Elections and Elected Bodies (Wales) Act being passed in July 2024.</p>
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1. Purpose of Report

- 1.1 The purpose of this report is to advise Council of the Annual Report of the Independent Remuneration Panel for Wales (IRPW) in respect of the level and range of remuneration the Authority must make available to its elected members for the 2025-2026 municipal year. Council is asked to approve and adopt the determinations of the Panel, approve the posts who will received a senior/civic salary as agree the revised Scheme of Remuneration effective from 1 April 2025.

2. Background

- 2.1 In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the IRPW has published its Annual Report setting out its determinations for the municipal year 2025-2026.
- 2.2 The aim of the IRPW is to support local democracy and give communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation.
- 2.3 The IRPW is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:
- Principal Councils: County and County Borough Councils
 - Community and Town Councils
 - National Park Authorities
 - Fire and Rescue Authorities
 - Corporate Joint Committees
- 2.4 The IRPW makes determinations on the following:
- The salary structure within which members are remunerated
 - The type and nature of allowances to be paid to members
 - Whether payments are mandatory or allow a level of local flexibility

- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

- 2.5 The Panel issued its draft Annual Report for consultation on 4 October 2024 for an eight-week period. Again, as in previous years, the Panel prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its Determinations. The Panel held a number of discussions with key stakeholder representative groups, such as the Welsh Local Government Association and One Voice Wales and also engaged with Heads of Democratic Services and Leaders as well as Community and Town Councillors. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise.
- 2.6 This year the Panel focused on three main issues – reporting and payments relating to Community and Town Councils (CTCs), monitoring the take up of payments to coopted members and the development of Corporate Joint Committees (CJCs).
- 2.7 In addition, the report refers to the transfer of the Panel's functions to the Democracy and Boundary Commission Cymru, following an independent ten-year review of the Panel in 2021, and as a result of the Elections and Elected Bodies (Wales) Act 2024 being passed in July 2024. One of the other areas that the Panel considered this year was the need to review the Framework and Methodology for Remuneration of Senior Roles in Principal Councils, Community and Town Councils (CTCs), and CJCs. This is a considerable piece of work requiring detailed research and engagement, and as the report states, the Panel is currently finalising a detailed scope and methodology for the review in order for the new Democracy and Boundary Commission Cymru (DBCC) to take this work forward.
- 2.8 The draft Annual Report was considered by the Democratic Services Committee on 21 November 2024. The Committee's response included several comments on the draft IRPW report 2025-2026 listed below:
- The Committee queried why there is no remuneration for Members that sit on the Regional Partnership Board (RPB) or Public Services Board (PSB), yet Members get remunerated for sitting on the Fire and Rescue Authority. Members also raised the point that generally female orientated roles (such as anything related to Social Services, such as the RPB) generally receive less remuneration which is creating a gender pay gap for Members. The Committee requested that these aspects be considered by the Panel as Members on both the RPB and PSB do a considerable amount of work.
 - Members highlighted that the IRPW Annual Report refers to the work of a Councillor based on an assessment of a 3 day week, however this was last assessed in 2021. The Committee therefore proposed that this might be worth revisiting.
 - Members asked for more guidance on the remuneration for Members in job share roles.

In addition to this, the Democratic Services Committee made the following general comments back to the Panel:

- The makeup of the existing Panel doesn't reflect diversity. Members would like due regard and understanding that we live in a diverse community;
- Members highlighted that there was insufficient information on the IRPW website, in that it was a basic website and supplementary information should be readily available;
- Members requested further information and detail as to how the new Democracy and Boundary Commission Cymru will exercise the functions of the Panel moving forward.

- 2.9 The above requests and comments were duly forwarded to the Panel for their consideration along with a letter from the Chair of the Democratic Services Committee to the Chair of the Panel thanking them for all their work.
- 2.10 According to the IRPW report, the consultation responses highlighted a few areas that the Panel will include in the Forward Look section of its Legacy report for the Democracy and Boundary DBCC to consider. Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations set out in the report.
- 2.11 The Panel's Determinations for 2025-2026 are summarised at pages 28-29 of the Annual Report (attached as **Appendix 1**). The Local Government (Wales) Measure 2011 places a duty on Relevant Authorities to comply with requirements imposed on them in annual reports published by the Panel.
- 2.12 In making its determinations the Panel states that its goal continues to be to ensure that levels of remuneration are fair and reasonable. In doing so the Panel looked to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings, using the Annual Survey of Hours and Earnings within Wales (ASHE) published by the Office for National Statistics (ONS) as the main benchmark for setting remuneration.
- 2.13 Members are requested to note that the Panel has, over the last few years, significantly reduced the size of their Report and made it more manageable to navigate. All other content and Determinations set out in previous reports and on the Panel's website remain valid and should be applied.

3. Current situation / proposal

- 3.1 The Panel's Annual Report 2025/26 proposes some changes to the current remuneration prescribed for elected members at Principal (County Borough) and Town and Community Council levels. The following paragraphs summarise the key elements of the Report applicable to principal councils.
- 3.2 The Basic Salary for Elected Members of Principal Councils – Determination 1
- 3.2.1 In 2009 the Panel decided the average work commitment of an elected councillor of a principal council was three working days and having reviewed this time commitment, this has not changed.

- 3.2.2 The Panel noted that, in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) published by the Office of National Statistics. This led to the Panel to reset the basic salary in 2021 to align with the 2020 ASHE and reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections with a significant uplift.
- 3.2.3 The Panel has determined to continue this link with ASHE and for the financial year 1 April 2025 to 31 March 2026 the basic salary of Councillors will be aligned with three-fifths of the all-Wales 2022 ASHE, the latest figure available at drafting. This will be £19,771.
- 3.3 Salaries paid to Senior, Civic and Presiding members of Principal Councils – Determination 2
- 3.3.1 The number of senior salaries available to this Authority remains unchanged at 18 based on a review undertaken in 2021 of differentials and market comparators. Senior salaries will therefore be increased at the same rate as basic salaries.
- 3.3.2 The ASHE related uplift will also apply to the role element of the Leader, Deputy Leader, Executive Members, Committee Chairs (if paid), the Leader of the largest opposition group and the Leader of other political groups (if paid), (Bands 1, 2, 3, 4 and 5).
- 3.3.3 The senior salaries for 2025-26 are summarised in the table below:

Basic salary (payable to all elected members) £19,771			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1			
Leader	£74,141	£66,727	£63,020
Deputy Leader	£51,899	£46,709	£44,114
Band 2			
Executive Members	£44,485	£40,036	£37,812

Basic salary (payable to all elected members) £19,771	
Band 3 Committee Chairs (if remunerated):	£29,657
Band 4 Leader of Largest Opposition Group	£29,657
Band 5 Leader of Other Political Groups	£23,726

3.4 Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination 3

3.4.1 The 2022/23 IRPW report stated that, as there had been little use made of the arrangements for JOSCs, the Panel decided to delete the payment from the Framework. If a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.27 and 3.28 of the 2022/23 IRPW report. These paragraphs set out guidance for Local Authorities on the application of specific or additional senior salaries that do not fall within the framework. Current JOSCs in operation will continue without need for further confirmation.

3.4.2 There are no other changes relating to Joint Committees other than the salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,886. The salary of a vice-chair is set at 50% of the Chair and will be £4,943.

3.5 Payments to Fire and Rescue Authorities – Determination 4

3.5.1 The three Fire and Rescue Authorities (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

3.5.2 In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of FRAs is also increased in line with ASHE.

3.5.3 The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils, therefore, there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Further details of this are provided below:

Fire and Rescue Authorities

Basic salary for ordinary member	£2,788
Chair	£12,674
Deputy Chair (where appointed)	£6,743
Committee Chair or other senior post	£6,743

- 3.5.4 All current Determinations, including restrictions on receiving double allowances, will be published on the IRPW website.
- 3.6 Payments made to co-opted members of Principal Councils and Fire and Rescue Authorities: Determination 5
- 3.6.1 The current Determination (made in the 2022 to 2023 Annual Report) states that co-opted members of the relevant bodies should be remunerated on a day or half day basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.
- 3.6.2 Following the Covid pandemic and changes in the ways of working with more frequent use of online meetings and training courses as well as more regular committee meetings, the IRPW considered moving to an hourly rate instead. It was recognised however, that this may not always be appropriate, especially to cover in person meetings scheduled to last several hours.
- 3.6.3 The Panel therefore determined that there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.
- 3.6.4 The proposal for payments made to co-opted members of Principal Councils and Fire and Rescue Authorities are set out in the table below:

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards, and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on	£26.25	£105	£210

Principal Council Standards Committees			
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3.7 Payments to co-opted (lay) members of Corporate Joint Committees: Determination 6

3.7.1 Co-opted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as co-opted (lay) members with voting rights of other bodies within the local government family as indicated in the table below:

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

3.8 The IRPW report indicates no further changes to the payments and benefits paid to elected members and therefore all current Determinations still stand and are published on their website, including those covering:

- Payments for undertaking senior roles;
- Travel and subsistence;
- Care and Personal Assistance;
- Attendance allowance
- Sickness Absence;
- Assistants to the Executive;
- Additional salaries and Job sharing arrangements.

3.9 Compliance with Panel Requirements

3.9.1 The Authority must implement the Panel's determinations in this report from the date specified within the Annual Report (April 2025).

3.9.2 Compliance by relevant authorities with the determinations is monitored against the following requirements:

- i. The Authority must maintain an annual Schedule of Member Remuneration;
- ii. The Authority must make arrangements for the Schedule's publication within the Authority area and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies;
- 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;
- iv. The Authority must make arrangements for publication within the Authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments as soon as practicable and no later than 30 September

following the close of the year to which it relates. It must be submitted to the Panel no later than that date.

3.10 Transfer of functions to the Democracy and Boundary Commission Cymru

3.10.1 As stated above, following an independent ten-year review of the Panel in 2021, and as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024, the Panel's functions will officially transfer over to the Democracy and Boundary Commission Cymru (DBCC) on 1 April 2025.

3.10.2 The Act expands the role and remit of the DBCC across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:

- Principal Councils
- Town and Community Councils
- Corporate Joint Committees
- Fire and Rescue Authorities
- National Park Authorities

3.10.3 In the same way as the Panel is currently required, the DBCC will be expected to produce a draft Annual Report for consultation and take account of responses prior to publishing a final Report by 28 February each year. The Report will set out its determination about remuneration levels for the following financial year.

3.10.4 The Panel will be abolished via the Elections and Elected Bodies (Wales) Act 2024 on 31 March 2025.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1 The Annual Report contributes to the well-being goals identified in the Act. It is consistent with the five ways of working as defined within the sustainable development principle in the Act to encourage more diverse representation among Councillors and Co-opted Members. A more representative group should be better able to take into account the well-being goals when reviewing services and policies and consider the positive and negative impacts upon future generations, long term community resilience and economic, environmental and social capital.

6. Climate Change Implications

6.1 There are no Climate Change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

8. Financial Implications

8.1 The changes to the remuneration of Elected Members for the 2025-26 financial year will increase the financial commitment required from this Authority. Some of the cost may be negated by members electing to forgo some or all of their salaries or choosing not to opt into the Local Government Pension Scheme. Only an individual member may communicate in writing to the Monitoring Officer if, as an individual, they wish to decline all or part of the payment to which they are entitled. The additional costs will be met from the centrally held provision for pay and price increases during the 2025- 26 financial year.

9. Recommendations

9.1.1 It is recommended that Council note the Annual Report for 2025-2026 and approve:

- a) The adoption of the relevant Determinations of the Panel contained within the Annual Report (attached as **Appendix 1**);
- b) Those posts (shown in the revised Members' Schedule of Remuneration at Schedule 1 of **Appendix 2**) who will receive a senior / civic salary;
- c) The revised Members' Schedule of Remuneration (**Appendix 2**) and for it to become effective from 1 April 2025;
- d) That the Members' Schedule of Remuneration be updated with any changes subsequently made by Council at the Annual Meeting of Council or during the 2025-2026 municipal year.

Background documents

None



Independent Remuneration Panel for Wales

Annual Report
2025-2026

February 2025

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1. Foreword

- 1.1 This is the final Annual Report of the Independent Remuneration Panel for Wales (“the Panel”), setting the decisions and determinations on pay, expenses, and benefits for elected members of Principal Councils, Corporate Joint Committees (CJCs), Community and Town Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2025.
- 1.2 You can find out more about our Panel members on our [website](#).
- 1.3 This has been a busy year for the Panel, with the focus on compliance, engagement, fairness, and research, whilst also preparing for the transfer of functions to the Democratic Boundary Commission Cymru (DBCC).
- 1.4 Since its inception, I believe that the Panel has had a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all the all authorities that are within its remit. In particular, the Panel has sought to ensure that remuneration issues do not act as a barrier to participation in local democracy.
- 1.5 [The Local Government Measure 2011](#) requires the Panel to take cognisance of the overall cost to the public purse. We have continued to do this and maintained the principle that the remuneration of elected members of our Principal Councils is linked specifically to the average wages of people in Wales. I am satisfied that the balance between fairness and support to elected members and the overall impact on public finances has been achieved for 2025 to 2026.
- 1.6 The Panel is publishing a Legacy Report alongside this Annual Report. This provides stakeholders with an overview of the history of the Panel, summarising the areas where Determinations have been made, and importantly, passes on the issues that have arisen through our engagement, consultations, and considerations that we are recommending that the DBCC takes forward for the future.
- 1.7 The consultation period on this Annual Report ended on 29 November 2024. The Panel and I would like to thank all those who submitted responses to the draft report, both online and by email. The Panel has considered all representations and is now issuing its Determinations contained in this final annual report for 2025 to 2026.
- 1.8 This is my last Report as Chair of the Panel, before the Panel’s functions transfer over to the DBCC from 1 April 2025. It has been a privilege to work with my colleagues and to have had the opportunity to contribute to the continued development of local democracy in Wales. I would like to take this opportunity to thank my fellow members, Saz Willey, Bev Smith, Dianne Bevan and Kate Watkins for their professionalism, engagement, and judgement during the last few years. This has enabled the Panel’s Determinations to be robust, sound and well supported by stakeholders.

Also, my grateful thanks to the members of our Secretariat who have supported the Panel since its inception.

A handwritten signature in black ink, reading "Frances C Duffy". The script is cursive and elegant, with the first letters of each word being capitalized and prominent.

Frances Duffy

Chair

Independent Remuneration Panel for Wales

2. Introduction

- 2.1 The Panel continues to follow the aims and objectives outlined in our Strategic Plan published on 20 June 2023. This sets out the framework for our deliberations and wider context for our decisions from 2023 to 2025.
- 2.2 The strategy outlines an appropriate and fair remuneration framework, aimed at encouraging inclusion and participation in order to support local democracy, and giving communities their voice.
- 2.3 The Panel has a role to promote a wider understanding of the work of local and community council members, to encourage participation in local democracy and to improve diversity of councillors to better represent the diversity of local communities. The Panel has previously introduced reimbursement for cost of care (for all elected members) and a working from home and ICT allowance (community and town councillors) aimed at removing potential barriers relating to caring responsibilities and home working enabling elected members to participate in local democracy.
- 2.4 The Panel continues to monitor, where it can, the impact of its determinations on improving diversity within local democracy, and with the support of Welsh Government, sought views on the association between remuneration and diversity within local democracy. The Panel has written to Welsh Government to ask for support in providing a better baseline of evidence to monitor and track changes in the demographics of our elected officials.
- 2.5 With a strengthened Panel, we continue to focus on building our research and evidence plan to support our discussions on our remuneration framework. We publish our Research and Evidence paper each year along with the Final Report in line with our aim to be open and transparent in all our decision making.
- 2.6 The Panel believes fair and reasonable levels of remuneration are crucial to local democracy. We therefore again agreed to continue to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.
- 2.7 The [Local Government \(Wales\) Measure 2011](#) states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. We considered evidence on public sector finances and the impact on Principal Authorities’ budgets before determining remuneration levels across the local government family.
- 2.8 Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel are aware of the continuing economic and fiscal constraints on Principal Councils. In reaching our decision to continue the

link between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

- 2.9 In line with our commitment to simplifying reporting and compliance requirements, the Panel this year looked at the reporting for Community and Town Councils (CTCs). We provided clerks of CTCs with a new template report and will continue to monitor the level of payments made. These annual returns form an important part of the evidence that the Panel considers in determining the impact and effectiveness of our decisions.
- 2.10 We addressed queries from CTCs regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We updated our guidance on this issue, and this has helped reduce the number of queries. We are mindful of the help that One Voice Wales continues to give to local clerks and councillors on remuneration issues and again, this year, held an online seminar for all community councillors during the consultation period.
- 2.11 We are also mindful of a continuing, albeit reducing, number of CTC councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst carrying out their duties. However, the Panel notes that the number of CTCs not submitting their annual Statement of Payments remains high, particularly amongst the Band 4 and Band 5 Councils. This hinders our ability to fully assess the impacts of our Determinations and highlights the continued perception, amongst many CTCs, that the administrative burden remains a concern. The Panel agreed to work constructively with CTC representative bodies to consider how best to support our smaller CTCs. In the meantime, the information on Returns will be shared with Audit Wales.
- 2.12 We introduced a total sum reporting for all mandatory payments to members of CTCs for working from home, the flat rate consumables allowance and travel and subsistence claims. This is in line with the reporting of costs of care and personal assistance claims. The Panel feels this will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to and reduce the administrative burden.
- 2.13 Also, last year, the Panel introduced the option for coopted members of Principal Councils, National Parks Authorities and Fire and Rescue Authorities, to be paid an hourly rather than daily rate where thought appropriate. We will be looking at the annual payment returns for this year to monitor the take up of and this and will encourage Heads of Democratic Services to share best practice.

- 2.14 We have reviewed and updated our [Guidance](#) (previously called the Regulations) to better support relevant authorities to be able to comply with our determinations about members' remuneration, including payments, reporting and publication requirements as set out in this final annual report.
- 2.15 A key issue that the Panel considered in depth this year was the development of the new Corporate Joint Committees (CJCs). After research into the progress being made and taking evidence and feedback from CJCs and Welsh Government policy colleagues, the Panel consulted on a Draft Supplementary Report covering the remuneration of lay members of CJCs.
- 2.16 Following consideration of responses to the consultation, the Panel determined that lay members of a CJC should be paid in the same way as coopted members of other relevant authorities. A Supplementary Report was published on 31 July 2024, setting out the remuneration levels for lay members, effective from that date.
- 2.17 The final area that the Panel considered this year was the need to review the Framework and Methodology for Remuneration of Senior Roles in Principal Councils, Community and Town Councils (CTCs), and CJCs. This is a considerable piece of work requiring detailed research and engagement, and the Panel is currently finalising a detailed scope and methodology for the review in order for the new Democracy and Boundary Commission Cymru (DBCC) to take this work forward.
- 2.18 Additionally, the Panel has become aware of some concerns over the workload and demands on senior roles in National Park Authorities and Fire and Rescue Authorities. The Panel therefore proposes incorporating research questions that would support a review into these areas also within the scope of the research framework described above. This work will be taken forward by the DBCC.
- 2.19 Finally, in light of feedback from Heads of Democratic Services of Principal Councils and responses to the consultation, the Panel considered a paper on rates paid to coopted members and agreed that no changes would be made for this year. The Panel noted that these rates were last uplifted in 2021. The Panel agreed that a forward note should be made to consider the evidence for an appropriate benchmark for cooptee payments, noting that it had been some time since the Welsh Government Public Bodies Unit had increased their rates. The Panel also highlighted that wider support for cooptees, such as training, IT equipment and travel and subsistence expenses should be provided.
- 2.20 As we come to the end of the year, and the winding up of the Panel and the transfer of its functions to the DBCC, the Panel has prepared a Legacy Report which provides a summary of the main issues we have researched and made decisions on over the past 10 or so years and will form an evidence base for the DBCC to take forward.

3. Role and responsibilities of the Panel

Our Role:

3.1 The Panel is responsible for setting the levels and arrangements for the remuneration of elected and coopted members of the following organisations:

- Principal Councils – County and County Borough Councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

3.2 The Panel is an independent organisation, and the organisations listed above are required, by law, to implement the decisions it makes.

3.3 We make determinations on:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

Our Aim:

- Supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation.

Our Goals:

- Our Determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales.
- Our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation.

Our Strategic Objectives:

- To make evidence based Determinations
- To use clear and accessible communications
- To proactively engage and consult
- To simplify compliance and reporting
- To work collaboratively

Panel Membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Bev Smith
Dianne Bevan
Kate Watkins

Detailed information about the members, our Strategic Plan, our deliberations and supporting research and evidence can be found on the website: [Panel website](#)

4. Transfer of Functions to Democracy and Boundary Commission Cymru

- 4.1 The Panel's functions will transfer over to the Democracy and Boundary Commission Cymru on 1 April 2025. This is as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024. Having received Royal Assent in the Autumn, the Act expands the role and remit of the DBCC across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:
- Principal Councils
 - Town and Community Councils
 - Corporate Joint Committees
 - Fire and Rescue Authorities
 - National Park Authorities
- 4.2 As the DBCC draws on the same evidence base and stakeholders to undertake its own work and its purpose is also rooted in promoting effective local democracy, there is already a strong connection between the work of the two organisations. Both agendas rely on having a real understanding and appreciation of the needs of the population of Wales, the way in which elected members and councils operate and an understanding of members' workloads.
- 4.3 As the Panel is required now, the DBCC will be expected to produce a draft Annual Report for consultation and take account of responses prior to publishing a final Report by 28 February each year. The Report will set out its determination about remuneration levels for the following financial year.
- 4.4 The Panel will be abolished via the Elections and Elected Bodies (Wales) Act on 31 March 2025.
- 4.5 We are working closely with the DBCC to ensure a seamless transfer of the Panel's functions on 1 April 2025. We have set up a transition workstream to capture requirements such as development of a legacy report which will provide details on the Panel's history as well areas which might be considered by the DBCC in the future.

5. Methodology

- 5.1 As set out in our strategic objectives the Panel has committed to making evidence-based decisions.
- 5.2 This year we again prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence, and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2025-2026 financial year. This included:
- Data on average UK and Wales weekly earnings, including ASHE – the Annual Survey of Hours and Earnings
 - Public and private sector pay trends
 - Annual CPIH and CPI inflation rates
 - Benchmarks, including councillor remuneration in Scotland
 - Research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
 - Data collected on the take up of remuneration and benefits packages by councillors
 - Data on local authority finances
- 5.3 The full set of evidence and research considered will be published on our [website](#).
- 5.4 The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and One Voice Wales, Society for Local Council Clerks, North and Mid Wales Association of Local Councils. We also received evidence from the Chair of North Wales Fire and Rescue Service, Chair of National Parks Wales (who is also Chair of Pembrokeshire Coast National Park Authority) and the Chair of South West Wales CJC (who is also the Leader of Swansea City Council).
- 5.5 In March, the Panel attended the One Voice Wales conference. This enabled the Panel to meet delegates and discuss issues relating to the Panel's deliberations. The Panel also held an online seminar in November for all CTC councillors. The Panel noted however, that this was less well attended than last year's seminar and will consider any implications for future engagement.
- 5.6 The Panel also met with the Convention of Scottish Local Authorities (COSLA), Scottish Government and the Convener of Scottish Local Authorities Remuneration Committee (SLARC) to discuss SLARC's independent review of councillor remuneration and particular methodology for setting councillor remuneration. The Panel found the conversation interesting and informative on how the Scottish remuneration methodology compares with Wales.
- 5.7 The Panel engaged with Heads of Democratic Services and Leaders of Principal Councils, during the consultation period. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are

operating in practice and any issues or concerns individuals wish to raise.

It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

- 5.8 The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

6. Consultation on the draft Annual Report 2025

- 6.1 The Panel published a draft report on 4 October 2024 for an eight week consultation, which closed on 29 November 2024.
- 6.2 As part of the consultation process, stakeholders were invited to answer three questions using an online survey or by return email. A total of 3 responses were received online, whilst 16 were submitted by email to the IRP Mailbox. The Panel would again like to thank everyone who contributed to the consultation. A summary of the responses is included below.
- 6.3 The consultation responses highlighted a few areas that the Panel will include in the Forward Look section of its Legacy report for the Democracy and Boundary DBCC to consider. This will include the remuneration of coopted members of relevant authorities, which appeared to be the main issue for those who responded to the consultation.
- 6.4 Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations which are now set out in this Report.

7. Consultation: Summary of responses

7.1 The Panel engaged in a number of stakeholder meetings during the consultation period to share information and gather important feedback on the draft annual report 2025. See below for details:

7.2 The website link and Pdf version of the draft report was sent to:

- One Voice Wales
- Welsh Local Government Association
- Society for Local Council Clerks
- North and Mid Wales Association of Local Councils
- Principal Councils
- Fire and Rescue Authorities
- National Parks Authorities and
- Community and Town Councils

Determination 1: Basic salary for elected members of principal councils

7.3 Seven responses were received, in respect of Determination 1. Four responses confirmed the Panel has struck the right balance between affordability and adequate remuneration for representatives, whereas three stated the negative impact of the Panel's Determination on principal council budgets and authorities' current financial constraints. The Panel continue to consider the financial impact of its Determinations but remain committed to its Strategic aim of maintaining the link to average wages in Wales.

Determination 4: Payments to national parks authorities and fire and rescue authorities

7.4 One response was received regarding the treatment of tax on remuneration for Welsh Government appointed members of a national park authority. This is not an issue within the competence of the Panel.

Determination 5: Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities

7.5 There were four responses regarding the level of payment to coopted members of Principal Councils voicing disagreement with the Panel's decision to maintain allowances. One response stated there is a potential for Lay Members to feel undervalued as there had been no increase in their remuneration for 5 years. The Panel has not recommended any change, noting that this should be reviewed in line with any changes in rates set out by Welsh Government Public Bodies Unit. Any changes to remuneration levels will be considered by the DBCC.

7.6 One response from a principal council supports the introduction of the flexibility to use an hourly rate where appropriate. The Panel is pleased to learn a several principal councils are using the flexibility for remunerating coopted members.

Determination 6: Community and Town Councils Mandatory payments Payment for extra costs of working from home and Set payment for consumables

7.7 One Community Council requested that the Panel reconsider the £156 mandatory payment to Councillors in light of significant impact on budget precepts held by smaller community councils. The Panel reaffirms individuals are able to opt out of receiving mandatory payments. Any opt outs should be declared in writing.

7.8 Finally, no responses were received with regard to:

Determination 2: Salaries paid to Senior, Civic and Presiding members of principal councils

Determination 3: Salaries for Joint Overview and Scrutiny Committees

Determination 7: Compensation for financial loss

Determination 8: Reporting requirements

Other responses

- 7.9 In addition to the Panel receiving responses to the specific consultation questions, a number of more general comments were made by consultees.
- 7.10 Such feedback, whilst not directly related to the consultation questions, is always useful to the Panel in helping Members better understand the context of local democratic participation and the impact of the Panel's deliberations.
- 7.11 Feedback has also been received through the participation of Panel Members in meetings with those representing the principal, and town and community councils, including with One Voice Wales, North and Mid Wales Association of Local Councils, Heads of Democratic Services and the WLGA.
- 7.12 One issue raised orally, for example, was whether the timing of the publication of the annual Report could be reviewed to provide assurance that it is aligned to the optimal extent with the budget setting cycle of councils. This issue will now be included in the Legacy Report of the Panel to be submitted to the DBCC.

Other issues raised included the following:

- 7.13 A respondent did not agree that the system of grouping local authorities to determine senior salaries is fair and reasonable, or that it supports increasing the diversity of elected members.
- 7.14 Other responses suggested that the Panel should reconsider the methodology for determining salary levels in relation to workload and proposed that a Committee Vice Chair should be remunerated for deputising for a Chair.
- 7.15 A respondent also felt that the Committee Chair salary was generous compared to some executive positions.
- 7.16 Comments were also received that it was disappointing that the role of those serving on Regional Partnership Boards or Public Service Boards are not within the Panel's remit and that attendance allowance at Corporate Joint Committees (CJC) sub-committees was not specified within the report.
- 7.17 These issues highlight the need for the DBCC as the successor body to the Panel, to consider whether issues relating to potential remuneration of more recent working partnership arrangements is sufficiently reflected in its inherited remit.
- 7.18 The Panel received a suggestion that attendance related pay could be considered as meetings are a large part of the councillor's role and other respondents highlighted that the £156 payment to smaller Community and Town Councils should not be mandatory. Additionally, a respondent raised their

concern over how Councillors value for money could be established, and another comment received expressed the view that any remuneration system could be open to abuse.

- 7.19 A number of comments were also received in relation to the level of payment made to coopted lay members, suggesting that an increase might lead to making the roles more attractive and encourage more diverse applications, and a further respondent suggested a need to specify the amount of mileage that could be claimed for such members who attend multi location meetings, outside of their home county.

8. Summary of responses to online questionnaire

- 8.1 There were only a small number of responses to the questionnaire this year, which the Panel has viewed as being broadly supportive of its Determinations. The questions and responses were:

Question 1

- 8.2 The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation. We therefore propose using the ASHE for all Wales to increase their remuneration in line with the average earnings of their constituents.

Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?

Responses

- 8.3 Four answered this question agreeing that the Panel have struck the right balance between affordability and adequate remuneration for representatives. Three responses indicated disagreement. However, no suggestions were provided.
- 8.4 A respondent highlighted the percentage increase felt high and contrasted this with officers increase and having to do more work with less financial reward. The same response stated members felt remuneration level needed to be fair in order to appeal to a more diverse and broader cross-section of constituents and commented that members felt the allowance is fair, particularly in line with the amount of hours members put in to their role.

Question 2

- 8.5 Following evidence received from Heads of Democratic Services of Principal Councils, on local flexibility for payments to coopted members, serving on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities. This Panel consulted on this proposal and responses (from the

consultation on the 2024 to 2025 draft annual report) supported the Panel's determinations and so no changes were made in the final Determinations, resulting in the Panel allowing relevant officers to decide if it would be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings. The Panel would now like to know if this determination has been adopted by your relevant authority:

Responses

- 8.6 Five of those who answered this question agreed and two had no opinion. Those who agreed, thought an hourly rate was thought to be more cost effective and would provide flexibility to attend shorter meetings with officers when needed. The Panel maintains, the principle of authorities being able to be flexible to suit their own requirements.

Question 3

- 8.7 Last year, in conjunction with One Voice Wales, the Panel held a seminar on the treatment of tax on members Community and Town Councils (CTC) allowances. This was followed up with guidance on how to apply the exemption to the working from home allowance (£156). The Panel is interested to learn if the seminar and or guidance has increased the number of CTC members receiving the allowance.

Responses

- 8.8 One of those who answered this question disagreed and two had no opinion.
- 8.9 Since the Panel has engaged with members of One Voice Wales, Society for Local Council Clerks and North and Mid Wales Association of Local Councils, it has agreed to revisit the template format in order to increase the level of reporting on the number of councillors claiming and declining allowances.

Question 4

- 8.10 All allowances paid to elected members of Community and Town Councils should be recorded on the Annual Statement of Payments for Community and Town Councils (noting Statements already submitted by Community and Town Councils would be accepted). This includes NIL returns. Earlier this year, a revised Statement template and advice note were issued to Community and Town Councils. The Panel are interested if the Template has again increased the number of councillors claiming allowances?

Responses

- 8.11 One response stated the revised template had not increased the number of councillors claiming allowances, and another two responded with no opinion.

9. Determinations for 2025 to 2026

Principal Councils

Basic salary for elected members of principal councils:

Determination 1

- 9.1 The Panel has determined that for the financial year 1 April 2025 to 31 March 2026 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE for 2022 to 2023, the latest figure available at drafting. **This will be £19,771.**
- 9.2 The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

Salaries paid to Senior, Civic and Presiding members of principal councils:

Determination 2

- 9.3 The limit on the number of senior salaries payable (“the cap”) will remain in place.
- 9.4 All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.
- 9.5 Assistants to the Executive - The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
- 9.6 Under the [2011 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. Where the arrangements would mean that the statutory maximum would be exceeded a local authority will need the approval of the Panel, and Welsh Ministers prior to any arrangements being established.
- 9.7 The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5.
- 9.8 The salary of a leader of the largest (Group A) council will therefore be £74,141.
- 9.9 All other payments have been decided in reference to this and are set out in Tables 1-3.

Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group A)

Description	Amount
Basic salary	£19,771
Band 1 leader	£74,141
Band 1 deputy leader	£51,899
Band 2 executive members	£44,485
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport
- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan

Wrexham

Table 2 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group B)

Description	Amount
Basic salary	£19,771
Band 1 leader	£66,727
Band 1 deputy leader	£46,709
Band 2 executive members	£40,036
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Ynys Môn

Table 3 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group C)

Description	Amount
Basic salary	£19,771
Band 1 leader	£63,020
Band 1 deputy leader	£44,114
Band 2 executive members	£37,812
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

9.10 There are no further changes to the payments and benefits paid to elected members. All current Determinations are published on our [website](#).

Salaries for Joint Overview and Scrutiny Committee:

Determination 3

9.11 The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,886.

9.12 The salary of a vice-chair is set at 50% of the Chair and will be £4,943.

9.13 There are no other changes.

Payments to National Parks Authorities and Fire and Rescue Authorities:

Determination 4

- 9.14 The three national parks in Wales - Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise 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.
- 9.15 The three 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. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.
- 9.16 In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.
- 9.17 The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Tables 4 and 5.

Table 4 – Payments to National Parks Authorities

National Parks Authorities	Amount
Basic salary for ordinary member	£5,576
Chair	£15,462
Deputy Chair (where appointed)	£9,531
Committee Chair or other senior post	£9,531

Table 5 – Payments to Fire and Rescue Authorities

Fire and Rescue Authorities	Amount
Basic salary for ordinary member	£2,788
Chair	£12,674
Deputy Chair (where appointed)	£6,743
Committee Chair or other senior post	£6,743

9.18 All current Determinations, including restrictions on receiving double allowances, are published on our website. Other than the above increases, there are no changes determined this year.

Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities:

Determination 5

9.19 Coopted members of the relevant bodies should be remunerated on a day, half day basis or hourly basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

9.20 Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting coopted 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.

Table 6: Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

Payments to coopted (lay) members of Corporate Joint Committees:

Determination 6

9.21 Coopted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as coopted (lay) members with voting rights of other bodies within the local government family.

9.22 The amounts are set out below:

Table 7: Payments made to coopted (lay) members of Corporate Joint Committees

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

9.23 This determination is valid from 31 July 2024.

Community and Town Councils

9.24 The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

Mandatory Payments:

Determination 7

Payment for extra costs of working from home

9.25 All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.

Set payment for consumables

9.26 Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

9.27 It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Attendance Allowance

9.28 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

9.29 As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.

9.30 If the council decides in favour of attendance allowances, it must produce a Scheme for formal adoption, make provision for it to be publicly available and inform the Independent Remuneration Panel.

9.31 The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

9.32 Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will

be made.

9.33 All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline to receive payment by informing (in writing) the proper officer.

Compensation for Financial Loss:

Determination 8

9.34 Compensation for financial loss is an optional payment.

9.35 The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £126.74 for a full day and £63.37 for a half day.

Table 8: Payments to Community and Town Councils

Type of Payment	Group	Requirement
Extra costs payment	1 (Electorate over 14,000)	Mandatory for all members
Senior role	1 (Electorate over 14,000)	Mandatory £500 for 1 member; optional for up to 7
Mayor or chair	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance allowance	1 (Electorate over 14,000)	Optional
Financial loss	1 (Electorate over 14,000)	Optional
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care or personal assistance	1 (Electorate over 14,000)	Mandatory
Extra costs payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all members
Senior role	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Mayor or chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £500
Attendance allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and subsistence	2 (Electorate over 10,000 to 13,999)	Optional

Type of Payment	Group	Requirement
Costs of care or personal assistance	2 (Electorate over 10,000 to 13,999)	Mandatory
Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior role	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £1,500
Deputy mayor or deputy chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £500
Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory
Extra Costs Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members
Senior Role	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Mayor or Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £500
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional
Costs of Care or Personal Assistance	4 (Electorate over 1,000 to 4,999)	Mandatory
Extra Costs Payment	5 (Electorate less than 1,000)	Mandatory for all members
Senior Role	5 (Electorate less than 1,000)	Optional up to 3 members
Mayor or Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £500
Attendance Allowance	5 (Electorate less than 1,000)	Optional
Financial Loss	5 (Electorate less than 1,000)	Optional
Travel and Subsistence	5 (Electorate less than 1,000)	Optional

Type of Payment	Group	Requirement
Cost of Care or Personal Assistance	5 (Electorate less than 1,000)	Mandatory

9.36 There have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. All current Determinations are published on our [website](#).

10. Summary of Determinations 2025 to 2026

Determination 1

10.1 The basic level of salary for elected members of principal councils is set at £19,771.

Determination 2

10.2 The salary of a leader of the largest (Group A) council will be £74,141. All other payments have been decided in reference to this. All payments are set out in Table 1.

Determination 3

10.3 The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,886.

10.4 The salary of vice-chair will be £4,943.

Determination 4

10.5 The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased. All payments are set out in Tables 4 and 5.

10.6 All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

Determination 5

10.7 For coopted member payments, there is no change in the level of payments. These are set out in Table 6.

Determination 6

10.8 Coopted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as coopted (lay) members with voting rights of other bodies within the local government family, as set out in Table 7.

10.9 Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting coopted 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.

Determination 7

- 10.10 Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.
- 10.11 Members of Community and Town Councils are appointed office holders. Whilst not employees, their remuneration is still subject to PAYE rules. Section 316A ITEPA 2003 states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. This arrangement will apply to the £156 payment made under this Determination.

Determination 8

- 10.12 Compensation for financial loss is an optional payment.
- 10.13 The Panel has determined that this payment should be aligned to the daily rate of ASHE 2022 to 2023 and will be £126.74 for a full day and £63.37 for a half day.

11.Contact details

11.1 To request a printed version of the Annual Report please [email us](#) or write to:

Independent Remuneration Panel for Wales
Third Floor East
Crown Buildings
Cathays Park
Cardiff CF10 3NQ

Telephone: 03000 616095
Email: irpmailbox@gov.wales

11.2 This Annual Report and other information about the Panel and its work are available on our [website](#).

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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 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' fee with a provision for full day, half day or hourly 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. The Monitoring Officer can also determine that an hourly rate be applied where it is sensible to aggregate a number of short meetings.
- 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, half day and hourly fees for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, are set out in **Schedule 1**.
- 11.9 The daily, half day and hourly fees for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, are 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-imbursement 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 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 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-imbursement 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 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 2025-2026

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
All non senior/civic salary holders:	£19,771

SENIOR SALARIES ENTITLEMENTS

	ROLE	MEMBER	ANNUAL AMOUNT OF SENIOR SALARY
1.	Leader		£66,727
2.	Deputy Leader and Cabinet Member for Social Services, Health & Wellbeing		£46,709
3.	Cabinet Member for Finance & Performance		£40,036
4.	Cabinet Member for Education & Youth Services		£40,036
5.	Cabinet Member for Regeneration, Economic Development and Housing		£40,036
6.	Cabinet Member for Climate Change and the Environment		£40,036
7.	Cabinet Member for Resources		£40,036
8.	Chairperson Overview and Scrutiny Subject Committee		£29,657
9.	Chairperson Overview and Scrutiny Subject Committee		£29,657
10.	Chairperson Overview and Scrutiny Subject Committee		£29,657
11.	Chairperson of Development Control Committee		£29,657
12.	Chairperson of Licensing Committee		£29,657
13.	Chairperson of the Appeals Panel		£29,657
14.	Leader Of The Largest Opposition Group		£29,657
15.	Leader of an opposition group with at least 10% of the membership of the Council		£23,726
16.	Not currently used		
17.	Not currently used		
18.	Not currently used		

A maximum of 18 Senior salaries for Bridgend County Borough Council may be paid

ENTITLEMENT TO CIVIC SALARIES

ROLE	MEMBER	ANNUAL AMOUNT OF CIVIC SALARY
Civic Head (Mayor)		£29,657
Deputy Civic Head (Deputy Mayor)		£23,726

ENTITLEMENT AS STATUTORY CO-OPTEEES

ROLE	MEMBER	AMOUNT OF CO-OPTEEES ALLOWANCES
Chairperson Of Standards Committee		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Chairperson of Audit Committee		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Statutory Co-optees - Standards Committee, Scrutiny Committee – subject 1, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> <u>Scrutiny</u> <u>Audit</u>	£210 Daily Fee £105 ½ Day Fee £26.25 Hourly Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils		£238 Daily Fee £119 ½ Day Fee £29.75 Hourly Fee
Lay Chairs of CJC Committees		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Ordinary Lay Members with Voting Rights of CJC Committees		£238 Daily Fee £119 ½ Day Fee £29.75 Hourly Fee

MEMBERS ELIGIBLE TO RECEIVE COSTS OF CARE (Dependents/Personal Assistance)

All Members

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

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 2023-24

	MILEAGE RATES
--	----------------------

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 2023/24

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-imbursement 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 no 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 no 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.

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	PAY POLICY STATEMENT – 2025/2026
Report Owner / Corporate Director:	CHIEF EXECUTIVE
Responsible Officer:	PAUL MILES, GROUP MANAGER HR & OD
Policy Framework and Procedure Rules:	There is no effect upon the Council's Policy Framework and Procedure Rules as a result of this report.
Executive Summary:	The purpose of this report is to seek Council approval for the Pay Policy Statement for 2025/2026, in accordance with legislative requirements.

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council approval for the Pay Policy Statement for 2025/2026. This is in response to legislative requirements and to provide openness and accountability in relation to how the Council rewards its staff.

2. Background

- 2.1 The Council has a statutory requirement under Section 38(1) of the Localism Act 2011, to prepare a Pay Policy Statement for the new financial year 2025/2026. This Statement needs to be approved and published by 31 March 2025.
- 2.2 The Pay Policy Statement for 2025/2026 has been produced on the basis of statutory guidance, advice from Welsh Local Government Association and guidance from Welsh Government.
- 2.3 The Pay Policy Statement provides the framework for decision making on pay, and in particular decision making on senior pay.

3. Current situation/ proposal

- 3.1 The updated Pay Policy Statement for approval is attached at **Appendix 1**.

- 3.2 This has been produced in accordance with the requirements of the Localism Act 2011, which requires all local authorities to develop and make public their policy on all aspects of Chief Officer remuneration.
- 3.3 In order to achieve further transparency, reference to the pay of other relevant groups has been included within the Pay Policy Statement.
- 3.4 Since its introduction on 1 April 2012, the Pay Policy has developed to take account of relevant guidance, legislation and changes to the Council's senior management structure over recent years. The pay structure relating to this group of staff is at Appendix B, within the Pay Policy, which should also be noted.
- 3.5 Other amendments, relate to the Council's accreditation with the Real Living Wage Foundation to become a Real Living Wage employer. The accreditation with the Real Living Wage Foundation demonstrates the Council's commitment to pay the Living Wage rates, which are normally announced in the autumn, with an expectation to be paid by May.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 There are no climate change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding and corporate parent implications as a result of this report.

8. Financial Implications

- 8.1 There are no financial implications arising from the recommendations in this report.

9. Recommendation

- 9.1 It is recommended that Council approves the Pay Policy Statement 2025/2026 attached as **Appendix 1**.

Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL

PAY POLICY 2025/2026

To be approved by	Council
Approval Date	12 March 2025
Review Date	March 2026

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1. **Pay Policy Statement**

- 1.1 This Pay Policy Statement for the period 1st April 2025 to 31st March 2026 provides the framework for decision making on pay and, in particular, decision making on senior pay.

2. **Introduction**

- 2.1 Bridgend County Borough Council recognises the importance of remuneration decisions that are appropriate, transparent, provide value for money and reward employees fairly and equitably for the work they undertake meeting the corporate objectives of this Council.
- 2.2 This policy statement sets out the Council's key approaches to pay its employees.

3. **Policy Statement**

- 3.1 Under Section 112 of the Local Government Act 1972 the Council has the power 'to appoint officers on such reasonable terms and conditions as the Council thinks fit'. This Pay Policy Statement outlines the Council's approach to pay in accordance with the requirements of section 38 - 43 of the Localism Act 2011 and with regards to the latest Welsh Government guidance, which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement from 2012/2013 and for each financial year after that, detailing:

- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers;
- b) The approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers;
- c) The Council's policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
- d) The relationship between the remuneration of its Chief Officers and other employees.

- 3.2 As an employer this Council has a very wide range of functions and is responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, regional or national level. The Council will require some flexibility in its Pay Policy Statement to address changing circumstances which may or may not be foreseeable.

- 3.3 This is an update to the Pay Policy Statement first issued in April 2012, and last updated with Council approval on 13th March 2024.

4. **Scope**

- 4.1 Section 38 of the Localism Act 2011 requires Authorities to produce and publish a Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and detail pertaining to the 'lowest paid' in the Authority. It also requires an explanation of the policy regarding the relationship between remuneration for Chief Officers and other groups.

4.2 In the interests of transparency and accountability the Council has chosen to take a broad approach, producing a pay policy which covers all employee groups with the exception of School Teachers. The remuneration for this latter group is set by the Minister for Education in Wales and not in the control of Local Authorities.

4.3 Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, the Council will comply with this Pay Policy Statement in setting remuneration levels for all groups within its scope.

5. Legislative Framework

5.1 In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation.

6. Accountability and Decision Making

6.1 The Council's Constitution and Scheme of Delegation of Functions set out the procedure for decision making in relation to the organisational structure, recruitment, pay, terms and conditions and severance arrangements for all employees of the Council.

6.2 This Pay Policy Statement outlines the remuneration levels believed to be effective in facilitating a sufficient supply of appropriately skilled employees which can be objectively justified and provide the local tax payer with an assurance of value for money.

6.3 The Council is committed to an open and transparent approach to its pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-

- Appendix A – NJC Pay Scales
- Appendix B – JNC Pay Scales
- Appendix C – Soulbury Pay Scales
- Appendix D – JNC Youth & Community Pay Scales
- Appendix E – Early Retirement, Ill Health Retirement & Redundancy Policy
- Appendix F – Acting Rank / Honoraria Payments Protocol
- Appendix G – Collective Agreement for both NJC and JNC
- Appendix H – Market Supplement Policy

6.4 The Pay and Grading Structure and any corresponding policies are reviewed when required and meet the principles of fairness, equality, accountability and value for money.

7. Pay Arrangements

7.1 Pay Structures & Job Evaluation

7.1.1 The Council's pay structure for NJC employees was implemented in September 2013 follow the signing of a collective agreement with UNISON, GMB and UNITE (Appendix G). The pay structure was devised following the

evaluation of all posts using the Greater London Provincial Council (GLPC) job evaluation scheme. Each pay grade has a corresponding job evaluation score.

- 7.1.2 The Council uses the nationally negotiated pay spine as the basis for its pay and grading structure. This determines the remuneration of the majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 7.1.3 Addenda to the collective agreement have been agreed with the Trade Unions and they are attached within the collective agreement.
- 7.1.4 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 7.1.5 The Council seeks to maintain the equal pay requirements within the Pay and Grading Structure by evaluating any new or significantly changed roles through its Job Evaluation Scheme. This will ensure that all pay differentials can be objectively justified.

7.2 National Pay Awards

- 7.2.1 For all employee groups, pay awards, agreed and negotiated at a national level by the Local Government employers in conjunction with Trade Unions will be applied. The Council will pay these as and when determined unless Council agrees otherwise.

7.3 Starting Salaries

- 7.3.1 New appointments will normally be made at the minimum of the relevant grade, although flexibility exists to ensure the best candidate is secured.

7.4 Talent Management

- 7.4.1 The Council's approach to talent management is through the employee appraisal process, which as well as placing an emphasis on performance, encourages the identification of learning objectives in the development of employee skills.

7.5 Performance Related Pay

- 7.5.1 The Council does not have performance related pay at any level. There are a number of managerial processes in place to monitor, evaluate and manage performance, including employee appraisal.

7.6 Market Supplements

- 7.6.1 The Market Supplement policy takes into account factors such as market pay rates or fluctuating demand for skills in the marketplace. Market Supplements will be used as an exception rather than the rule and must be considered through submission of a robust business case comprising clear objective evidence on all relevant factors.

7.7 Honorarium

- 7.7.1 When the Council requires an employee to carry out additional duties to those of their substantive post, for a proposed period of time, an additional payment commensurate with those duties may be made in accordance with the Council's Acting Rank/Honorarium Payments Protocol, which is attached as Appendix F.

8 Support for Lower Paid Staff

- 8.1 The National Living Wage effective from 1 April 2025 will be at £12.21.
- 8.2 The Council, as a Real Living Wage (RLW) employer, is committed to pay its employees the Real Living Wage. The Living Wage Foundation, announced in October 2024 the new RLW, as £12.60 per hour, which the Council will implement from 1 April 2025.
- 8.3 The Council is committed to provide employees with opportunities to enhance their skills to enable them to fulfil their personal development aspirations.

9 Pay Relativities

- 9.1 The lowest paid individuals, employed with the Council receive a salary based on £24,309 per annum as of 1 April 2025.
- 9.2 The highest paid employee is the Chief Executive, and the pay band minimum is £145,678 rising to £155,974. The salary of the current post holder is £155,974 per annum. These salaries reflect pay award agreed for 1 April 2024.
- 9.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton report 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earning was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the Authority's workforce.
- 9.4 The median salary in the Council is £27,269 and falls within Grade 6.
- 9.5 The current pay levels within the Council define the multiple between:
- the annual salary of the lowest paid Council employees and the Chief Executive (FTE basis) as: 1:6.4
 - the annual salary of the lowest paid Council employees and the average Chief Officer (FTE basis) as: 1:4.6
 - median earning of Council employees and the Chief Executive (FTE basis) as: 1:5.7

- median earning of Council employees and the average Chief Officer (FTE basis) as: 1:4.1

10 Chief Officer Remuneration

10.1 For the purposes of this policy, Chief Officers and Deputy Chief Officers are defined within section 43(2) of the Localism Act. The posts within the Council's structure identified by the statutory definition include:

- Chief Executive
- Corporate Directors
- Chief Officers (Monitoring Officer & Section 151)
- Heads of Service

10.1.1 The Council also has other officers employed on Grades 17 and 18. Such officers are also employed on the JNC Chief Officers' terms and conditions of employment although not all are defined as Chief Officers within the meaning of section 43(2) of the Localism Act.

10.1.2 The current salary ranges for the above posts can be found at Appendix B.

10.2 Additions to Salary of Chief Officers

10.2.1 The Council does not apply bonuses or performance related pay to its Chief Officers.

10.2.2 The Council pays all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

10.2.3 The cost of membership of one professional body is met by the Council.

10.2.4 The Chief Executive is also appointed as Returning Officer. This is an office holding function rather than an employment contract. The Returning Officer will receive a fee from the organisation requiring the election to be carried out in accordance with the Fee Order in force at the time. In the case of a local election the Council's fee structure will be approved at the time.

10.2.5 The Deputy Returning Officer's fees are authorised by the Returning Officer in accordance with the Fee Order or, in the case of local elections, the Council's fee structure at the time.

10.2.6 Fees applied for all other Elections and referenda are prescribed by the UK Government or Welsh Government.

10.3 Recruitment to Chief Officers

10.3.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

10.3.2 The Regulations prescribe that where an authority proposes to appoint a chief officer with an annual remuneration package of £100,000 or more the post must be publicly advertised. The only exception to this requirement is where the appointment would be for no longer than 12 months.

10.3.3 Where the Council remains unable to directly recruit Chief Officers or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council may consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money. The Council does not currently have any Chief Officers engaged under such arrangements.

10.3.4 In accordance with Section 143A of the Local Government (Wales) Measure 2011 the Independent Remuneration Panel for Wales ("the IRP") has powers to make recommendations in relation to any policy in an authority's pay policy statement which relates to the salary of the Chief Executive.

10.3.5 The Council recognises that it must consult with and have due regard to any recommendation received from the Independent Remuneration Panel for Wales when deciding whether to make changes to the salary of its Chief Executive which is 'not commensurate with a change to the salaries of the Council's other staff'.

10.4 **Role of the Chief Executive**

10.4.1 The Council's Chief Executive, Mark Shephard, has worked in Bridgend County Borough Council since July 2003 and held a number of roles within the Council before being appointed Chief Executive in May 2019, following 4 months as Interim Chief Executive.

10.4.2 The Chief Executive is the Chief Officer who leads and takes responsibility for the implementation of the Council's wellbeing objectives. The organisation has a gross revenue budget of £530 million and is responsible for a wide range of services employing some 5,918 staff, as at 31 December 2024.

10.4.3 The Chief Executive works closely with elected members to deliver Bridgend County Borough Council's strategic objectives including corporate well-being objectives.

10.4.4 The Chief Executive provides leadership, direction and motivation for staff and is responsible for ensuring the effective use of resources.

10.4.5 The role includes representing the Council, working closely with Welsh Government, the Cardiff Capital Region City Deal, Cwm Taf Morgannwg University Health Board, South Wales Police and other national and regional bodies. The Chief Executive works collaboratively to ensure the interests of the County Borough are acknowledged and taken into account as well as having personal responsibility in respect of a number of statutory obligations.

- 10.4.6 There is a requirement for the Chief Executive to work in excess of normal hours as is necessary for the proper performance of the duties and responsibilities of the post, including evening and weekend commitments.
- 10.4.7 The notice period for the role is three months. The Chief Executive has given notice and is retiring on 30 June 2025. Recruitment is underway to appoint his successor.

11 Payments on Termination

- 11.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Ill Health, Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 11.2 Any other payments falling outside the provisions, or the relevant periods of contractual notice shall be subject to a formal decision made by the Council or Committee of the Council in the case of the Chief Executive or; Council or Council Committee or Officer with delegated powers at the time, in the case of other JNC Officers. The Chief Executive or officer with delegated power from the Chief Executive will determine such payments in respect of all other staff.

12 Re-Employment

- 12.1 Whilst having due regard to the Council's duty under Section 7 of the Local Government and Housing Act 1989, no Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract of Service) or through an external contractor commissioned to work on behalf of the Council.
- 12.2 In addition to the terms of the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order (Amendment) 2010, the Council will not re-employ ex-employees who have been made redundant until a period of time has elapsed that is equal in length to the number of weeks' pay their compensatory element equates to, e.g. a redundant employee in receipt of 25 weeks compensatory redundancy pay would not be eligible for consideration for re-employment until 25 weeks after their termination date has passed. In the case of ex-employees accessing their pension it will only be possible to re-employ with specific approval.

13 Publication

- 13.1 The Council currently publishes its Annual Statement of Accounts in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 (as amended) and discloses the following information in respect of remuneration:
- Salary, fees and allowances;
 - Expenses;

- Termination payments and pension contributions;
- The number of employees whose remuneration, excluding pension contributions, is greater than £60,000 in multiples of £5,000 brackets of scale.

13.2 This Pay Policy Statement will be published on the Council's website as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this policy statement made during the financial year to which it relates will similarly be published.

14 Appendices

- Appendix A – NJC Pay Scales
- Appendix B – JNC Pay Scales
- Appendix C – Soulbury Pay Scales
- Appendix D – JNC Youth & Community Pay Scales
- Appendix E – Early Retirement, Ill Health Retirement & Redundancy Policy
- Appendix F – Acting Rank / Honoraria Payments Protocol
- Appendix G – Collective Agreement for both NJC and JNC
- Appendix H – Market Supplement Policy

Appendix A – NJC Pay Scales

- The pay award for 1 April 2025 at the time of publication has not been agreed.
- *Effective from 1 April 2025 to take account of Real Living Wage.

NJC April 2024 – Pay Award

SCP	Salary	Hourly Rate	Grades (inc RLW)	
2*	£24,309	£12.60	Grade 1	
3*	£24,309	£12.60		Grade 2
4	£24,404	£12.65	Grade 3	
5	£24,790	£12.85		
6	£25,183	£13.05		Grade 4
7	£25,584	£13.26	Grade 5	
8	£25,992	£13.47		
9	£26,409	£13.69		Grade 6
10	£26,835	£13.91		
11	£27,269	£14.13		
12	£27,711	£14.36	Grade 7	
13	£28,163	£14.60		
14	£28,624	£14.84		
15	£29,093	£15.08		
16	£29,572	£15.33		
17	£30,060	£15.58		
18	£30,559	£15.84		Grade 8
19	£31,067	£16.10		
20	£31,586	£16.37		
21	£32,115	£16.65		
22	£32,654	£16.93		
23	£33,366	£17.29	Grade 9	
24	£34,314	£17.79		
25	£35,235	£18.26		

SCP	Salary	Hourly Rate	Grades	
26	£36,124	£18.72		Grade 10
27	£37,035	£19.20		
28	£37,938	£19.66		
29	£38,626	£20.02		
30	£39,513	£20.48	Grade 11	
31	£40,476	£20.98		
32	£41,511	£21.52		
33	£42,708	£22.14		Grade 12
34	£43,693	£22.65		
35	£44,711	£23.17		
36	£45,718	£23.70	Grade 13	
37	£46,731	£24.22		
38	£47,754	£24.75		
39	£48,710	£25.25		
40	£49,764	£25.79		
41	£50,788	£26.32		Grade 14
42	£51,802	£26.85		
43	£52,805	£27.37		
44	£53,866	£27.92		
45	£54,929	£28.47	Grade 15	
46	£55,996	£29.02		
47	£57,061	£29.58		
48	£58,125	£30.13		Grade 16
49	£59,191	£30.68		

Appendix B – JNC Pay Scales

- Effective from 1 April 2024
- The pay award for 1 April 2024 at the time of publication has not been agreed.

Designation	Grade	Scale Point	Salary
Chief Executive	Grade 25	36	£155,974
		35	£152,543
		34	£149,110
		33	£145,678
Assistant Chief Executive	Grade 24	32	£140,108
		31	£136,885
		30	£133,738
		29	£130,663
Corporate Director [1]	Grade 23	28	£124,243
		27	£121,646
		26	£121,390
		25	£118,742
Corporate Director [2]	Grade 22	24	£109,882
		23	£107,488
		22	£105,147
		21	£102,858
Head of Service [1]	Grade 21	20	£95,523
		19	£93,540
		18	£91,555
		17	£89,572
Head of Service [2]	Grade 20	16	£86,351
		15	£84,482
		14	£82,654
		13	£80,867
Head of Service [3]	Grade 19	12	£77,178
		11	£76,051
		10	£74,941
		9	£73,847
Group Manager [1]	Grade 18	8	£73,239
		7	£71,887
		6	£70,562
		5	£69,261
Group Manager [2]	Grade 17	4	£66,035
		3	£64,821
		2	£63,629
		1	£62,460

Appendix C – Soulbury Pay Scales

- Effective from 1 September 2024.
- *scp are an extension to the range to accommodate structured professional assessments.

EDUCATIONAL PSYCHOLOGISTS – SCALE A

SCP	SALARY
1	£43,483
2	£45,586
3	£47,688
4	£49,789
5	£51,893
6	£53,995
7	£55,974
8	£57,954
9	£59,807
10	£61,664
11	£63,394
*12	£64,104
*13	£65,432
*14	£66,748

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

SCP	SALARY
1	£53,995
2	£55,974
3	£57,954
4	£59,807
5	£61,664
6	£63,394
7	£64,104
8	£65,432
9	£66,748
10	£68,086
11	£69,399
12	£70,735
13	£72,095
14	£73,412
15	£74,790
16	£76,154
17	£77,528
18	£78,900
*19	£82,056
*20	£85,338
*21	£88,752

EDUCATIONAL IMPROVEMENT PROFESSIONALS

SCP	SALARY	SCP	SALARY
1	£41,554	27	£76,263
2	£42,968	28	£77,541
3	£44,305	29	£78,821
4	£45,659	30	£80,100
5	£47,003	31	£81,367
6	£48,349	32	£82,653
7	£49,764	33	£83,941
8	£51,125	34	£85,260
9	£52,711	35	£86,577
10	£54,125	36	£87,929
11	£55,529	37	£89,260
12	£56,871	38	£90,606
13	£58,400	39	£91,933
14	£59,766	40	£93,260
15	£61,271	41	£94,592
16	£62,634	42	£95,925
17	£64,001	43	£97,255
18	£65,342	44	£98,594
19	£66,724	45	£99,927
20	£67,439	46	£101,264
21	£68,811	47	£102,605
22	£70,009	48	£103,934
23	£71,326	49	£105,268
24	£72,507	50	£106,604
25	£73,770	*51	£110,868
26	£75,002	*52	£115,303

Appendix D - JNC Youth & Community Pay Scales

Effective from 1 September 2024

SUPPORT WORKER RANGE

SCP	SALARY
5	£24,786
6	£25,115
7	£25,411
8	£26,089
9	£26,954
10	£27,631
11	£28,724
12	£29,791
13	£30,896
14	£32,040
15	£32,818
16	£33,631
17	£34,431

PROFESSIONAL RANGE

SCP	SALARY
13	£30,896
14	£32,040
15	£32,818
16	£33,631
17	£34,431
18	£35,236
19	£36,035
20	£36,837
21	£37,737
22	£38,757
23	£39,751
24	£40,749
25	£41,755
26	£42,760
27	£43,765
28	£44,783
29	£45,792
30	£46,803

EARLY RETIREMENT ILL-HEALTH RETIREMENT AND REDUNDANCY POLICY

SCOPE STATEMENT

This Policy applies to all members of the Local Government Pension Scheme (or those non-LGPS members who are eligible for membership) excluding:

- Those employed by Governing Bodies in educational establishments under delegated powers.

Date of Issue: March 2023

DOCUMENT CONTROL	
Document Title	Early Retirement, Ill Health Retirement & Redundancy Policy
Previous Publication Date	
DOCUMENT APPROVAL	
This document received approval from:	Date
Group Manager HR & OD	
Trade Unions	
Corporate Management Board	
Cabinet/Council	
REVISION HISTORY	
Revision History	

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1. Introduction

- 1.1 This policy statement is made in accordance with regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the Local Government Pension Scheme Regulations 2013 which require each Local Government Pension Scheme (LGPS) employer to formulate and review its policy on early retirement.
- 1.2 This policy will be reviewed under these provisions and in order to meet other relevant statutory legislation. If the Council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.
- 1.3 In formulating and reviewing its policy, the Council
 - (a) has regard to the extent to which the exercise of its discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service;
 - (b) is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs;
 - (c) has regard to service delivery needs; and
 - (d) recognises the need for consistency, fairness and equity in employee relations.

2. General Principles

- 2.1 The Council's application of this policy will have regard to an employee's entitlement under this policy and appropriate pension legislation.
- 2.2 Applications and proposals under these schemes will be made to an Early Retirement Panel constituted by the Chief Officer - Finance, Performance & Change, Chief Officer - Legal & Regulatory Services, HR & Corporate Policy; and the Group Manager - Human Resources and Organisational Development, or their nominated officers.
- 2.3 All applications for early retirement will be considered objectively

Section 1 – Schemes

3. SCHEME A - VOLUNTARY EARLY RETIREMENT (The 85 Year Rule)

- 3.1 The Local Government Pension Scheme (Amendment) Regulations 2006 removed the 85 Year Rule with effect from 1 October 2006. However, these Regulations allow for a measure of protection for existing scheme members as at 30 September 2006.
- 3.2 Scheme A only applies to those employees protected by the LGPS (Amendment) (No 2) Regulations 2006.
- 3.3 This scheme applies to those employees who are 55 years of age and over (if protected) who apply to retire early and elect to receive immediate payment of retirement benefits.
- 3.4 An employee who qualifies and whose total age and service (both in whole years) is 85 years or more will receive pension and lump sum benefits based upon actual service, which may be subject to actuarial reductions; as determined on the merits of the individual application by the Voluntary Early Retirement (VER) Panel.

4. SCHEME A - VOLUNTARY EARLY RETIREMENT (Employee Request)

- 4.1 Employees who are eligible under this scheme and are aged over 55 will be allowed to retire voluntarily and early under the following scheme.

- 4.2 Pension and retirement grant will be reduced by an amount shown as appropriate in guidance issued by the Government actuary.

5. SCHEME B - EARLY RETIREMENT IN THE INTEREST OF THE EFFICIENCY OF THE SERVICE

- 5.1 This scheme will apply to those employees who qualify for early release of pension under the Local Government Pension Scheme Regulations 2013 and subsequent legislation and in respect of whom the Council determines that retirement would be in the interests of the efficiency of the service, in that it would meet one of the following criteria:

- **Criterion A:** Retirement would be **beneficial to service delivery and would produce measurable net savings** to the salary bill over a maximum period of five years or would permit a **fundamental improvement to the delivery of services**, which would not be possible by other means such as redeployment, retraining etc. This must take into account any capitalised cost to the pension fund and any additional costs arising from any associated restructuring or re-grading exercise – to be stated at the time of the proposal.
- **Criterion B:** There are **compelling personal reasons** to release an individual (e.g., on grounds of compassion) **and release would permit significant service delivery improvements**.

- 5.2 The calculation of any compensatory payment will be based on average weekly earnings.

- 5.3 Those employees who retire early under this scheme will qualify for benefits in line with the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006, or where appropriate Regulation 52 of the Local Government Pension Scheme Regulations 2013, as outlined below.

IF QUALIFYING UNDER CRITERION A

- 5.4 The employee who retires under this scheme will be entitled to receive:

- (a) an annual retirement pension; and
- (b) a lump sum retiring allowance (as appropriate)
(each calculated on the basis of reckonable service) and
- (c) an award of a compensatory payment based upon actual wage and a multiplication factor of 1.2 applied to the formula for Statutory Redundancy Pay equivalent to a maximum of 36 weeks.

- 5.5 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment due into additional pension.

IF QUALIFYING UNDER CRITERION B

- 5.6 An employee who retires under this scheme will be entitled to receive:

(a) an annual retirement pension; and

(b) a lump sum retiring allowance (as appropriate)
(*each calculated on the basis of reckonable service*)

5.7 In very exceptional circumstances an award of a compensatory lump sum payment based upon actual wage and a multiplication factor of 1.2 applied to the formula for statutory redundancy pay equivalent to a maximum of 36 weeks' pay may be approved by the VER Panel.

5.8 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

6. SCHEME C – EARLY RETIREMENT IN THE INTEREST OF THE EFFICIENCY OF THE SERVICE WITH REDUNDANCY

6.1 This scheme will apply to pensionable employees who are eligible to retire early under the Local Government Pension Scheme Regulations 2013, but who have not reached normal retirement age and whose post becomes redundant in the interest of the efficiency of the service.

6.2 Those employees who qualify will be offered benefits in line with Parts II and III of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006.

6.3 An employee who retires under this scheme will be entitled to receive:

(a) an annual retirement pension; and

(b) a lump sum retiring allowance (as appropriate)
(*each calculated on the basis of reckonable service*), together with

(c) a statutory redundancy payment calculated in accordance with Regulation 5(2) of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006. Payment will therefore be based upon average weekly wage to a maximum of 30 weeks' pay according to age and service; and

(d) a compensatory lump sum payment based upon a multiplication factor of 1.2 applied to the formula for statutory redundancy pay equivalent to a maximum of 36 weeks' pay.

6.4 The employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

6.5 To qualify for redundancy and compensatory payment employees must have a minimum of two years' qualifying service.

7. SCHEME D – REDUNDANCY (Voluntary or Involuntary)

7.1 This scheme will apply to those employees whose redundancy will produce measurable net savings, who have a minimum two years' qualifying employment, and who are:

- (a) LGPS Members (or those non-LGPS Members who are eligible for membership) who **do not qualify for early release of pension benefits** under the LGPS Regulations 2013; or
- (b) LGPS Members (or those non-LGPS Members who are eligible for membership) **who are over the permitted age for early retirement.**

7.2 An employee who retires under this scheme will be entitled to receive:

- (a) a statutory redundancy payment calculated in accordance with Regulation 5(2) of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006. Payment will therefore be based upon average weekly wage to a maximum of 30 weeks' pay according to age and service; and
- (b) a compensatory lump sum payment based upon a multiplication factor of 1.83 applied to the formula for statutory redundancy pay equivalent to a maximum of 55 weeks' pay.

6.5 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

7.4 Exceptions to this scheme outlined above include:

- employees over the permitted age (55 years) to qualify for early release of pension who have opted out of the LGPS in the one-year period prior to termination on the grounds of redundancy; and
- re-employed pensioners who return to work following early retirement.

7.5 In these instances a compensatory payment will be based upon the average weekly wage to a maximum of 66 weeks according to age and service (a maximum of 30 weeks statutory redundancy pay and 36 weeks compensatory payment in total).

7.6 Subject to a minimum of 2 years' service, LGPS members who are under the permitted age to qualify for early release of pension (55 years) who are made redundant, will be entitled to preserved pension benefits.

8. SCHEME ON RETIREMENT ON THE GROUNDS OF ILL-HEALTH

8.1 The scheme will apply to all employees who have a minimum of 2 years membership of the Local Government Pension Scheme who become permanently or semi permanently unable to work due to ill-health. Any retirement on the grounds of ill-health will be dealt with in line with the Council's policy for managing attendance.

- 8.2 An employee who is absent from duty will be referred to the Council's Medical Adviser in line with the Council's corporate policy and procedure.
- 8.3 The Council's Medical Adviser, in consultation with the employee's physician where appropriate, will provide medical opinion regarding the employee's continued employment.

9 Termination of employment

- 9.1 If an employee is unable to discharge the duties of the post for which they are employed they will, wherever possible, be offered appropriate alternative employment, in line with the procedure outlined in the paragraph 5.1 of the Redundancy and Redeployment Protocol.

10 Ill-health retirement – seeking medical advice

- 10.1 In instances where the Council has determined that the employment of a scheme member is to be terminated, the employee will be referred to an independent registered medical adviser for a medical opinion on whether the employee is permanently incapable of discharging efficiently their duties of employment or that they are not immediately capable of undertaking any gainful employment.
- 10.2 The independent registered medical adviser will be required to certify whether the employee is capable of obtaining gainful employment before normal retirement age. If there is no such prospect, then a Tier 1 retirement with full enhancement to benefit is awarded. If there is no prospect of them undertaking gainful employment within 3 years of leaving employment but is likely to undertake gainful employment before normal retirement age, then a Tier 2 retirement with 25% of full enhancement to benefit is awarded. If there is a realistic prospect of obtaining gainful employment within 3 years, then a Tier 3 retirement is awarded without enhancement until such employment is obtained.
- 10.3 Tier 3 retirements are for a maximum duration of 3 years and are subject to review after 18 months. The retiree is obliged to inform the Council of changes to his/her employment status and repay any overpayment of pension so identified where employment has commenced.
- 10.4 The employee may be referred back to an independent registered medical adviser with a view to reviewing the Tier awarded.
- 10.5 Employees who have less than 2 years total pension membership will receive a refund of contributions.
- 10.6 An employee who has over 2 years total pension membership will be entitled to immediate payment of a pension and a tax-free lump sum (as appropriate). These benefits are calculated in the same way as normal retirement benefits and increased in line with the Tier awarded to compensate for early retirement.
- 10.7 The enhancement to pension will be in accordance with the Local Government Pension Scheme Regulations.
- 10.8 The retired employee will be eligible to a period of notice in accordance with the individual's contractual rights, or statutory entitlement whichever is the greater.

Where it would be impractical to serve such notice, e.g., due to a person's continued absence, a payment in lieu of notice will be payable.

11 Section 2 – Dependant's Benefits

- 11.1 The LGPS Regulations provide for certain benefits to be payable on the death of a scheme member.
- 11.2 Benefits are payable, when qualifying conditions are met, to the spouse, civil partner or cohabiting partner, together with dependent children's pensions.

Death in service

- 11.2 If an employee were to die in service as a member of the LGPS, subject to qualifying conditions, following benefits are applicable:
- A lump sum death grant of three times the assumed pensionable pay no matter how long they had been a member of the scheme.
 - If the employee had accrued 3 months total membership or if they had brought a transfer value into the scheme then there would be a long-term pension payable to the spouse, civil partner or nominated cohabiting partner.
 - Pensions for eligible children: A long-term children's pension would be payable for so long as eligible children remain following an employee's death. Eligible children are defined as children to the age of 18, together with those in full time education or vocational training up to a maximum of age 23.

12 Section 3 – Miscellaneous Provisions

GENERAL CONDITIONS

Reduction in pension benefits

- 12.1 If any employee is entitled to compensation upon retirement under any other Regulations, their pension and lump sum retiring allowances under this scheme could be reduced in accordance with the provisions of such regulations, or the regulations of the Local Government Pension Scheme.

Making application under the Schemes

- 12.2 An employee wishing to retire under Scheme A (The 85 Year Rule) must make a written request to the appropriate Corporate Director or Chief Officer for initial consideration prior to submission to the VER Panel.
- 12.3 Any proposal under Schemes B, C or D will be initiated by the appropriate Corporate Director or Chief Officer.
- 12.4 Should the number of approved applications under Scheme A (The 85 Year Rule) need to be limited for financial or other reasons, selection will be on the basis of economy, effectiveness and the efficiency of the service.

Notice periods

- 12.5 In normal circumstances the retiring or redundant employee will serve a notice period in accordance with the individual's contractual rights or statutory entitlement, whichever is the greater, although the entitlement to notice (or pay in lieu of notice) may be waived by the employee concerned. Only in cases where operational considerations make it impracticable for a period of notice to be served (e.g., closure of an establishment) will pay in lieu of notice be made.

Re-engagement of those in receipt of Pension

- 12.6 Employees whose employment terminates under Scheme A may only be re-engaged with the specific approval of the Group Manager Human Resources and Organisational Development. The same restriction will apply in the respect of the placement via employment agencies.

Re-engagement of those in receipt of Pension and been made redundant

In instances of termination under Scheme B and C employees will be prevented from being re-engaged until the expiration of a period equivalent to the discretionary element of the redundancy payment and may only be re-engaged with the specific approval of the Group Manager Human Resources and Organisational Development. The same restriction will apply in the respect of the placement via employment agencies.

Re-engagement of employees made redundant

- 12.8 In instances of termination under Scheme D employees will be prevented from being re-engaged until the expiration of a period equivalent to the discretionary element of the redundancy payment. The same restriction will apply in the respect of the placement via employment agencies.

Internal Dispute Resolution Procedure (IDRP)

- 12.9 When a decision is made under the LGPS Regulations relating to the rights or liabilities of an employee under the scheme, that employee must be notified of the decision as soon as is reasonably practicable.
- 12.10 If the decision is disputed by the employee they should first contact the employing department who should review their decision after taking appropriate advice.
- 12.11 The notification sent to the employee must contain the address from which they may request an appeals application form to make an appeal against the decision under the formal Internal Disputes Resolution Procedure (IDRP).
- 12.12 The Internal Dispute Resolution Procedure (IDRP) will apply to prospective and active members of the LGPS and to others, such as deferred members, pensioner members and pension credit members, whose position may be affected by decisions of the Council.
- 12.13 On receipt of an appeal application form the Group Manager Human Resources and Organisational Development will pass the appeal to the nominated person(s) for adjudication under stage 1 of the appeals procedure.

Implementation of Policy Statement

- 12.14 The revised schemes will come into operation on the **<Date>** and will continue in force until such time as the Council resolves that it should be discontinued or amended.

- 12.15 Nothing in this policy statement or its schemes can override the statutory provisions of the Local Government Superannuation Acts, or any other relevant legislation or regulations.

Appendix F



ACTING RANK/HONORARIA PAYMENTS PROTOCOL

PURPOSE

It will be necessary for the Authority to make arrangements to cover the absence of officers other than for annual leave purposes.

The payment of honoraria is designed to cover relatively short-term and usually unplanned absences to ensure that there is no reduction in provision of service.

PAYMENT

(Acting Rank)

1. Employees who are requested to undertake the full range of duties and responsibilities of a higher graded post are entitled to additional remuneration commensurate with those duties, for the period during which they are undertaken.
2. An employee will only receive an additional payment after the additional duties and responsibilities have been undertaken for a continuous period of 4 weeks.
3. Once the qualifying period of 4 weeks has elapsed, the additional payment will be paid with effect from the first day on which the employee undertook the additional duties and responsibilities.

HONORARIUM

1. Where employees are requested to undertake less than the full duties and responsibilities of a higher graded post an honorarium may be paid on a pro rata basis.
2. Where the duties and responsibilities are shared between two or more employees then any amount paid will be calculated pro rata dependent upon the circumstances of each case.
3. Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post e.g. undertaking project work will receive an honorarium based upon the value of the duties and responsibilities (valuated by HR/OD & JE).

SELECTION

(Acting up and honorarium payment)

1. An honorarium will be paid to an individual who is a recognised and agreed [by management] as deputy or assistant clearly identified within a section or division.
2. Where no obvious deputy exists the consideration should be given to sharing the honorarium between the direct line management reports of the [temporarily] vacant post.
3. Where no deputy or assistant exists but it is felt that just one person is required to undertake the full range of duties and responsibilities of the higher graded post, then competitive interviews should be undertaken.
4. The selection process will mirror the Authority's policy on Recruitment & Selection.
5. Where cover is anticipated to be required for between 1-3 months, the temporary vacancy will be ring-fenced to the Service Unit or Section in which it occurs.
6. Where cover is anticipated to be required for in excess of 3 months, it will be regarded as a temporary vacancy and will be dealt with under the Protocol for Secondments.

EXCEPTIONAL CIRCUMSTANCES

(Acting up and honorarium payments)

1. There may be occasions where a member of the Corporate Management Board [or nominated Officer] and the Group Manager HR/OD [or nominated officer] will determine that exceptional circumstances occur. In these cases there may be a requirement to deviate from the normal procedures, e.g., where a senior officer is absented, without notice, from his/her duties and responsibilities.
2. Each case will be determined on its merits and any deviation to the protocol will be authorised by a second member of the Corporate Management Board and the Group Manager HR/OD.

AUTHORISATION

1. All honorarium payments must be agreed with the Human Resources/Organisational Development Service Unit and only the Human Resources/Organisational Development Service Unit may authorise payment.

REVIEW PERIOD

1. All honorarium payments will be subject to a review period of no less frequently than 3 months.

Issue Date: October 2013

Updated March 2019

Appendix G

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



www.bridgend.gov.uk



BRIDGEND COUNCIL

SINGLE STATUS / JOB EVALUATION

COLLECTIVE AGREEMENT

Working in partnership



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1. Introduction

- 1.1 The Council is legally required to carry out a review of its pay and grading structure and Part 3 terms and conditions under the 1997 national Single Status Agreement.
- 1.2 The purpose of this is to ensure employees covered by the Green Book receive the same terms and conditions of employment and any pay differential can be objectively justified.
- 1.3 This document sets out the terms of a collective agreement between Bridgend Council and the trade unions recognised for the purpose of negotiating on NJC pay and terms and conditions, UNISON, GMB and UNITE.
- 1.4 The agreement covers both a new pay and grading structure and any locally negotiated changes to “Part 3” terms and conditions covered by the Green Book.

2. Scope

- 2.1 The Single Status legislation covers all employees on NJC terms and conditions. It does not cover JNC Officers, Youth and Community workers, Teachers and those employees on Soulbury terms and conditions.
- 2.2 The legislation also does not cover employees who are on Craft terms and conditions (Red Book). However, it has been locally agreed that these employees are covered by this collective agreement.

3. Principles and Objectives

- 3.1 Develop a new pay and grading structure and agree terms and conditions covered by Part 3 of the Green Book that are both affordable and sustainable.
- 3.2 Ensure the pay and grading structure and terms and conditions are fair and equitable, thereby removing the pay inequality between male and female employees.
- 3.3 Ensure the Council can robustly defend any future equal pay claims post implementation.
- 3.4 The Council has elected to use the Greater London Provincial (GLPC) Job Evaluation scheme.
- 3.5 A partnership approach between the recognised trade unions, management, and the Job Evaluation team.
- 3.6 Develop benchmarks and job families for those areas of work that cover large numbers of employees in similar roles.

4. Pay and Grading Structure

- 4.1 The new pay structure uses spinal column points 5 to 55 and is made up of 16 grades of either 2 or 3 spinal points, illustrated below at current pay rates.

Table 1

Grade	JE Score		SCP Range		Min Salary	Max Salary
1	0	249	5	6	£12,312	£12,489
2	250	294	8	9	£13,189	£13,589
3	295	320	12	13	£15,039	£15,444
4	321	349	15	16	£16,054	£16,440
5	350	379	17	18	£16,830	£17,161
6	380	409	20	21	£18,453	£19,126
7	410	439	22	23	£19,621	£20,198
8	440	469	25	27	£21,519	£22,958
9	470	503	29	31	£24,646	£26,276
10	504	539	32	34	£27,052	£28,636
11	540	569	36	38	£30,011	£31,754
12	570	599	39	41	£32,800	£34,549

13	600	639	42	44	£35,430	£37,206
14	640	669	47	48	£39,855	£40,741
15	670	697	51	52	£43,361	£44,236
16	698+		54	55	£45,981	£46,855

5. **Part 3 Terms and Conditions**

All Part 3 terms and conditions are listed below.

Bank Holidays

- 5.1 Employees who work public and extra statutory holidays will in addition to their normal pay receive plain time rates of pay for all hours worked which equates to double time. Employees will also receive the actual hours worked as time in lieu.

Weekends

- 5.2 Employees that are rota'd to work on a Saturday and / or Sunday will be paid at time and a third.

Overtime

- 5.3 All overtime over 37 hours per week will be paid at time and a third.

Nights

- 5.4 Employees that are rota'd to work a night shift will be paid at time and a third. A night shift is between the hours of 10pm and 7.30am.

Standby for Non 24/7 Services

- 5.5 Employees on the standby rota will receive a payment of £32.94 per shift. There are 9 standby shifts a week, 5 shifts (Monday – Friday) and 2 shifts on Saturday and 2 shifts on Sunday. Should the employee be called out the hours worked will be paid at time and a third.

Emergency Response for Non 24/7 Services

- 5.6 Employees that are not on the standby rota and are called out to respond to an emergency will receive payment of £32.94. Should the employee be called out the hours worked will be paid at time and a third.

Special Rates for Cemeteries

- 5.7 All employees who carry out an exhumation will receive a payment of £150 per exhumation.

Sleeping in Duties

- 5.8 Employees that are required to sleep in on the premises will continue to receive a payment in line with the national agreement of £32.94 per night. Should the employee be awakened to work, the hours will be paid at time and a third.

Lettings

- 5.9 Current arrangements will continue at the time of signing. Any proposed changes will be subject to negotiation.

Approved Social Worker Payment

- 5.10 The Approved Social Worker payment will continue at the current rate of £1,907, 2 increments on top of the maximum of the Social Worker Grade. To receive this payment an employee must fulfil the following 2 criteria:
- Be in possession of a warrant

- Participate on the rota for Approved Social Worker duties

Shifts

- 5.11 Shift payments will cease to be paid.

Unsocial Hours

- 5.12 Unsocial hours payments will cease to be paid.

Market Supplements

- 5.13 All market supplements will cease and the current policy will terminate.

Bonus Payments

- 5.14 All bonus payments will cease.

Telephone Allowance

- 5.15 All telephone allowances will cease.

Other Job Related Allowances

- 5.16 The following allowances will cease.

- Autistic Unit allowance
- Special Class allowance
- Forensic Lead Allowance

Car Allowances

- 5.17 Essential car user allowances will cease to be paid.
- 5.18 The mileage rate for cars will be 47p per mile for the first 8,500 miles claimed in the tax year and 27p per mile for all mileage claimed over 8,500. The mileage rate for motorcycles will be 24p per mile.

Current Arrangements

- 5.19 First Aid Allowance will continue at the current rate of £104 per annum.

6. Assimilation into the New Pay Structure

- 6.1 Employees receiving a pay increase at implementation (greens) will be assimilated to the bottom point of their new grade. Employees will receive an annual increment until the maximum point of the new grade is reached.
- 6.2 Employees whose salary point decreases on implementation (reds) will be assimilated to the top point of their new grade. The difference between the current and new grade will be subject to the pay protection arrangement detailed in section 7.
- 6.3 Employees whose current pay is within their new JE grade (whites) will be assimilated to the same point in the new grade. Employees will receive an annual increment until the maximum point of the new grade is reached.
- 6.4 Existing honoraria will need to be recalculated in line with the new pay and grading structure.

7. Pay Protection

- 7.1 All current pay protection arrangements will cease following implementation.
- 7.2 Following implementation of the new pay and grading system pay protection will be paid to cover any detriment. It will last for either 12 or 18 months and be paid monthly as a separate element through employees pay. See below:
- Employees that suffer a detriment below 25% will be offered 12 months pay protection.

- Employees that suffer a detriment of 25% and above will be offered 18 months pay protection.

7.3 Pay protection will be treated as pensionable.

7.4 The following conditions apply if an employee moves to a different post within the Council during the period of protection:

- If the pay of the new post is the same or higher than the protected (original) salary pay protection will end.
- If the pay for the new post is less than the protected pay, pay protection will continue. Pay protection will only be paid to cover the differential between the protected (original) salary and the new (lower) salary.

7.5 An employee who suffers a detriment for any other reason than the implementation of the new pay and grading system will not receive any pay protection. Examples of when an employee may suffer a detriment are shown below (this list is not exhaustive):

- Voluntary demotion,
- Involuntary demotion [eg, following a disciplinary process or restructure]
- Voluntary decrease in hours

7.6 Employees that lose the essential user car allowance will receive a one off payment in the form of a one off lump sum, equivalent to one year's allowance.

7.7 All employees eligible for pay protection or the essential user payment will be required to sign a compromise agreement prior to implementation.

8. **Payments for employees who are gaining on Implementation of the New Pay & Grading System**

8.1 Recognising that the original implementation date for a new pay and grading structure will be later than 1 April 2013 employees who will receive an increase in salary will have that increase effective from 1 April 2013.

8.2 These monies will be paid in a lump sum post implementation.

8.3 The payment will be treated as pensionable

8.4 These employees will be required to sign a compromise agreement prior to implementation.

9. **Appeals Procedure**

9.1 Employees will be able to register an appeal against the outcome of the job evaluation exercise in line with the Appeals Procedure provided in Annex 1.

10. **Implementation Date**

10.1 1st September 2013.

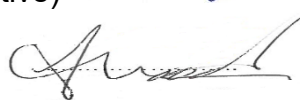
11. **Signatures and Date**

Bridgend Council Andrew Jolley (Assistant Chief Executive)



UNISON

Andrew Woodman (Regional Officer)

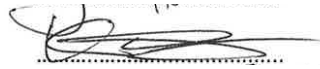


Bridgend County Borough Council

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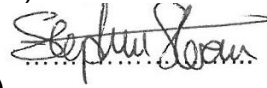
GMB

Kelly Andrews (Regional Officer)



UNITE

Steve Sloan (Regional Officer)



Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



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**BRIDGEND COUNCIL
SINGLE STATUS / JOB EVALUATION
COLLECTIVE AGREEMENT**

ADDENDUM – January 2019

1. Introduction

- 1.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 1.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 1.3 The NJC pay agreement for 2018-2020 includes the introduction of a new pay spine on 1 April 2019.

2. Pay and Grading Structure

- 2.1 The existing pay structure ranges between spinal column points 6 - 55 comprising 16 grades, (each consisting of up to 3 increments).
- 2.2 The revised pay structure ranges between spinal column points 1 - 49 and will continue to comprise of 16 grades, (each consisting of up to 3 increments) as detailed below:

Old SCP	New SCP	Salary	Hourly Rate	Grades	
6/7	1	£17,364	£9.00	Grade 1	
8/9	2	£17,711	£9.18		Grade 2
10/11	3	£18,065	£9.36		
12/13	4	£18,426	£9.55	Grade 3	
14	5	£18,795	£9.74		
15/16	6	£19,171	£9.94		Grade 4
17/18	7	£19,554	£10.14	Grade 5	
19	8	£19,945	£10.34		
20	9	£20,344	£10.54		
-	10*	£20,751	£10.76		Grade 6
21	11	£21,166	£10.97		
22	12	£21,589	£11.19		
-	13*	£22,021	£11.41	Grade 7	
23	14	£22,462	£11.64		
24	15	£22,911	£11.88		
-	16*	£23,369	£12.11		
-	17	£23,836	£12.35		
25	18*	£24,313	£12.60		
26	19	£24,799	£12.85		Grade 8
27	20	£25,295	£13.11		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
32	26	£29,636	£15.36		
33	27	£30,507	£15.81		Grade 10
34	28	£31,371	£16.26		
35	29	£32,029	£16.60		
36	30	£32,878	£17.04		
37	31	£33,799	£17.52	Grade 11	
38	32	£34,788	£18.03		
39	33	£35,934	£18.63		
40	34	£36,876	£19.11		Grade 12
41	35	£37,849	£19.62		
42	36	£38,813	£20.12		
43	37	£39,782	£20.62	Grade 13	
44	38	£40,760	£21.13		
45	39	£41,675	£21.60		
46	40	£42,683	£22.12		
47	41	£43,662	£22.63		Grade 14
48	42	£44,632	£23.13		
49	43	£45,591	£23.63		
50	44	£46,547	£24.13		
51	45	£47,503	£24.62		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
-	21*	£25,801	£13.37		
28	22	£26,317	£13.64		
29	23	£26,999	£13.99	Grade 9	
30	24	£27,905	£14.46		
31	25	£28,785	£14.92		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
52	46	£48,461	£25.12	Grade 15	
53	47	£49,417	£25.61		
54	48	£50,373	£26.11		Grade 16
55	49	£51,330	£26.61		

3. Implementation of Revised NJC Structure

3.1 The date of implementation is 1st April 2019.

3.2 Employees will assimilate across on the 1st April 2019 and then be awarded an increment where available in line with their contract.

4. Other conditions

4.1 All other terms and conditions remain as set out in the original collective agreement.

5. Signatures and Date

Bridgend Council Mark Shephard (Interim Chief Executive)

UNISON Lynne Hackett (Regional Officer)

GMB Kelly Andrews (Regional Officer)

UNITE Nicholas Blundell (Regional Officer)






BRIDGEND COUNCIL
SINGLE STATUS / JOB EVALUATION
COLLECTIVE AGREEMENT

ADDENDUM – JULY 2018

1. Introduction

- 1.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 1.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 1.3 As part of a recent senior management review a decision has been taken to alter the JNC pay structure. This will allow movement between the NJC and JNC pay structures. To enable this a cap will need to be introduced to the NJC pay structure at Grade 16.

2. Pay and Grading Structure

- 2.1 The existing pay structure ranges between spinal column points 6 -55 comprising 16 grades, (each consisting of up to 3 increments).
- 2.2 Each grade has a corresponding JE score, however, Grade 16 (ie JE score 698 and above) is currently uncapped as there has previously been no progression past this point.
- 2.3 The amended pay structure will place a cap of 728 on Grade 16. Posts which are evaluated above 728 will move onto the JNC pay structure and associated terms and conditions, which are not covered by the collective agreement.
- 2.4 The amended senior management pay and grading structure (which includes JNC & NJC) is illustrated below and are based on salaries as at 31.03.18.

Designation	Grade	Point 1	Point 2	Point 3	Point 4	JE Score
Chief Executive	25	£124,781	£127,763	£130,745	£133,725	986+
Deputy Chief Executive	24	£111,737	£114,408	£117,143	£119,943	954-984
Corporate Director [1]	23	£101,381	£103,681	£103,904	£106,159	922-952
Corporate Director [2]	22	£87,582	£89,570	£91,604	£93,684	890-920
Head of Service [1]	21	£76,039	£77,762	£79,487	£81,210	858-888
Head of Service [2]	20	£68,477	£70,030	£71,618	£73,242	826-856
Head of Service [3]	19	£62,379	£63,329	£64,293	£65,273	794-824
Group Manager [1] JNC	18	£58,395	£59,525	£60,677	£61,851	762-792
Group Manager [2] JNC	17	£52,487	£53,502	£54,537	£55,593	730-760
Group Manager [3] NJC	16	£48,417	£49,336			698-728

3. Implementation of New NJC Structure

- 3.1 The implementation date for applying the cap to Grade 16 is 1st April 2018.
- 3.2 All Grade 16 postholders will be invited to complete a job description questionnaire for evaluation based on current duties.

- 3.3 Grade 16 posts that are subject to restructure proposals prior to implementation date will be considered as part of the restructure.
- 3.4 Employees will be able to register an appeal in accordance with the appeal process as set out at paragraph 9 of the original collective agreement.

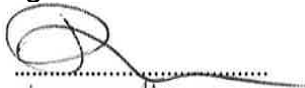
4. Other conditions

- 4.1 All other terms and conditions remain as set out in the original collective agreement.

5. Signatures and Date

Bridgend Council

Darren Mepham (Chief Executive)



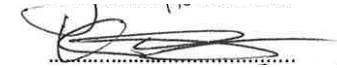
UNISON

Lynne Hackett (Regional Officer)



GMB

Kelly Andrews (Regional Officer)



UNITE

Nicholas Blundell (Regional Officer)



**BRIDGEND COUNCIL
SINGLE STATUS / JOB EVALUATION
COLLECTIVE AGREEMENT**

ADDENDUM – January 2023

6. Introduction

- 6.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 6.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 6.3 An addendum to the collective agreement was agreed in January 2019, in preparation for the introduction of the new pay spine on 1 April 2019.

7. Pay and Grading Structure

- 7.1 The existing pay structure ranges between spinal column points 1 - 49 comprising of 16 grades. As part of the 2022/23 pay award, the NJC agreed that with effect from 1 April 2023 spinal column point 1 will be permanently deleted from the NJC pay spine.
- 7.2 The revised pay structure will therefore range between spinal column points 2 - 49 and will continue to comprise of 16 grades, as detailed below:

SCP	Grades			SCP	Grades	
2	Grade 1			26		Grade 10
3		Grade 2		27		
4	Grade 3			28		
5				29		
6		Grade 4		30	Grade 11	
7	Grade 5			31		
8				32		
9		Grade 6		33		Grade 12
10				34		
11				35		
12	Grade 7			36	Grade 13	
13				37		
14				38		
15				39		
16				40		
17				41		Grade 14
18		Grade 8		42		
19				43		
20				44		
21				45	Grade 15	
22				46		

23	Grade 9			47		
24				48		Grade 16
25				49		

8. Implementation of Revised NJC Structure

3.1 The date of implementation is 1st April 2023.

4. Market Supplement

4.1 The Market Supplement policy has been approved by Council in October 2021 to consider factors such as market pay rates or fluctuating demand for skills in the marketplace. Market Supplements will be used as an exception rather than the rule and must be considered through submission of a robust business case comprising clear objective evidence on all relevant factors.

5. Other conditions

5.1 All other terms and conditions remain as set out in the original collective agreement and previous addendum.

6. Signatures and Date

Signature:

Date: 20/02/2023



Bridgend County Borough Council

Mark Shephard (Chief Executive)

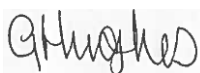
UNISON

Rachel Price (Regional Officer)



GMB

Greg Hughes (Regional Officer)



UNITE

Zoe Codd (Regional Officer)



MARKET SUPPLEMENT POLICY

SCOPE STATEMENT

This Policy applies to all employees of Bridgend County Borough Council except:

- Those employed under the Conditions of Service for School Teachers in England and Wales
- Those employed under the JNC Grade 19 and above.
- Those employed under Soulbury Terms and Conditions and Youth Terms and Conditions.

Date of Issue: October 2021

DOCUMENT CONTROL	
Document Title:	Market Supplement Policy
Previous Publication Date:	N/A
DOCUMENT APPROVAL	
This document received approval from:	Date:
Group Manager HR/OD	
Trade Unions	
Corporate Management Board	
Council	20.10.2021
REVISION HISTORY	
Revision History:	New Policy

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1. Introduction

- 1.1 Market supplements are a way of tackling recruitment and/or retention issues by temporarily increasing the pay awarded to a post, without altering the determined job evaluation grade. There can be occasions, due to changing trends in the labour markets that the grade for a post, as determined by job evaluation, does not meet the “going rate” for a particular job or occupation. A shortage of people with particular skills – both locally and nationally – may drive up the going rate and create challenges in recruiting and retaining staff.
- 1.2 This market supplement policy is required as the council’s job evaluation scheme and grading structure do not take into account market factors such as market pay rates or fluctuating demand for skills in the market place. It is therefore occasionally necessary to pay a market supplement in addition to the base salary in order to recruit or retain staff. It should be noted however that a market supplement must be the absolute exception rather than the rule.
- 1.3 Market supplements will be made on the basis that they are objectively justified, e.g. where there are demonstrable recruitment and/or retention difficulties and it can be shown that these will be eradicated or mitigated against by the payment of this supplement.
- 1.4 Base salary is not the only factor which influences the council’s ability to recruit and retain employees. The remuneration package should be part of an overall total reward strategy and the need for market supplements should be considered in this context.

2 Principles

- 2.1 Any market supplement must be objectively justifiable and will be applied according to the following principles:
 - 2.1.1 The decision to pay a market supplement will only be taken when all other non-pay related measures to successfully recruit to a vacant post or retain employees in current posts have been reasonably explored and evidenced.
 - 2.1.2 The decision to pay a market supplement must be supported by a robust business case and approved in accordance with an authorisation process – see point 3.1.1.
 - 2.1.3 Prior to the completion of any application for a market supplement, the Head of Service must confirm that the job description/personal specification for the post is up-to-date. The Job Evaluation Team will also need to verify that an evaluation accompanies the current version of the job description. If the job description needs to be changed to reflect the present duties and responsibilities, then the changes will need to be evaluated in order to determine the appropriate grade for the post.

- 2.1.4 Market supplements will apply for 2 years and will be subject to review after 18 months. It is the responsibility of the Head of Service to ensure that it is reviewed after 18 months. Should evidence at that time not justify a market supplement continuing then the payment will cease at the original end date.
- 2.1.5 If a post attracting a market supplement is subsequently re-graded to a higher grade, the market supplement will be reviewed.
- 2.1.6 Market supplements will not be increased in line with annual pay awards.
- 2.1.7 The cost of market supplements will be met from service budgets will be included as part of the annual budget preparation process.
- 2.1.8 Where a market supplement is introduced for a specific post, it will apply to all existing post holders with the same Job Description.
- 2.1.9 Market supplements should be clearly indicated in job adverts
- 2.1.10 Information on market supplements will be reported to CMB on a quarterly basis.

3 Process to Pay a Market Supplement

- 3.1 There has to be clear justification for the need of a market supplement. The relevant Directorate / Service will be required to demonstrate:
- Difficulties in attracting and/or retaining staff; -
 - High levels of business risk; -
 - Relevant market data reflecting significant difference in levels of pay.
- 3.1.1 The business case will be provided by the Head of Service, which is then signed off by the CMB Member together with input from Finance and Human Resources.
- 3.1.2 The business case should cover the following:
- Evidence to show that pay is the primary issue;
 - Details of other attempts to resolve the issue;
 - Market data showing the difference between the salaries offered and the external market rate.
- 3.1.3 Once the business case and application form has been completed it should be submitted to the Chief Officer – Legal and Regulatory Services, Human Resources and Corporate Policy for approval or rejection. Should the application be made from Legal, HR & Regulatory Service then the application will be submitted to the Chief Executive,

who will delegate to a member of Corporate Management Board (CMB). Trade Unions are also to be notified at this time.

- 3.1.4 The decision should then be communicated back to the CMB Member and if they are dissatisfied with the outcome then they can refer the matter to CMB for final decision – see Appeals section.
- 3.1.5 If an employee in receipt of a market supplement is promoted or appointed to another role which is not subject to a market supplement, the supplement will cease with effect from the date of their commencement in the new role.
- 3.1.6 The value of the supplement will be the difference between the maximum of the current grade range and the determined market rate. This may need to take into account any allowances that apply to BCBC and competitor employer posts.

3.2 Other pay arrangements include:

- The amount of any market supplement should be clearly identified as a separate payment and not incorporated in the basic grade/rate of pay for the post. It will not alter the grade of the post determined by the job evaluation process.
- Part-time employees will receive a payment pro-rata to their contractual hours.
- The payment will be subject to statutory deductions.
- Market supplements form part of an employee's pay and will be pensionable.
- Market Supplement will not be included for enhanced payments, overtime, call out, etc.

4 Reviewing the Market Supplement

- 4.1.1. All market supplements will be reviewed after 18 months. The purpose of the review is to establish whether there have been any changes in the labour market in respect of particular posts and skills sets.
- 4.1.2 The review will be undertaken by the appropriate Head of Service, along with colleagues in Finance and Human Resources as per the original application process, with approval from the CMB Member.

- 4.1.3 A review will take place if a post in receipt of a market supplement is re-graded as a result of a re-evaluation of changed duties.
- 4.1.4 A review will also take place when a post holder(s) leaves a post prior to the end of the formal review period, subject to all posts with the same job description being vacant.

5 Appeals

- 5.1.1 The corporate CMB Member who supports the market supplement application can request that CMB reviews the decision. The CMB Member will need to present why they feel the decision is inappropriate and provide supporting evidence.
- 5.1.2 Any appeal should be made to the Chief Officer – Legal and Regulatory Services, Human Resources and Corporate Policy within 20 working days of receiving the outcome of the review. The appeal must be in writing and should include the reasons for dissatisfaction and supporting evidence and documents.

6 Policy Review

- 6.1 This policy will be periodically reviewed in line with procedures, in order that it remains appropriate to the Council's operation, is best practice and meets legal requirements.

Market Supplement Application Form

Job Title	
Department	
Service	
Post Holders	
Current JD/PS to be attached	
Is the current JD/PS up to date?	

Business Case

Business Case should consider the relevance of the following points for the market supplement:

Recruitment Summary

- Number of times the post has been advertised (including dates advertised)
- Number of responses to each advertisement
- Level of vacancies
- Assessment of the quantity of responses
- Assessment of the quality of responses
- Turnover statistics for the post
- Supporting data from exit interviews
- Articles in professional bodies' journals / websites, press etc re skills shortages and / or evidence from national surveys

Other Options

What evidence is there that pay (and not some other factor) is causing the recruitment/retention problems being experienced?

What recruitment / retention initiatives have been tried / exhausted?

Have alternatives to paying a market supplement been considered?

Is filling the post

- Market Pay Rates
- Supporting Information

Market Supplement

- What appears to be the 'going rate' for the job?

<ul style="list-style-type: none"> Is this the 'going rate' for the job locally, regionally, nationally or occupational labour market? What sources have been used to obtain this data? 	
Market Supplement Rate	
Period for Payment (Max 2 Years):	
Human Resource Input	
Approved HR:	
Finance Input	
Approved Finance:	
Approved Head of Service	
Approved CMB Member	

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	REVISED CONTRACT PROCEDURE RULES
Report Owner / Corporate Director:	CHIEF OFFICER - LEGAL & REGULATORY SERVICES, HR & CORPORATE POLICY
Responsible Officer:	RACHEL JONES - CORPORATE PROCUREMENT MANAGER
Policy Framework and Procedure Rules:	The Council's Constitution will be amended to incorporate the revised Contract Procedure Rules and amendments are also proposed to the Council's Scheme of Delegation of Functions in relation to Council Functions.
Executive Summary:	This report proposes amendments to the Council's Scheme of Delegation of Functions in relation to Council Functions and for Council to note the revised Contract Procedure Rules to be incorporated into the Constitution.

1. Purpose of Report

1.1 The purpose of this report is for Council to:

- 1.1.1 approve an amendment to the Scheme of Delegation of Functions in relation to Council Functions as set out at paragraph 3.2 of this report;
- 1.1.2 note the revised Contract Procedure Rules (attached as **Appendix 1**) will take effect from 1st April 2025 subject to Cabinet's approval of them on 11th March 2025;
- 1.1.3 note that the Constitution will be amended to incorporate the revised Contract Procedure Rules.

2. Background

- 2.1 The Contract Procedure Rules contain the rules and guidelines for procuring goods, services and works. They are in place to ensure compliance with legal requirements, ensure best practice is followed and best value is achieved in the use of public funds. The Contract Procedure Rules contain a requirement for their regular review and update.

- 2.2 On 24th February 2025 the statutory regime regulating public procurement in Wales changed with the commencement of the Procurement Act 2023 (PA 2023). Although many of the concepts and requirements of the PA 2023 broadly replicate concepts found in the previous regime under the Public Contracts Regulations 2015 (PCR 2015), there are some significant differences, which are set out in summary below:

One set of rules - the PA 2023 replaces a number of sets of regulations. For the Council's purposes, the relevant ones are the PCR 2015 and the Concession Contracts Regulations 2016. Council officers will still need to refer to supporting secondary legislation and statutory and non-statutory guidance to ensure full compliance with the PA 2023's requirements. In particular, the Council must have regard to any Wales Procurement Policy Statement published by the Welsh government from time to time and the Social Partnership and Public Procurement (Wales) Act 2023. The threshold for the main requirements of the PA2023 for works, services and supplies contracts remains the same until January 2026.

New terminology - Terminology changes need to be reflected in updated procurement documentation and the Council's Contract Procedure Rules.

New procurement objectives and principles - Officers undertaking procurement must have regard to new procurement objectives and any barriers for small and medium-sized enterprises (SME) participation when undertaking above threshold procurements.

Full procurement lifecycle - There is greater emphasis on contract governance, with new obligations to publish a preliminary market engagement notice to inform the market when the Council intends to conduct or has already conducted any pre-market engagement and additional obligations to report on contract performance and contract termination (including expiry of contracts at the end of their term). In addition, the Council will need to have regard to procurement objectives when making contract management decisions as well as decisions relating to the award process.

Fewer procedures and greater flexibility - In particular the new competitive flexible procedure will allow the Council discretion to design its own procurement processes to suit its requirements. However, this will require additional time and resource and there is potentially an increased risk of challenge if the process is not properly structured to enable it to be fair, proportionate and transparent. There have been significant changes to frameworks and dynamic purchasing systems, introducing the concepts of 'Open Frameworks' (which must be re-opened at least once during the first three years, and at least every five years following that) and 'dynamic markets'.

KPIs and performance information - The Council must set and publish at least three key performance indicators (KPIs) before entering into any public contract for more than £5 million unless it considers that KPIs are not appropriate to assess the supplier's performance.

Greatly expanded notice regime - The Council will need to publish significantly more notices and information on Sell2Wales as part of the government's heightened transparency agenda. Some notices have just changed their name or are now mandatory rather than optional and some notices are entirely new. These changes need to be reflected in the CPR's.

Conflicts of Interest - The Council must consider any actual, potential or perceived conflicts of interest before commencing a procurement exercise and prepare a written conflicts assessment. Although this document does not need to be published, the Council will be obliged to revisit and update the conflicts assessment as necessary throughout the course of the procurement and when any changes are made to contracts. The Council will have to confirm that it has done so in any relevant notices.

Wider implications for lower value contracts - 'below threshold' procurement. For (non-framework) contracts with a value over £30,000, but below the PA threshold, the Council will be obliged to:

- Consider if there are any SME barriers and how any such barriers can be removed or reduced.
- Publish a below threshold tender notice on Sell2Wales if the opportunity is to be advertised elsewhere.
- Publish a contract details notice as soon as reasonably practicable after entering into a contract.
- Abide by 30-day payment terms.

Contract modifications - Changes to existing grounds, additional grounds for modification and a new concept of 'convertible contracts' ie below-threshold contracts that, as a result of the change, will increase in value so as to exceed the financial threshold. New notice and standstill obligations will apply before any relevant modification can be made.

A new exclusion and debarment regime - The mandatory and discretionary grounds for excluding suppliers have been expanded. There is a new obligation to notify Welsh Ministers in circumstances where the Council has excluded a supplier from participating in a procurement process and suppliers may be placed on a central debarment list following investigation.

- 2.3 The Social Partnership and Public Procurement (Wales) Act 2023 commenced on 1st April 2024 and places social partnership duties on Welsh Ministers and those public bodies, including the Council, which are subject to the well-being duty under the Well-being of Future Generations (Wales) Act 2015. Part 3 of the Act (which is yet to come into force but is anticipated to commence later this year) places new socially responsible procurement duties on a range of public bodies in Wales. The main provisions are set out below:

Socially responsible procurement duty - The Council must seek to improve the economic, social, environmental and cultural well-being of its area by carrying out public procurement in a socially responsible way. This will be achieved by taking action, in accordance with the sustainable development principle, aimed at contributing to the achievement of the socially responsible procurement goals listed in section 4 of the Well-Being of Future Generations Act 2015. The Council will be

obliged to set and publish socially responsible procurement objectives designed to maximise its contribution to achieving these socially responsible procurement goals.

Major Construction Contracts - The Council will need to include the incorporation of model social public works clauses published by Welsh Ministers in major construction contracts (to be defined).

Outsourcing services contracts - The Council must have regard to the public services outsourcing and workforce code to be published by the Welsh Ministers and the incorporation of social public workforce clauses (as defined) which, among others, protect the terms and conditions, continuity of employment and pensions arrangements of transferring staff.

Procurement strategies - The Council must prepare and publish a procurement strategy setting out how the authority intends to carry out public procurement. The procurement strategy must be reviewed each financial year and state how the authority intends to:

- Ensure that it will carry out public procurement in a socially responsible way.
- Take all reasonable steps to meet its socially responsible procurement objectives when it carries out public procurement in relation to any prescribed contract.
- Make payments due under a contract promptly and, unless this is not reasonably practicable, no later than 30 days after an invoice (or similar claim) is submitted.

The Council's Socially Responsible Procurement Strategy 2021-2024 is currently in place and due for review and renewal.

Reporting and accountability - The Council must prepare and publish an annual report which must include:

- A summary of the public procurement exercises during the year for the award of prescribed contracts.
- A statement of the extent to which all reasonable steps were taken to meet the Council's socially responsible procurement objectives.
- A statement of what further steps it will take in future public procurement exercises to meet its socially responsible procurement objectives.
- A summary of the public procurement the authority expects to carry out in the next two financial years.

The Council must also publish a contracts register (containing prescribed information) of prescribed public contracts entered into by the authority.

3. Current situation/ proposal

- 3.1 Following a review of the Council's Contract Procedure Rules a number of changes have been proposed to the existing Contract Procedure Rules. A copy of the revised Contract Procedure Rules is attached to this report at **Appendix 1**.
- 3.2 The following amendments are also required to the Council's Scheme of Delegation of Functions in relation to Council Functions as set out below in tracked changes:

Scheme A (functions allocated to each Cabinet Member)

Amendment to paragraph 1.2 as shown via tracked changes:

1.2	<p>In accordance with the values set out in the Council's Contract Procedure Rules:</p> <p>(a) To authorise the invitation of tenders; and</p> <p>(b) To accept the Most Economically Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract;</p> <p>(c) To enter into a Contract and/or any further deeds and documents which are supplemental to the Contract in accordance with any permitted exemption or waiver under the Council's Contract Procedure Rules.</p>
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Scheme B2 functions allocated to each Chief Officer

Amendment to paragraph 1.3 as shown via tracked changes:

1.3	<p>In accordance with the values set out in the Council's Contract Procedure Rules:</p> <p>(a) To authorise the invitation of tenders and;</p> <p>(b) To accept the Most Economically Advantageous Tender received and enter into a Contract, and any further deeds and documents which are supplemental to the Contract;</p> <p>(c) To enter into a Contract and/or any further deeds and documents which are supplemental to the Contract in accordance with any permitted exemption or waiver under the Council's Contract Procedure Rules.</p>
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- 3.3 A report was presented to Cabinet on 11th March 2025 proposing similar changes to the Scheme of Delegation of Functions for Executive decisions.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an administrative report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. This is an administrative report and therefore it is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 There are no climate change implications from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding and corporate parent implications from this report.

8. Financial Implications

- 8.1 There are no financial implications from this report.

9. Recommendations

- 9.1 It is recommended that Council:

- (i) approve the amendments to the Scheme of Delegation of Functions in relation to Council functions as set out in paragraph 3.2;
- (iii) note that the revised Contract Procedure Rules attached as **Appendix 1** will take effect from 1st April 2025 subject to Cabinet's approval of them on 11th March 2025;
- (iii) note that the Constitution will be amended to incorporate the revised Contract Procedure Rules.

Background documents

None



Bridgend County Borough Council

Contract Procedure Rules

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1. INTERPRETATION

1.1 In these Contract Procedure Rules:

“Act” means the Procurement Act 2023.

"Appropriate Chief Officer" means whichever of the following is responsible in any particular case for inviting tenders or placing an official order:

Chief Executive

Chief Officer - Legal and Regulatory Services, Human Resources and Corporate Policy and Monitoring Officer

Corporate Director – Education and Family Support

Corporate Director – Social Services and Wellbeing

Corporate Director – Communities.

This definition also includes any Officer to which functions have been delegated under the Council's Scheme of Delegation of Functions.

“Cabinet” means the executive body of the Council established in accordance with Part II of the Local Government Act 2000.

“Cabinet Functions” means the functions for which the Cabinet is responsible.

“Cabinet Members” means the leader and the members of the Cabinet.

"Chief Finance Officer" means the nominated Section 151 officer under the Local Government Act 1972 for the time being having statutory responsibility for the administration of the Council's financial affairs.

“Commissioning Form” means a document that requires completion by the client before going out to tender or to obtain quotations unless a Cabinet Report has been approved a copy of which can be found on the Corporate Procurement Page.

“Contract” means any form of contract or agreement entered into by the Council with any other party for the supply of goods, services or works, or any combination thereof.

“Contractor” means any person or organisation that undertakes a Contractual relationship with the Council.

“Contract Manager” means the officer with responsibility for the management of the Contract in accordance with Rule 26.

“Contract Value” means the total value of the Contract as calculated in accordance with CPR 2.2.

“Corporate Contracts Register” means a live database of Contracts.

“Corporate Procurement Manager” means the lead Officer for the Corporate Procurement Unit, who has functional responsibility for the delivery of Procurement strategy and guidance.

“Council” means the Bridgend County Borough Council.

“Data Protection Legislation” means (i) the UK GDPR and any applicable national implementing Law, as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; and (iii) all applicable law about the processing of personal data and privacy.

“Dynamic Market” means a list of pre-selected suppliers, compliantly procured, which may be used to run a further competition for a requirement.

“Form of Tender” means a covering document signed by the tenderer to indicate that it understands the tender and accepts the terms and conditions and other requirements of participating in the exercise a copy of which can be found on the Corporate Procurement Page.

“Framework Agreement” means an agreement between one or more contracting authorities and one or more suppliers, that provides for the future award of Contracts by a contracting authority to the supplier or suppliers.

“Internal Providers” means an organisation managed, funded and staffed by the Council, which provides a service to various directorates and schools as its core business.

“Legal Requirements” means all UK and Welsh law that governs and or relates to the procurement of goods, services and works and the letting of concession contracts.

“Light Touch Contracts” means a contract for services of the type listed in Schedule 1 of the Regulations. Examples include contracts for health, social and related services.

“Monitoring Officer” means the officer for the time being designated as such under Section 5 of the Local Government and Housing Act 1989.

“Most Advantageous Tender” (MAT) means the tender that the Council considers satisfies its requirements and best satisfies the award criteria set by the Council that reflect qualitative, technical and sustainable aspects of the tender submission as well as price.

“Parties” means collectively the Council and any other party or parties entering into a Contract.

“Regulations” means the Procurement (Wales) Regulations 2024.

“Social Value” means the wider financial and non-financial impacts that procurements may have in addition to the core delivery of the contract. This may

include the wellbeing of individuals and communities, social capital and the environment.

"Threshold" means the threshold amounts prescribed by the Act above which the procurement of the Contract becomes a 'covered procurement' as defined by section 1 of the Act. The thresholds are set out in Schedule 1 of the Act and are different for goods and services, works, Light Touch and concession contracts.

"Trade Journal" means a newspaper or journal circulating among such persons or bodies as undertake Contracts of the category for which tenders are to be invited.

"UK GDPR" means the UK General Data Protection Regulation.

- 1.2 Words importing the singular shall include the plural and vice versa.
- 1.3 Any reference to any statutory provision shall include reference to any statutory modification amendment or re-enactment thereof and any subordinate legislation made under them.

2. COMPLIANCE WITH CONTRACT PROCEDURE RULES AND LEGAL REQUIREMENTS

2.1. Every Contract shall:

- 2.1.1. Comply with the Council's Constitution, including in particular the Financial Procedure Rules, the Scheme of Delegation of Functions and these Contract Procedure Rules.
- 2.1.2. Comply with all relevant statutory provisions including in particular, but not limited to:
 - (a) the Act and the Regulations,
 - (b) the Local Government Act 1988,
 - (c) the Local Government (Contracts) Act 1997,
 - (d) the Local Government Act 1999,
 - (e) the Equality Act 2010,
 - (f) the Modern Slavery Act 2015,
 - (g) all relevant employment law,
 - (h) Data Protection Legislation,
 - (i) Social Partnership and Public Procurement (Wales) Act 2023.

Where there is any conflict between the requirements of these CPR's and any relevant statutory provisions, the statutory provisions take precedence.

- 2.1.3. Be consistent with the highest standards of integrity, having regard to the Bribery Act 2010.
- 2.1.4. Ensure fairness in allocating public Contracts.

- 2.1.5. Support the Council's corporate and departmental aims and policies and comply with any Council policy.
- 2.1.6. Be procured with regard to the Wales Procurement Policy Statement (WPPS), published by Welsh Government from time to time.
- 2.1.7. Be procured in accordance with all procurement planning guidance issued by the Corporate Procurement Manager.
- 2.2. For the avoidance of doubt, the Appropriate Chief Officer shall ensure that where the estimated Contract Value or amount of a proposed Contract (or series of Contracts) is likely to be equal to or to exceed the Threshold, then the tendering procedures to be adopted must be in accordance with the Act and Regulations. The Contract value shall be estimated in accordance with Schedule 3 of the Act, shall be inclusive of VAT and shall include the value of any extensions and other options provided for in the Contract. Where the value is unable to be estimated (for example because the duration of the Contract is unknown), the Contract must be treated as being above the Threshold amount.
- 2.3. The Appropriate Chief Officer must consider whether any Contract for the procurement of works, goods or services may be provided under more than one contract and awarded by reference to lots. If the contract is not subdivided into lots, reasons for this decision must be provided in the Tender Notice.
- 2.4. It shall be a condition of any contract between the Council and any person (not being an Officer of the Council) who is required to supervise a Contract on the Council's behalf that, in relation to the Contract, they shall comply with the requirements of these Contract Procedure Rules and the Council's Financial Procedure Rules.
- 2.5. The Monitoring Officer with the agreement of the Chief Finance Officer may issue procurement guidance or protocols, and all Chief Officers and Contract Managers shall comply with any such guidance or protocol.
- 2.6. The use of the Council's in-house services and Internal Providers is not covered by or subject to these Contract Procedure Rules. Any contract subsequently let by the in-house services and Internal Providers to sub-contractors must be let in accordance with these Contract Procedure Rules.
- 2.7. Any failure by officers to comply with any of the provisions of these Contract Procedure Rules or associated guidance adopted by the Council may result in disciplinary action.
- 2.8. Appropriate internal governance approval must be in place (Cabinet or Delegated Authority) before any procurement is carried out on behalf of the Council.

- 2.9. Any dispute regarding the interpretation of these Contract Procedure Rules shall be referred to the Monitoring Officer for resolution in consultation with the Corporate Procurement Manager.
- 2.10. Concession Contracts or Utilities Contracts must also be conducted in accordance with these Contract Procedure Rules.
- 2.11. These Contract Procedure Rules do not apply to Contracts let by school or college governing bodies acting in accordance with their approved schemes of delegation or contract procedure rules.
- 2.12. The Social Partnership and Public Procurement (Wales) Act 2023 (SPPWA) requires the Council to prepare and publish a procurement strategy setting out how the authority intends to carry out public procurement. The procurement strategy must be reviewed each financial year and state how the Council intends to:
- Ensure that it will carry out public procurement in a socially responsible way, by setting objectives.
 - Take all reasonable steps to meet its socially responsible procurement objectives when it carries out public procurement in relation to any prescribed contract.
 - Make payments due under a contract promptly and, unless this is not reasonably practicable, no later than 30 days after an invoice (or similar claim) is submitted.

The Council must also prepare and publish an annual report which includes:

- A summary of the public procurement exercises during the year for the award of prescribed contracts.
- A statement of the extent to which all reasonable steps were taken to meet the Council's socially responsible procurement objectives.
- A statement of what further steps it will take in future public procurement exercises to meet its socially responsible procurement objectives.
- A summary of the public procurement the authority expects to carry out in the next two financial years.

The Council is also required to publish a contracts register of prescribed public contracts entered into by the authority.

- 2.13. For all Contracts the Council must consider how what is proposed to be procured might improve the economic, social and environmental and cultural well-being of the area and how, in conducting the procurement process, it might act with a view to securing that improvement. The Council must consider the sustainable development principles and the well-being objectives that the Council has adopted in accordance with the Well-being of Future Generations (Wales) Act 2015 and is required to comply with the social partnership duties set out in the SPPWA. Guidance on delivering

Social Value through procurement is available on the Corporate Procurement Page on the Intranet.

- 2.14. Where appropriate the Council will need to include Social Value requirements proportionate to the value and related to the subject matter of the contract should be considered for inclusion tenders.
- 2.15. Every Contract shall include clauses in a form approved by the Monitoring Officer relating to the following matters:
 - 2.15.1. Data Protection;
 - 2.15.2. Freedom of Information;
 - 2.15.3. Modern Slavery;
 - 2.15.4. Bribery and Corruption;
 - 2.15.5. Equalities and Human Rights;
 - 2.15.6. Welsh Language Standards;
 - 2.15.7. Audit;
 - 2.15.8. Social Public Works clauses in major construction contracts (where required by the SPPWA);
 - 2.15.9. Social Public Workforce clauses in outsourcing services contracts (where required by the SPPWA)

Template provisions for the above matters can be found on the Corporate Procurement Page on the Intranet.

- 2.16. Where a relevant specification issued by the British Standards Institution is current at the date of the procurement all Council specifications shall require as a minimum that the goods and materials used in the execution of the Contract shall be in accordance with that specification or an equivalent.
- 2.17. The Council is a signatory to the UK Steel Charter. The Appropriate Chief Officer must consider whether fulfilment of any of the steps contained within the Charter are applicable to the Contract being procured and if so liaise with the Corporate Procurement Manager to ensure that appropriate provisions are contained within the procurement documents. A copy of the UK Steel Charter can be found on the Corporate Procurement Intranet page.
- 2.18. The Council is a signatory to the Welsh Government Code of Practice – Ethical Employment in the Supply Chain. The Appropriate Chief Officer must ensure that employment practices are considered as part of the procurement process and liaise with the Corporate Procurement Manager to ensure that appropriate provisions are contained within the procurement documents. A copy of the Welsh Government Code of Practice – Ethical Employment in the Supply Chain can be found on the Corporate Procurement Intranet page.
- 2.19. The Council has adopted the principles contained within the Welsh Government Policy on Project Bank Accounts. The Appropriate Chief Officer must consider whether payment through a project bank account (PBA) is appropriate for any construction or infrastructure Contract (or other Contract with a significant sub-contracting supply chain) of over 6 months duration and valued at £2 million or more and where there are sub-contracting opportunities valued at 1% or more of the contract value. The use of payment

through a PBA for such Contracts will be required unless there are compelling reasons not to do so. The use of payment through a PBA must be applied to all construction and infrastructure projects and any other appropriate contracts valued at £2m or more which are part or fully funded by Welsh Government where the terms of such funding require a PBA to be applied.

2.20. Light Touch Contracts remain subject to these Contract Procedure Rules. Above Threshold contracts for Light Touch services are subject to more flexible procurement rules under the Act, as follows:

2.20.1. They may include the needs of the end user in the award criteria - often referred to as 'user choice' and may allow a direct award where:

- (a) an individual has expressed a preference as to who should supply the services, and
- (b) the Council considers that it is in the best interests of the individual receiving the services, and
- (c) approval has been obtained in line with the Waivers requirements set out in Rule 3.2 below.

2.20.2. The requirement to publish a Transparency Notice does not apply to direct awards for user choice contracts.

2.20.3. Minimum procurement timescales for Light Touch Contracts are not mandated.

2.20.4. There is no maximum term specified for a framework that is a Light Touch Contract.

2.20.5. There is no mandatory requirement for a standstill period (though a voluntary standstill period may be applied).

2.20.6. There is no requirement to set, assess and publish KPIs.

2.20.7. There is no requirement to publish a Contract Performance Notice.

2.20.8. There are increased flexibilities for modifications made to Light Touch Contracts during their term (see CPR 3.6).

2.20.9. There is no requirement to publish a Contract Change Notice.

2.21. Every Social Care contract shall comply with the requirements of the National Framework for the Commissioning of Care and Support in Wales: Code of Practice and in particular the ten standards, or any updated statutory Code or Guidance as may be issued by Welsh Government from time to time.

3. EXEMPTIONS, WAIVERS, MODIFICATIONS AND PURCHASING ARRANGEMENTS APPROVED BY THE CORPORATE PROCUREMENT MANAGER

Exemptions

3.1. The Contract Procedure Rules do not apply to the situations set out in Rules 3.1.1 to 3.1.7:

- 3.1.1. For the acquisition or disposal of land, buildings or any complete work, or of an interest in or right over any of them, unless the transaction involves entering into a development agreement which would require a procurement process.
- 3.1.2. In the case of professional arrangements in accordance with Schedule 2 of the Act between the Council's Solicitor and Counsel or external Solicitors. The Monitoring Officer will make arrangements to ensure that a record is kept of all such instructions or briefs together with a record of Counsel's/ Solicitors fees.
- 3.1.3. For the carrying out of security works where the publication of documents in accordance with the tendering procedure could prejudice the security of the work to be done, provided the method of tendering has been approved by the Cabinet.
- 3.1.4. Employment Contracts which make an individual a direct employee of the Council.
- 3.1.5. Contracts between entities within the public sector as prescribed in Schedule 2 of the Act, including those Contracts where Schedule 2 would be applicable if the Contract Value was not below Threshold, provided the arrangement has been approved by the Cabinet.
- 3.1.6. In an emergency situation in which injury or damage to persons or property is threatened in which case the Appropriate Chief Officer may take any necessary action but must report the circumstances and the action taken to the next meeting of the Cabinet.
- 3.1.7. In the case of Contracts for services entered into in pursuance of powers under the National Health Service and Community Care Act 1990, the Children Act 1989, Children's (Leaving Care) Act 2000 and Social Services and Wellbeing (Wales) Act 2014 for the benefit of an individual client, the Corporate Director Social Services and Wellbeing, insofar as it is consistent with the law, will make appropriate arrangements for provision.

Waivers

- 3.2. Waiver from obtaining quotations or tendering will only apply to the criteria listed in Rules 3.2.1 to 3.2.13 below and any waiver must be obtained, either:
- (a) in respect of any new Contract from the Cabinet where the value of the Contract exceeds £100,000; or
 - (b) in respect of any new Contract in accordance with the Council's Scheme of Delegation of Functions where the value of the Contract does not exceed £100,000.
- 3.2.1 Where no suitable quotes or tenders have been received in response to the Council's procedure for obtaining competitive offers and the Council considers that the award of a contract via that competitive tendering procedure is not possible in the circumstances. This is to include the open procedure, or the competitive flexible procedure where procurement falls within the scope of the Act. In these circumstances, a Contract cannot be awarded to an Excluded Supplier
- 3.2.2 The Contract concerns the production of a prototype, or supply of other novel goods or services, for the purposes stated in the Act.
- 3.2.3 The Contract can be provided only by a particular supplier for any of the following reasons:
- (a) the aim of the procurement is the creation or acquisition of a unique work of art or artistic performance,
 - (b) competition is absent for technical reasons,
 - (c) the protection of exclusive rights, including intellectual property rights,
- but only, in the case of paragraphs (b) and (c), where no reasonable alternative exist and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement.
- 3.2.4 Extreme and unavoidable urgency brought about by events unforeseeable and not caused by any act or omission of the Council and in accordance with the strict conditions contained in the Act.
- 3.2.5 New works / services, constituting a repetition of existing works/services and ordered in accordance with the strict conditions contained in the Act, subject to approval in accordance with Rule 3.5
- 3.2.6 For supplies quoted and purchased on a commodity market.
- 3.2.7 For the purchase of supplies on particularly advantageous terms from a supplier which is undergoing insolvency proceedings as defined by the Act.
- 3.2.8 Where a tendering procedure is prescribed by legislation.
- 3.2.9 Contracts which can only be performed by a statutory undertaker.

3.2.10 Where goods, services and works are procured by another public body on behalf of the Council or through collaborative arrangements awarded via the National Procurement Service or the Regional Delivery Group or by the Council through a Contract properly let by another such organisation, then those organisations Procurement / Contract Procedure Rules will apply subject to compliance with all Legal Requirements.

3.2.11 Strictly in compliance with emergency regulations issued by the UK or Welsh Government under section 42 of the Act which are necessary to—

- (a) protect human, animal or plant life or health, or
- (b) protect public order or safety.

3.2.12 Where the Council has been allocated grant funding and:

- (a) the grant conditions required spend of the grant in too short a time period to procure a Contractor in accordance with the procedural requirements set out in these Contract Procedure Rules,
- (b) there has been no opportunity to commence the procurement prior to the grant award, and
- (c) the spend is below the applicable Threshold amount.

Evidence of the grant application process timeline and basis for urgency will be required to support the approval of any waiver. Where funding conditions provide for the potential of grant funding claw back the prior approval of the Chief Finance Officer must be sought.

3.2.13 Where the Contract is for Light Touch services that are supplied for the benefit of a particular individual and in respect of which the Council would, in awarding a contract for their supply, be required under an enactment to have regard to the views of the individual, or a person providing care to the individual (their “carer”), in relation to who should supply the services, provided that:

- (a) the individual to whom the services are to be supplied or their carer has expressed a preference as to who should supply the services, or the nature of the services to be supplied is such that only one supplier is capable of providing them, and
- (b) the Council considers that it is not in the best interests of the individual to award the contract following a competitive tendering procedure.

Modifications to existing Contracts and Framework Agreements

3.3. Contracts and Framework Agreements may be modified without the requirement for a new procurement procedure in accordance with Rules 3.3.1 to Rules 3.3.7:

3.3.1. Where the modifications to a Contract or Framework Agreement have been provided for in the contract as awarded and the tender or transparency notice for the award of that contract provided that such modifications would not change the overall nature of the Contract or the Framework Agreement;

3.3.2. Where the modifications to a Contract or Framework Agreement provides for the supply of goods, services or works in addition to the goods, services or works already provided for in the Contract, and where a change of Contractor:

- (a) would result in the supply of goods, services or works that are different from, or incompatible with, those already provided for in the Contract, and
- (b) it is considered that the difference or incompatibility would result in disproportionate technical difficulties in operation or maintenance or other significant inconvenience, and,
- (c) the substantial duplication of costs for the Council;

provided that any increase in price does not exceed 50% of the value of the original Contract;

For the purpose of the calculation of the price the updated figure shall be the reference figure when the Contract includes an indexation clause.

3.3.3. Where all of the following conditions are fulfilled:

- (a) the circumstances giving rise to the modification could not reasonably have been foreseen before the award of the Contract;
- (b) the modification does not alter the overall nature of the Contract;
- (c) the modification would not increase the estimated value of the Contract by more than 50 per cent.

For the purpose of the calculation of the price the updated figure shall be the reference figure when the Contract includes an indexation clause.

3.3.4. Where the Council agrees to a novation or assignment of the Contract to a new supplier that is not an excluded supplier following a corporate restructuring or similar circumstance.

3.3.5. Where the modification is not a substantial modification. A modification shall be considered substantial where one or more of the following conditions is met:

- (a) the modification increases or decreases the term of the contract by more than 10% of the maximum term provided for on award, or
- (b) the modification materially changes the scope of the contract; or
- (c) the modification materially changes the economic balance of the Contract or the Framework Agreement in favour of the Contractor;

A reference to a modification changing the scope of a Contract is a reference to a modification providing for the supply of goods, services or works of a kind not already provided for in the contract.

3.3.6. Where the modification is a 'below-threshold modification'. A modification is considered to be 'below-threshold modification' if:

- (a) the modification would not itself increase or decrease the estimated value of the Contract by more than 10% for service and supply Contracts and 15% for works Contracts, and
- (b) the aggregated value of below-threshold modifications would be less than the Threshold amount for the type of Contract, and
- (c) the modification would not materially change the scope of the Contract.

For the purposes of CPR 3.3.6 (b), where several successive modifications are made, the 'aggregated value of below-threshold modifications' is the amount of the estimated value of the contract after modification that is attributable to below-threshold modifications.

A reference to a modification changing the scope of a Contract is a reference to a modification providing for the supply of goods, services or works of a kind not already provided for in the contract.

3.3.7. Where the Council considers that a known risk has materialised that was not caused by any act or omission of the Council or the Contractor and:

- (a) because of that fact, the Contract cannot be performed to the satisfaction of the Council, and
- (b) the modification goes no further than necessary to remedy that fact, and

- (c) awarding a further contract (instead of modifying the contract) would not be in the public interest in the circumstances, and
- (d) the modification would not increase the estimated value of the Contract by more than 50 per cent, ignoring, for the purpose of estimating the value of the Contract, the fact that the risk has materialised.

For the purposes of CPR 3.3.7, a “known risk” means a risk that the Council considers:

- (i) could jeopardise the satisfactory performance of the Contract, but
- (ii) because of its nature, could not be addressed in the Contract as awarded, and
- (iii) was identified in the tender or transparency notice for award of the Contract, by reference to the matters set out in subparagraphs 3.3.7(a) to (d) above.

In considering whether awarding a new contract would be in the public interest, the Council:

- (1) must consider whether a new contract could provide more value for money, and
- (2) may consider technical and operational matters.

3.4. Where several successive modifications are made:

- 3.4.1. the limitations imposed by the proviso at the end of Rule 3.3.2 and by Rule 3.3.3(c) shall apply to the value of each modification; and
- 3.4.2. such successive modifications shall not be aimed at circumventing the Act.

3.5. Before modifying an above Threshold Contract or when a modification will take the Contract Value above the Threshold, the Council must publish a Contract Change Notice in accordance with Section 75 of the Act, except where:

- 3.5.1. The modification increases or decreases the estimated value of the contract in the case of goods/services by less than 10% or in the case of works by less than 15%, or
- 3.5.2. The modification increases or decreases the term of the contract by less than 10%.

Such notice shall contain the information set out in Regulation 40 of the Regulations.

3.6. Light Touch Contracts may be modified without reference to the conditions set out in 3.1 to 3.5, subject to the necessary approvals set out in CPR 3.7.

3.7. Approval to any modification of an existing Contract or Framework Agreement must be obtained, either:

3.7.1. from the Cabinet where the value of the modification of a Contract or Framework Agreement exceeds £100,000; or

3.7.2. in accordance with the Council's Scheme of Delegation of Functions where the value of the modification of a Contract or Framework Agreement does not exceed £100,000,

save that for modifications made in accordance with 3.3.1 and 3.3.4 approval may be obtained in accordance with the Council's Scheme of Delegation of Functions irrespective of the value of the modification.

Notification of Waiver and Modification

3.8. If the Appropriate Chief Officer is seeking approval from the Cabinet of a waiver from the Council's Contract Procedure Rules under Rule 3.2 or a modification to an existing Contract or Framework Agreement under Rule 3.3, the report to the Cabinet shall set out the reason for requiring the waiver or modification and the Contract Procedure Rule(s) from which the waiver or modification is required. The report shall include a legal and financial statement and shall highlight any future commitments (whether or not of a financial character) which the proposed Contract might entail.

3.9. Where the value of any waiver or modification does not exceed £100,000, the reasons for requiring the waiver or modification must be approved by the Corporate Procurement Manager, and recorded in accordance with the Scheme of Delegation of Functions.

3.10. Where a waiver is sought by the Appropriate Chief Officer in respect of obtaining quotations or tendering, the report to the Cabinet or record of the decision under the Council's Scheme of Delegation of Functions shall in addition to the requirements of Rules 3.8 and 3.9 justify the use of an alternative method of selection so that propriety, value for money and compliance with Legal Requirements can be demonstrated.

Purchasing Arrangements approved by the Corporate Procurement Manager

3.11. Purchasing arrangements made for the Council by the Corporate Procurement Manager do not constitute exceptions as such, because they are made under the full provisions of these Rules.

3.12. Correct use of these arrangements, as advised by the Corporate Procurement Manager will be sufficient to ensure officers meet their responsibilities for compliance. Such arrangements are mandatory and include, but are not limited to:

- 3.12.1. Purchasing Frameworks or Dynamic Markets endorsed for use by the Council, where items are specified and costed and the option of a Direct Award has been provided for .i.e., no requirement to undertake a further mini competition.
- 3.12.2. Collaborative procurement arrangements undertaken by, or in consultation with the Corporate Procurement Manager.
- 3.12.3. Electronic systems and catalogues endorsed for use by the Council in procurement.
- 3.13. The Appropriate Chief Officer must ascertain whether there is a Framework Agreement or Dynamic Market approved by the Corporate Procurement Manager for use by the Council. Where a Framework Agreement or Dynamic Market is available, it must be used in accordance with the guidance provided by the Corporate Procurement Manager.
- 3.14. Any joint procurement arrangements with other local authorities and or public sector bodies including membership or use of any consortia must be approved by the Corporate Procurement Manager.
- 3.15. Different legislation applies to Framework Agreements and Dynamic Markets set up by English contracting authorities (e.g Crown Commercial Services, ESPO, YPO). For example, Dynamic Markets set up by English contracting authorities cannot be used for below-threshold procurements.
- 3.16. Established Framework, Dynamic Market and consortia arrangements endorsed by the Corporate Procurement Manager for use by the Council shall be mandatory except where there is an applicable waiver or exemption, a copy of which shall be sent to the Corporate Procurement Manager.
- 3.17. Contracts to be awarded on the basis of a Framework Agreement or Dynamic Market must be in conformity with the Act. Where it is necessary to run a further mini competition, any subsequent mini-competition must be in accordance with the terms of the original Framework Agreement (except for the requirement to advertise and those stages in the procurement that are not applicable to a framework).

4. DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 4.1. Each Chief Officer has been allocated the following functions under Scheme B2 of the Council's Scheme of Delegation of Functions (Functions delegated to Chief Officers without consultation and call-in) which shall be exercised where any proposed Contract administered by their Directorate/Office has an estimated value not exceeding £1,000,000.00:
 - (a) To authorise the invitation of tenders;
 - (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

4.2. Each Cabinet Member has been allocated the following functions under Scheme A of the Council's Scheme of Delegation of Functions (Cabinet Functions delegated to Individual Cabinet Members) which shall be exercised where any proposed Contract falling within the Cabinet Member's portfolio has an estimated value exceeding £1,000,000.00 but not exceeding £5,000,000.00:

- (a) To authorise the invitation of tenders;
- (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

4.3. Where the estimated value of any proposed Contract exceeds £5,000,000.00, the authority to do any of the following shall be sought from the Cabinet:

- (a) To authorise the invitation of tenders;
- (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

5. CONFLICTS OF INTEREST

5.1. No member, employee or agent of the Council shall improperly use their position to obtain any personal or private benefit from any procurement entered into by the Council.

5.2. Members and employees of the Council shall comply with the requirements of Section 117 of the Local Government Act 1972, the Bribery Act 2010, and the Officers and Members code of conduct set out in the Constitution in respect of the declaration of interests in Contracts with the Council.

5.3. Such interests must be declared to the Monitoring Officer for inclusion in the appropriate registers.

5.4. Officers must complete a conflict of interests assessment form and declaration of interest form to identify any current or potential conflicts of interest, prior to participating in any tender exercise. Officers must keep their position regarding conflicts of interest under review throughout the process and update the form as necessary. A copy of the form can be found on the Corporate Procurement Page.

6. TRANSPARENCY REQUIREMENTS

6.1. Officers must comply with the transparency requirements of the Act in terms of notices which must be published on Sell2Wales. Officers must be suitably trained before they may publish any notices. A summary is set out below:

(i) Planning and pre-tender market engagement

Pipeline Notice – The Council's level of annual spend means that it must publish information on planned procurements in the coming financial year where the estimated contract value exceeds £2 million. This notice must be published 56 days prior to the start of the new financial year. Officers must provide colleagues in the procurement section with details of all new contracts with an estimated contract value of more than £2m which are planned for procurement within 18 months from the first day of the relevant financial year within the timescales to ensure compliance with this obligation.

Planned Procurement Notice - An optional notice to raise awareness of a specific opportunity and signpost to further information.

Preliminary Market Engagement Notice – Must be published if officers carry out preliminary market engagement.

(ii) Procurement

Tender Notice – Must be published to commence an above-threshold competitive procurement and invite tenders.

Transparency Notice – Must be published when officers intend to make a Direct Award (as defined in the Act) and before making any such award (except for Light Touch user choice Contracts).

Below-Threshold Tender Notice – This must be published prior to advertising a 'notifiable' below-threshold contract elsewhere.

Procurement Termination Notice – Must be published if the Council decides not to award a contract after publishing a tender or transparency notice.

(iii) Contract award

Assessment Summaries – Must be provided to each bidder who submitted a tender, at the end of the evaluation process.

Contract Award Notice – Must be published when the Council intends to award a Contract but can only be published after the Assessment Summaries have been issued to all bidders.

Contract Details Notice – Must be published within 30 days of the Contract Award notice (or 120 days in the case of Light Touch Contracts).

Below-Threshold Contract Details Notice - As above, but for notifiable below-threshold awards, and published as soon as is reasonably practicable after entering the contract.

(iv) Contract Management

Contract Change Notice – Must be published before a change is made to an existing contract that is above the prescribed value or contract duration

thresholds set out in the Act. The notice must describe the nature of the change, the impact on the contract and reasons for it being permitted under the Act.

Payments Compliance Notice – Must be published by the Council every six months, the notice sets out details of compliance with the requirement under the Act to pay suppliers within 30 days of receipt of an undisputed invoice.

Contract Performance Notice – Where the Contract value exceeds £5 million, the Council must include at least three KPIs within the Contract, monitor the supplier's performance against them and publish a notice on an annual basis.

Contract Termination Notice – Must be published within 30 days of a Contract expiring or terminating for any reason.

7. SELECTIVE TENDERING, INVITATION OF TENDERS AND QUOTATIONS

- 7.1. Subject to any overriding Legal Requirements, all procurements shall be invited in accordance with the competitive procedures set out in these Contract Procedure Rules.
- 7.2. The appropriate service budget holder shall prepare the relevant part of the Commissioning Form for all invitations to tender and quotations and submit that to the Corporate Procurement Manager for approval.
- 7.3. A record of tenders and quotations shall be maintained by the Monitoring Officer on the Corporate Contracts Register.
- 7.4. In the case of procurements that are required to be undertaken in accordance with the Act, the advice of the Corporate Procurement Manager must be sought at the outset and at all subsequent stages of the procurement process, and the Commissioning Form must be completed. The Act will take precedence over the Contract Procedure Rules.
- 7.5. The value of a procurement means the estimated total amount that the Council would expect to pay over its full duration. All material facts at the time of estimating the value must be taken into account, including any extension options and where applicable, the following considerations:

- 7.5.1. amounts already paid;
- 7.5.2. the value of any goods, services or works provided by the Council under the contract other than for payment;
- 7.5.3. the value of any option to supply additional goods, services or works;
- 7.5.4. any premiums, fees, commissions or interest that could be payable under the contract;
- 7.5.5. any prizes or payments that could be payable to participants in the procurement.

No procurement may be artificially split to avoid compliance with these Contract Procedure Rules and Legal Requirements. This Rule shall, however, not be construed as to avoid the requirements relating to “lots” under the Act.

- 7.6. For works Contracts all Contractors must be registered and verified on Constructionline. Constructionline show the Contractors and categories which have been pre-assessed with a recommended contract value. The recommended contract value is based on a financial risk assessment and is the maximum limit of work that must be placed with a Contractor without additional safeguards.
- 7.7. The basis of selection for companies on Constructionline shall be by way of rotation and/or the suitability of Contractors to undertake the project. Reasons for such choice must be recorded

Quotations

- 7.8. The invitation to submit quotations must include the specification, terms and conditions and evaluation criteria/weightings.
- 7.9. A reasonable time must be allowed for Contractors to return bids. Unless otherwise dictated by urgency, a minimum time period of not less than 14 days must be allowed for the return of quotations.
- 7.10. In accordance with the requirements of the Scheme of Delegation of Functions a record shall be kept by the Appropriate Chief Officer in the prescribed form. In any case in which at least three alternative written offers or quotations were not obtained, the Appropriate Chief Officer shall record the reasons why it was considered impracticable to do so. This should then be recorded on the Corporate Contracts Register.

Tenders

- 7.11. All of the invitation to tender documentation, including specification, evaluation criteria/weightings, must be approved by the Corporate Procurement Manager.
- 7.12. A minimum time period of not less than 14 days must be allowed for the return of tenders, except where the tender is subject to the Act in which case the time periods specified in the Act are applicable.
- 7.13. The Welsh Government approved approach as standard to Supplier selection must be applied and followed.
- 7.14. All tenders must be conducted transparently, fairly and in a non-discriminatory manner, in accordance with the following objectives:
- 7.14.1. delivering value for money;
 - 7.14.2. maximising public benefit;
 - 7.14.3. sharing information for the purpose of allowing suppliers and others to understand the authority's procurement policies and decisions;
 - 7.14.4. acting, and being seen to act, with integrity.

8. THRESHOLDS AND ADVERTISING REQUIREMENTS

- 8.1. The following procedural requirements must be applied for all Contracts within the applicable threshold unless any grant funding conditions dictate otherwise. If the minimum number of businesses required for quotations cannot be identified the Corporate Procurement Unit will put an advertisement on Sell2Wales for the requirement. All quotes and tenders must be conducted electronically. The thresholds below do not apply to procurement through existing Framework Agreements endorsed for use by the Council.
- 8.2. Thresholds for all goods & services Contracts (except works Contracts) and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):
- 8.2.1. Up to £30,000 it is necessary to demonstrate that value for money is being achieved but no set procedural requirements apply.
 - 8.2.2. Over £30,000 to £100,000 a minimum of two quotes to be requested from businesses preferably registered on Sell2Wales.
 - 8.2.3. Over £100,000 to Threshold level a minimum of three to be requested from businesses preferably registered on Sell2Wales.
 - 8.2.4. Above Threshold, requirements must be tendered and advertised on Sell2Wales in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.3. Thresholds for works Contracts and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):

8.3.1. Contract Up to £30,000 it is necessary to demonstrate that value for money is being achieved using contractors with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline but no other set procedural requirements apply.

8.3.2. Over £30,000 to £250,000 a minimum of two quotes to be requested from businesses with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline.

8.3.3. Over £250,000 to £1,000,000 a minimum of three quotes to be requested from businesses with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline.

8.3.4. Over £1,000,000 to Threshold level requirements must be tendered and advertised on Sell2Wales in accordance with such other advertising as directed by the Corporate Procurement Manager.

8.3.5. Above Threshold, requirements must be tendered and advertised on Find a Tender in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.4. Thresholds for Light Touch Contracts and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):

8.4.1. Up to £30,000 it is necessary to demonstrate that value for money is being achieved but no set procedural requirements apply.

8.4.2. Over £30,000 to £250,000 a minimum of two quotes to be requested from businesses preferably registered on Sell2Wales.

8.4.3. Over £250,000 a minimum of three quotes to be requested from businesses preferably registered on Sell2Wales.

8.4.4. Above Threshold, requirements must be tendered and advertised on Find a Tender in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.5. Regulated Below Threshold Contracts

8.5.1. Contracts which are above £30,000 and which are not concession, utilities or exempted Contracts are known as Regulated Below Threshold Contracts and the following requirements apply:

- (a) The Council must consider whether there are any particular barriers to competition for small and medium-sized enterprises and whether any such barriers can be removed or reduced. This requirement does not apply to an award from a Framework Agreement.
- (b) If the Council is going to advertise the opportunity, it must place a Below Threshold Tender Notice on Sell2Wales before advertising or inviting tenders by other means. All tenders must be conducted electronically.
- (c) A Contract Details Notice must be published on Sell2Wales as soon as reasonably practicable after entering the Contract.

8.6. Additional Advertising

8.6.1. Where it is considered appropriate to use additional advertising e.g. specialist requirements, they should be placed in one or more of the following:

- (a) A local newspaper.
- (b) Trade Journal.

8.6.2. Where additional advertisements have been placed as outlined in Rule 8.6.1 the advertisement shall:

- (a) Specify details of the Contract into which the Council wishes to enter.
- (b) Invite persons or bodies interested to apply for permission to tender.
- (c) Specify a time limit of not less than 14 days within which such applications or tenders are to be received by the Council, except where legislation or funding conditions dictates a different time period. Indicate the criteria and weighting to be used to select Tenderer and award the Contract, unless this is specified in the ITT.

9. PRELIMINARY MARKET ENGAGEMENT

9.1. The Council may conduct market consultation prior to seeking quotations or the issue of any tender. This may involve seeking or accepting advice from the market. This advice can be used in the planning and conducting of the procurement process as long as suppliers participating in the market engagement are not put at an unfair advantage and it does not distort competition. If the Council does conduct market consultation for above Threshold Contracts, it must publish a preliminary market engagement

notice in accordance with the Act or provide reasons for not doing so in the tender notice.

10. PROCUREMENT BY CONSULTANTS

- 10.1. Where the Council uses consultants to act on its behalf in relation to any procurement, then the Appropriate Chief Officer shall ensure that the consultants carry out any procurement in accordance with these Contract Procedure Rules.
- 10.2. All decisions must be made in accordance with the Council's Scheme of Delegation of Functions.
- 10.3. No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to. The Appropriate Chief Officer shall ensure that the consultant's performance in relation to procurement is in accordance with these Contract Procedure Rules and legislation.
- 10.4. Where the Council uses consultants to act on its behalf in relation to any procurement the consultant must declare any potential conflict of interest that may arise to the relevant Appropriate Chief Officer prior to the commencement of the procurement process or at such time that the Contractor becomes aware of such a potential conflict of interest.
- 10.5. Where the Appropriate Chief Officer considers that such a conflict of interest is significant the consultant shall not be allowed to participate in the procurement process.

11. OTHER PROCUREMENT PROCEDURES

- 11.1. The use of reserved, concessionary contracts and dynamic markets may only be used following consultation and prior approval by the Corporate Procurement Manager.

12. NAMING PRODUCTS SUB-CONTRACTORS AND SUPPLIERS

- 12.1. The principle of non-discriminatory and equal treatment is undermined by the naming by the Council of products, Suppliers or sub-Contractors. Equivalents are nearly always able to be specified and will be advertised with the wording "or equivalent" where possible.
- 12.2. Where the Council has determined that a particular type of product or provision of service will be stipulated as an essential requirement of a Contract then this must be approved by the Appropriate Chief Officer following consultation with the Corporate Procurement Manager.
- 12.3. Main contractors must notify the Council of the name, contact details and legal representatives of its sub-contractors in so far as known at the time. This should take place after the award of the contract or, at the very latest, when the performance of the contract commences.

- 12.4. The Council may verify whether there are grounds for exclusion of sub-contractors, and must require the main contractor to replace a sub-contractor if there are mandatory grounds for exclusion and may require replacement (Section 28 of the Act).
- 12.5. Where the Council requires sub-contracting, or where a supplier has indicated to the council that they intend to sub-contract, then the sub-contractor must meet the conditions of participation of the procurement, and the supplier must enter into a legally binding agreement with the proposed sub-contractor. If it doesn't, the Council may choose not to enter into contract with the supplier, require them to enter into a sub-contracting arrangement with another supplier or terminate the contract if it has already been awarded. Where sub-contractors will be used, the contract should include a clause expressly requiring the main contractor to ensure sub-contractors receive payment within 30 days of presenting a valid invoice.

13. COMMUNICATION WITH BIDDERS

- 13.1. All correspondence between the Council and bidders must be concluded via the approved portal to maintain a defined audit trail. Under no circumstances may email correspondence outside the portal be used. Any verbal communication specific to the quote or tender must only be communicated through the relevant category specialist and must be confirmed via the portal. All clarification questions must be broadcast to all prospective bidders, where applicable i.e. not commercially sensitive.
- 13.2. The requirements for the submissions of bids must be set out in the Invitation to Tender (ITT) document issued to bidders via the portal. This will specify the return date and time, which will normally be 12 noon on the agreed date. The time and date when bidders upload their completed documents onto the system is recorded and forms part of an audit record.
- 13.3. Any late bids submitted will be recorded by the system and must be disqualified. A report will be required from the system administrator of the portal that there has been no system malfunction if a bidder challenges the disqualification.
- 13.4. Tenders must be opened electronically in accordance with Rule 15.

14. SUBMISSION AND CUSTODY OF TENDERS AND QUOTATIONS

- 14.1. Where tenders are invited in accordance with these Contract Procedure Rules or otherwise as determined by the Cabinet, the requirements for submission of tenders shall be set out in the invitation to tender document.
- 14.2. Electronic tenders and quotes are held in the approved portal and are inaccessible until the specified closing date and time.

15. OPENING OF ELECTRONIC TENDERS

- 15.1. Quotations or tenders for requirements having an estimated value or amount exceeding £30,000 and not exceeding £100,000 shall be opened via the approved portal at the same time in the presence of one officer from the corporate procurement team, this is to include the technical and commercial envelope.
- 15.2. Tenders for Contracts having an estimated value or amount over £100,000 and not exceeding £1,000,000 shall be opened at the same time in the presence of two officers, one designated by the Monitoring Officer and the other an officer from the corporate procurement team, this is to include the technical and commercial envelope.
- 15.3. Tenders for Contracts having an estimated value or amount exceeding £1,000,000 shall be opened at the same time in the presence of the Monitoring Officer or their nominated representative and two further officers usually an officer from Democratic Services and an officer from the corporate procurement team.
- 15.4. All tenders opened in accordance with this Rule 15 shall include the Technical and Commercial envelope within the approved portal.
- 15.5. A record shall be kept of all tenders and quotations received through the approved portal approved by the Monitoring Officer, including any reasons for disqualification.

16. AMENDMENT OF TENDERS

- 16.1. If an error is identified in the invitation to tender documentation before the closing date for the return of tenders, all tenderers shall be appraised of the error and invited to adjust their tenders.
- 16.2. If an error in the invitation to tender documentation is identified after the closing date for the return of tenders, but prior to opening of tenders, all tenderers shall be given details of the error and afforded the opportunity of withdrawing the tender or submitting an amended tender.
- 16.3. Except as provided in this Rule 16, a tender may not be amended by the tenderer after it has been received unless examination of it reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, in which case:
 - 16.3.1. If the error is not arithmetical the tenderer shall be given details of the error(s) and shall be given the opportunity of confirming without amendment or withdrawing the tender, or
 - 16.3.2. If the error is arithmetical the Appropriate Chief Officer shall correct the error(s) provided that, apart from these genuine arithmetic error(s), no other adjustment revision or qualification is permitted.

17. POST-TENDER NEGOTIATION AND CLARIFICATION

- 17.1. Where procurement is conducted pursuant to the Act through either the open or competitive flexible procedure, no post-tender negotiations are permitted. Any negotiation in respect of the competitive procedure with negotiation must comply with the requirements of the Act.
- 17.2. The responsible officer may seek clarification from tenderers where appropriate following consultation with the Corporate Procurement Manager.
- 17.3. Where procurements do not exceed Threshold the Appropriate Chief Officer may authorise negotiations in exceptional circumstances, following the opening of tenders and before acceptance, subject to compliance with any Legal Requirements, and only when:
 - 17.3.1. Amendments have been made to any relevant specification since the invitation of tenders, which could not have been foreseen at the invitation stage, or
 - 17.3.2. The volume of goods, works or services required by the Council has substantially increased or decreased since the invitation of tenders, or
 - 17.3.3. Only one tender has been received, or
 - 17.3.4. Tender prices exceed financial targets predetermined by the Council, the Cabinet or the appropriate Committee,in all instances, the possibility of such negotiations must have been indicated in the invitation to tender.
- 17.4. Negotiations shall be conducted in a manner which treats all tenderers equally and is non-discriminatory and transparent at all times during the procurement process, and a full record of the negotiations shall be made by the Appropriate Chief Officer which shall include the names of the officers involved, minutes of all meetings and copies of all relevant correspondence and other documents.

18. EVALUATION OF TENDERS

- 18.1. The Appropriate Chief Officer shall examine tenders in accordance with predetermined evaluation criteria.
- 18.2. In respect of all tenders the tender criteria shall be Most Advantageous Tender (which can be the lowest/highest price only where appropriate) and the evaluation criteria shall as a minimum be listed in the invitation to tender documentation in order of importance. Any particular scoring or weighting attributable to any criteria and sub-criteria must be clearly stated. In addition, the criteria must be strictly observed and remain unchanged at all times throughout the Contract award procedure.

- 18.3. Tenders must be checked for compliance with the exclusion grounds set out in the Act, depending on the tenderers, connected persons and named sub-contractors must also be checked against the central debarment list. If the name appears, advice should be sought from procurement colleagues as to any further action required.

19. ACCEPTANCE AND AWARD OF TENDERS

- 19.1. A Contract shall only be awarded subject to the tender evaluation criteria specified in the invitation to tender document.
- 19.2. Tenders for Contracts having an estimated value exceeding £5,000,000 may be invited and accepted only by the Cabinet unless the power to do so has been specifically allocated or delegated to a Cabinet Member or Appropriate Chief Officer.
- 19.3. No tender relating to a Contract to which Sections 2 to 9 of the Local Government (Contracts) Act 1997 apply, shall be accepted without the approval of the Monitoring Officer.
- 19.4. Before a tender is accepted other than for the sale of goods the Appropriate Chief Officer must obtain the Chief Finance Officer's confirmation that the tenderer's financial standing is satisfactory, unless the tenderer has already been approved using the prequalification of the tender process.
- 19.5. The award of any Contract shall be in accordance with the Act and any other Legal Requirements.
- 19.6. If the award of any Contract is subject to the Act then there shall be a standstill period of at least eight working days between the publication of the Contract Award Notice and the entering into of that Contract.
- 19.7. The Contract Award Notice issued as part of a tender process under the Act must not be issued prior to approval of award in accordance with the Council's constitution.
- 19.8. Feedback to unsuccessful tenderers must be included in Assessment Summaries and must include the characteristics and relative advantages of the tender selected.
- 19.9. Where a tender above Threshold has been tendered and advertised on Sell2Wales, the Council shall publish a Contract Award Notice on Sell2Wales which will follow the issue of the Assessment Summaries to all bidders who submitted a tender. Publication of the Contract Award Notice will trigger the standstill period.
- 19.10. All correspondence notifying evaluation outcomes must be communicated through the approved portal.

20. LETTERS OF INTENT

- 20.1. Letters of intent shall only be used with the agreement of the Monitoring Officer and only in exceptional circumstances.
- 20.2. Where the terms and conditions of the Contract are not fully agreed no Contractor shall be allowed on site to begin preliminary works until a full risk assessment has been carried out by the Appropriate Chief Officer as to possible implications to the Council of the Contractor being allowed to start on site before the Contract terms and conditions have been finalised.

21. EXECUTION OF CONTRACTS

- 21.1. Every Contract not exceeding £500,000 in amount or value shall be in writing in a form approved by the Monitoring Officer such form being the Form of Tender. However the Form of Tender should not be used in the following situations and a formal Contract must be entered into:
 - 21.1.1. where the appropriate Chief Officer has assessed the level of risk associated with the Contract including the potential for challenge or latent defects and deems the level of risk to be high,
 - 21.1.2. where the Contract is being procured through a Framework or Dynamic Market and the applicable call off procedure requires the use of another form of contract, or
 - 21.1.3. where the Contract must be executed as a deed under seal.
- 21.2. The Form of Tender must be issued as part of the tender and must be signed and returned by the bidder. On contract award the signed Form of Tender must be issued with the award letter, signed by either the Appropriate Chief Officer or the Monitoring Officer, or another officer authorised in writing to sign on behalf of the Appropriate Chief Officer or the Monitoring Officer. Both Parties are to keep a signed Form of Tender.
- 21.3. Every Contract, including Framework Agreement call off contracts, which exceeds £500,000 in amount or value, shall be referred to the Monitoring Officer to approve the form of contract prior to issuing invitations to tender.
- 21.4. Contracts in writing or official orders not executed as a deed under seal may be signed either by the Appropriate Chief Officer or by an officer in writing authorised to approve on behalf of the Appropriate Chief Officer.
- 21.5. Every Contract for Works (other than Framework Agreements) exceeding £1,000,000 shall require a performance bond and for Contracts below this limit the Appropriate Chief Officer shall determine the necessity for a Performance Bond based on an assessment of risk for that Contract. A Surety shall be approved by the Chief Finance Officer.
- 21.6. A risk assessment shall be conducted for all service Contracts to determine the necessity for a performance bond. The approval of the Chief Finance

Officer is required where a performance bond is not deemed necessary for service Contracts in excess of £1,000,000 in value.

21.7. Contracts not exceeding £500,000 may be signed electronically except in the following situations:

21.7.1. where the appropriate Directorate has assessed the level of risk associated with the Contract and it deems the level of risk to be high; or

21.7.2. where the Contract must be executed as a deed under seal.

21.8. The use of electronic signature must be in accordance with the procedure set down by the Corporate Procurement Manager.

22. ASSIGNMENT AND NOVATION

22.1. Any Contract subject to potential assignment or novation must be referred to the Monitoring Officer at the earliest possible instance.

23. TERMINATION OF CONTRACTS

23.1. For any Contract, or part thereof, exceeding £100,000 in value, early termination shall be approved by the Appropriate Chief Officer in consultation with the Monitoring Officer and the Chief Finance Officer and must be in accordance with the termination provisions set out in the Contract. Contracts of a lesser value may be terminated early by agreement prior to the expiry date or in accordance with the termination provisions set out in the Contract.

23.2. Whenever an above Threshold Contract is terminated a Contract Termination Notice must be published within thirty (30) days of the termination date.

24. FINANCIAL LIMITS

24.1. With the exception of the financial limit specified in Rule 21, which may be varied only by the Council, the financial limits specified in these Contract Procedure Rules or any of them may be varied at any time by the Monitoring Officer in consultation with the Chief Finance Officer, but any alterations shall be reported to the next meeting of the Council.

25. RECORD AND DOCUMENT RETENTION AND CONTROL

25.1. A full report of all Contracts awarded should be written and kept electronically (a checklist of what the report should contain can be found on the Corporate Procurement Page).

25.2. A full record of all documents used including the Delegated Power to invite and accept, any other internal approvals, should be scanned and uploaded into the approved portal or procurements 'o' drive against the specific Contract reference number.

- 25.3. All Contracts under seal i.e. Deeds (inc. Tenders) must be retained for a minimum of 12 years after the term of the Contract has expired. Contracts which have not been sealed must be retained for a minimum of 6 years after the term of the Contract has expired, unless a longer period is required by legislation or grant conditions.
- 25.4. Unsuccessful tender and pre-qualifying documents which have been accepted for tender purposes will be retained for a minimum period of 2 years after the start of the Contract within the approved portal.
- 25.5. Any tender which is rejected or disqualified at the time of opening will be notified via the approved portal.
- 25.6. All request for quotations must be retained for a minimum period of 2 years after the term of the Contract has expired.
- 25.7. Where Contracts are subject to the Act, they must also comply with the record, document retention and control requirements of the Act, including keeping records which are sufficient to explain any material decisions made for the purpose of awarding or entering into a Contract.

26. CONTRACT MANAGEMENT

- 26.1. The officer identified on the Commissioning Form will act as the Contract Manager and will be responsible for ensuring the obligations of these Rules and ensuring that all Legal Requirements are fulfilled. The Appropriate Chief Officer must ensure that the appointed Contract Manager has the appropriate skills, experience and training.
- 26.2. A Contract must not start until the Contract has been signed or sealed by both parties and dated without the prior approval of the Monitoring Officer. Contract Managers must allow time for this in their forward work plan.
- 26.3. Within ten calendar days of the start of the Contract, the Contract Manager must add the details of the Contract onto the Corporate Contracts Register and record all the required information within etenderwales. These details must be maintained and updated as and when required to do so. Contract Managers should contact the Corporate Procurement Manager if training is required.
- 26.4. Every above Threshold Contract with a total estimated value of more than £5m must include at least three key performance indicators (KPI's) (excluding Light Touch Contracts). These must be included in the Contract Details Notice.
- 26.5. The Contract Manager is responsible for:

- 26.5.1. Managing the Contract and ensuring that it is carried out in accordance with its terms and conditions.
- 26.5.2. Monitoring the Contractor's performance including where relevant, performance against KPI's and carrying out mid-Contract reviews to determine ongoing value for money.
- 26.5.3. Publishing a Contract Performance Notice where required, to report annual KPI scores for public contracts valued above £5m and poor supplier performance / breach of contract within 30 days of the event (not required for Light Touch Contracts).
- 26.5.4. Ensuring that the Contractor maintains the insurance policies required by the Contract.
- 26.5.5. Keeping a record of all payments, claims, monitoring, changes and certificates under the Contract.
- 26.6. The Contract Manager must consult the Monitoring Officer for consideration of the Council's legal position:
 - 26.6.1. Before any Contract is to be terminated or suspended; or
 - 26.6.2. In the event of a claim for payment not clearly within the terms and conditions of Contract.
- 26.7. Whenever an above Threshold Contract expires or is terminated, the Contract manager must publish a Contract Termination Notice within thirty (30) days of that expiry/termination.

27. CORPORATE CONTRACTS REGISTER

- 27.1. The Corporate Contracts Register is held within the approved portal and all quotations and tenders conducted must be created into a register entry. It is the responsibility of each Contract Manager to create and maintain their own Contracts within the portal.
- 27.2. It is the responsibility of each Contract Manager to update the register following a quotation or tender process within the approved portal.
- 27.3. Any officer that requires training must contact the Corporate Procurement Unit.

28. REVIEW AND AMENDMENT OF CONTRACT PROCEDURE RULES

- 28.1. The Corporate Procurement Manager shall continually review these Contract Procedure Rules and shall undertake a formal review at least every three years.
- 28.2. With the exception of Rule 24.1 the Monitoring Officer shall have authority to make alterations of a minor nature or such as are required to be enacted

immediately to ensure compliance with statutory obligations. Any minor changes will be reported to the next meeting of the Council.

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	INFORMATION REPORT FOR NOTING
Report Owner / Corporate Director:	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	MARK GALVIN – SENIOR DEMOCRATIC SERVICES - COMMITTEES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules.
Executive Summary:	To inform Council of two Information Reports for noting.

1. Purpose of Report

- 1.1 The purpose of this report is to inform Council of Information Reports for noting that have been published since its last scheduled meeting.

2. Background

- 2.1 At a previous meeting of Council, it was resolved to approve a revised procedure for the presentation to Council of Information Reports for noting.

3. Current situation / proposal

3.1 Information Reports

The following Information Reports have been published since the last meeting of Council:-

<u>Title</u>	<u>Date Published</u>
Budget 2025-26	5 March 2025
Governance and Audit Committee Annual Report 2023-24	5 March 2025

3.2 Availability of Documents

The documents have been circulated to Elected Members electronically via

email and placed on the Bridgend County Borough Council website. The documents are available from the date of publication above.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

- 5.1 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 There are no Climate Change Implications from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no Safeguarding and Corporate Parent Implications from this report.

8. Financial Implications

- 8.1 There are no financial implications in relation to this report.

9. Recommendations

- 9.1 That Council acknowledges the publication of the reports referred to in paragraph 3.1 of this report.

Background documents

None

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	BUDGET 2025-26
Report Owner / Corporate Director:	CHIEF OFFICER – FINANCE, HOUSING AND CHANGE
Responsible Officer:	DEBORAH EXTON DEPUTY HEAD OF FINANCE
Policy Framework and Procedure Rules:	The budget setting process is outlined within the Council's Constitution and Financial Procedure Rules.
Executive Summary:	<ul style="list-style-type: none"> • Council approved the Medium Term Financial Strategy for 2025-2029 at its meeting on 26 February 2025. This included a net revenue budget for 2025-26 of £383.338 million. This was based on the Provisional Local Government Settlement for 2025-26, announced by Welsh Government on 11 December 2024. • Welsh Government announced its Final Budget and Final Local Government Settlement for 2025-26 on 20 February 2025. • The Final Budget included the announcement of some additional grants for local authorities and the Final Local Government Settlement introduced a funding floor of 3.8% for local authorities. • The Final Local Government Settlement for Bridgend was £112,234 less than provided in the Provisional Settlement. This reduction is mainly due to data changes in the Non-Housing Revenue Account (HRA) element of Welsh Government's funding formula. • This report presents an updated net revenue budget to Council of £383,226,025 for information. No changes are being made to the levels of council tax, or budget pressures and reductions approved by Council on 26 February 2025.

1. Purpose of Report

- 1.1 The purpose of this report is to inform Council of the updated net budget requirement for 2025-26 following the Welsh Government's announcement of the Final Local

Government Settlement on 20 February 2025, further to Council's approval of the original net budget requirement, based on the Provisional Local Government Settlement, at its meeting on 26 February 2025.

2. Background

- 2.1 Members will recall that as part of the approval process for the Medium Term Financial Strategy (MTFS) 2025-26 to 2028-29 at the meeting of Council on 26 February 2025, approval was given for a net budget requirement of £383,338,259 for 2025-26. This was to be funded as follows:

	£	%
Revenue Support Grant	224,051,830	58.45
Non-domestic Rates	52,588,052	13.72
Council Tax Income	106,698,377	27.83
Total	383,338,259	100%

- 2.2 The report to Council stated that the budget was based on the provisional local government settlement received on 11 December 2024.

3. Current situation / proposal

- 3.1 Welsh Government announced its Final Local Government Settlement on 20 February 2025, but this will not be confirmed by Welsh Government until Welsh Government's budget has been debated and voted on in the Senedd on 4 March 2025. The headline figure for local authorities is an overall increase in Aggregate External Finance (AEF) across Wales, after taking into account transfers into the settlement, of 4.5%, compared to the average 4.3% increase announced in the provisional settlement. This is attributed to the introduction of a funding floor so that no local authority receives an increase of less than 3.8%. Nine local authorities received additional funding totalling £8.238 million as a result of the introduction of the funding floor. This did not impact Bridgend.
- 3.2 Bridgend has received a final increase in AEF of 3.8%, compared to a 3.9% increase reported in the provisional settlement. In cash terms this is a reduction in funding of £112,234 and is mainly attributed to changes in the Non-Housing Revenue Account (HRA) element of Welsh Government's funding formula, which had been discussed in the Welsh Government's Distribution Sub-Group in November 2024.
- 3.3 Welsh Government also announced its Final Budget on 20 February 2025 and, as part of the budget, Welsh Government announced additional funding outside of the local government settlement:
- An extra £30 million for childcare, which will ensure funding for the Flying Start programme to deliver childcare to two-year-olds across Wales. The hourly rate will be increased to £6.40 an hour to further support childcare providers.
 - £30 million more for social care to target delayed hospital discharges and provide more care and support in local communities to prevent people being admitted to hospital unnecessarily. This will be provided through a Pathways of Care Transformation Grant to local authorities to boost investment in community based social care.

- £5 million All Wales Play Opportunities Grant to improve playgrounds and play facilities for children.
- An extra £5 million to support leisure centres to be more energy efficient.

No further information is available on these grants at present.

- 3.4 Welsh Government also confirmed that they are investing an additional £1 million of recurrent revenue support through the new Highways Management Local Government Borrowing Initiative, which was referenced in the Final MTFS report to Council on 26 February 2025. They stated that, with the £5 million announced in their Draft Budget, this is a total commitment of £6 million in 2025-26 together with a further £4 million in 2026-27 and this will enable local authorities to self-finance circa £120 million of capital funding to be spent on highways management and fixing local roads and pavements.
- 3.5 With regard to the funding of changes to employers' national insurance contributions, there is still no update from UK government, or Welsh Government, on what level of funding we will receive, or when and how we will receive it.
- 3.6 As a result of the change in Revenue Support Grant (RSG) the Council's net budget requirement will reduce, from £383,338,259 as approved by Council on 26 February 2024 to £383,226,025. The reduction of £112,234 will have to be met from the Council's pay and price provisions, which will need to be closely monitored during 2025-26. This change results in a final net revenue budget of:

	Revised Budget 2024-25	Specific Transfers to/ (from) WG	Teachers' Pensions	Pay / Prices	Budget Pressures	Budget Reduction Proposals	Opening Revenue Budget 2025-26	Potential In-Year Allocations for Pay and Prices *	Potential Final Budget 2025-26
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Service Directorate Budgets:									
Central Education, Early Years and Young People	30,186		116	71	2,708	-1,428	31,653	1,038	32,691
Schools	118,611	3,650	28	2,106	0	-1,186	123,209	3,376	126,585
Education, Early Years and Young People	148,797	3,650	144	2,177	2,708	-2,614	154,862	4,414	159,276
Social Services & Wellbeing	108,966	-40			8,800	-1,817	115,909	3,285	119,194
Communities	32,999	-26		16	1,482	-717	33,754	1,341	35,095
Chief Executives	23,460	970			1,073	-688	24,815	1,032	25,847
Total Directorate Budgets	314,222	4,554	144	2,193	14,063	-5,836	329,340	10,072	339,412
Council Wide Budgets:									
Capital Financing	6,958					-1,000	5,958		5,958
Levies	9,645	173			391		10,209		10,209
Repairs and Maintenance	670						670		670
Council Tax Reduction Scheme	16,054			1,000			17,054		17,054
Apprenticeship Levy	750						750		750
Pension Related Costs	430						430		430
Insurance Premiums	1,363						1,363		1,363
Other Council Wide Budgets	10,579	2,353	-144	6,207		-1,543	17,452	-10,072	7,380
Total Council Wide Budgets	46,449	2,526	-144	7,207	391	-2,543	53,886	-10,072	43,814
Net Budget Requirement	360,671	7,080	0	9,400	14,454	-8,379	383,226	0	383,226

- 3.7 This will be funded as follows:

	£	%
Revenue Support Grant	223,939,596	58.44
Non Domestic Rates	52,588,052	13.72
Council Tax Income	106,698,377	27.84
Total	383,226,025	100%

- 3.8 There are no other changes to the budget.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The Equality implications, including the Socio-economic duty and Welsh Language implications, for the Medium Term Financial Strategy 2025-26 to 2028-29 were included within the report to Council on 26 February 2025.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The Well-Being of Future Generations (Wales) Act 2015 Assessment for the Medium Term Financial Strategy 2025-26 to 2028-29 were included within the report to Council on 26 February 2025.

6. Climate Change Implications

- 6.1 The climate change implications for the Medium Term Financial Strategy 2025-26 to 2028-29 were included within the report to Council on 26 February 2025.

7. Safeguarding and Corporate Parent Implications

- 7.1 The safeguarding and corporate parent implications for the Medium Term Financial Strategy 2025-26 to 2028-29 were included within the report to Council on 26 February 2025.

8. Financial Implications

- 8.1 These are reflected within the report.

9. Recommendations

- 9.1 Council is asked to note the revised Net Budget Requirement of £383,226,025 for 2025-26.

Background documents

None

Meeting of:	COUNCIL
Date of Meeting:	12 MARCH 2025
Report Title:	GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT 2023-24
Report Owner / Corporate Director:	CHIEF OFFICER – FINANCE, HOUSING & CHANGE
Responsible Officer:	ANDREW WATHAN HEAD OF REGIONAL INTERNAL AUDIT SERVICE
Policy Framework and Procedure Rules:	There is no impact on the policy framework and procedure rules
Executive Summary:	<ul style="list-style-type: none"> • The Governance and Audit Committee approved the Annual Report of the Governance and Audit Committee 2023-24 at its November 2024 meeting and recommended it be presented to full Council for noting. • The draft report was presented to the Governance and Audit Committee on 19 September 2024. Following comments, an appendix providing background for each of the lay members has been added. No further comments were received. • This report demonstrates how the Committee has met its terms of reference in accordance with the Council's Constitution as set out by the Local Government Measure 2011 and the Local Government and Elections (Wales) Act 2021. • The Committee has achieved this by concentrating on its core responsibilities during 2023-24. • The outcome of the 2023-24 self-assessment process, consistent with previous years, demonstrates that the Council has sound arrangements in place in respect of its Governance and Audit Committee, noting that the level of knowledge and experience of members was good or satisfactory.

1. Purpose of Report

- 1.1 The purpose of the report is to present the Governance and Audit Committee's Annual Report for 2023-24 to Council for noting.

2. Background

- 2.1 The Council's Governance and Audit Committee has responsibility for ensuring that there are procedures in place to guarantee the adequacy and effectiveness of financial control and corporate governance arrangements.
- 2.2 A key component of good governance for all organisations is to have in place a Governance and Audit Committee. Bridgend County Borough Council complies with this requirement; the Terms of Reference of the Committee, as included within the Council's Constitution, are set in line with the Local Government Measure 2011 and the Local Government and Elections (Wales) Act 2021. The responsibilities of the Governance and Audit Committee, as required by the above legislation, are included in **Appendix 1** of the Annual Report (**Appendix A**).
- 2.3 The Governance and Audit Committee and its Members are required to:
- Report to Council on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
 - Report to Council on an annual basis and to publish an annual report on the Committee's work, its performance in relation to its Terms of Reference and its effectiveness in meeting its purpose including a conclusion on compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Position Statement: Audit Committees in Local Authorities and Police 2022.
- 2.4 In accordance with the Local Government and Elections (Wales) Act 2021 the chair of the Governance and Audit Committee has to be a lay member and one third of its membership has to be lay members. Bridgend's Governance and Audit Committee had 3 out of 4 lay members and 8 elected councillors during 2023-24. The Committee held 6 meetings during the municipal year.
- 2.5 The Governance and Audit Committee focused on its core responsibilities:
- Reviewing the draft financial statements;
 - Scrutinising and being satisfied with the Council's Annual Governance Statement, to demonstrate how governance supports the achievement of objectives, and monitor management action in-year to further improve arrangements;
 - Monitoring the Council's internal audit function in terms of overseeing independence, objectivity, performance and professionalism, through the regular reporting of performance and finalised audit assignments;
 - Considering the effectiveness of the authority's risk management arrangements;

- Considering reports and recommendations of external audit in respect of the Council;
- Supporting the ongoing development and effectiveness of Governance and Audit Committee; and
- Ensuring compliance with legal requirements, namely the Local Government and Elections (Wales) Act 2021, in respect of overseeing the Council's performance assessment and the arrangements for handling complaints.

3. Current situation / proposal

- 3.1 **Appendix A** sets out the Governance and Audit Committee's Annual Report for 2023-24, how it has complied with its terms of reference, and outlines its performance during the year, together with a self-assessment against the CIPFA publication 'Audit Committees – Practical Guidance for Local Authorities & Police 2022 Edition'.
- 3.2 The outcome of the 2023-24 self-assessment process, consistent with previous years, demonstrates that the Council has sound arrangements in place in respect of its Governance and Audit Committee, noting that the level of knowledge and experience of members was good or satisfactory.
- 3.3 The draft report was presented to the Governance and Audit Committee on 19 September 2024. As a result of comments by Members of the Committee, more information has been provided with regards to the lay members on the Committee and this is included at Appendix 5 of the Annual Report.
- 3.4 The final report was approved by the Governance and Audit Committee at its November 2024 meeting.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 There are no climate change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding or corporate parent implications arising from this report.

8. Financial Implications

8.1 There are no financial implications arising from this report.

9. Recommendation

9.1 It is recommended that the Governance and Audit Committee's Annual Report 2023-24 be noted by full Council.



Subject	Governance and Audit Committee Annual Report 2023/24
Directorate: Meeting:	Chief Executives Governance and Audit Committee
Date:	28 November 2024
Division/Wards Affected	All

1. PURPOSE

- 1.1 The purpose of the report, subject to further comments from Members, is for the Committee to approve the Governance and Audit Committee's Annual Report and determine whether it forms a balanced summary of the work undertaken by the Committee during 2023/24 for presentation to full Council.
- 1.2 On behalf of the Governance and Audit Committee the Annual Report for 2023/24 is submitted for consideration by the Governance and Audit Committee. It shows that, over this period, the Committee has fulfilled its role as defined in its terms of reference.
- 1.3 The report shows that the workings of the Committee continue to be both valuable and productive and that it provides assurance to the Council regarding the Committee's activities in the effective governance of financial affairs and other matters by the Authority.

2. RECOMMENDATIONS

- 2.1 It is recommended that, subject to further comments from Members, the Committee approve the Governance and Audit Committee's Annual Report and determine whether it forms a balanced summary of the work undertaken by the Committee during 2023/24 for presentation to full Council.

3. INTRODUCTION

- 3.1 The Council's Governance and Audit Committee has responsibility for ensuring that there are procedures in place to guarantee the adequacy and effectiveness of financial control and corporate governance arrangements.
- 3.2 A key component of good governance for all organisations is to have in place a Governance and Audit Committee. Bridgend County Borough Council complies with this requirement; the Terms and Reference of the Committee, as included within the Council's Constitution, are set in line with the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021. The responsibilities of Governance and Audit Committee, as required by the above legislation, are included at **Appendix 1** of this report.
- 3.3 The Local Government and Elections (Wales) Act 2021 determined that former Audit Committees would be re-named Governance and Audit Committees and from May 2022 the Chair of the Governance and Audit Committee had to be a lay member and that one third of its membership had to be lay members. Bridgend's Governance and Audit Committee had 3 out of 4 lay members and 8 elected councillors on the Committee during 2023/24. The Committee held 6 meetings during the municipal year. Progress was ongoing to appoint the fourth lay member.

3.4 The Governance and Audit Committee was mindful of new and different ways of working in setting its workplan for the year and also of the need for robust and proportionate oversight of the Council's governance, internal control and risk managements to be in place. The Governance and Audit Committee focussed on its core responsibilities:

- Reviewing the draft financial statements;
- Scrutinising and being satisfied with the Council's Annual Governance Statement, to demonstrate how governance supports the achievement of objectives, and monitor management action in-year to further improve arrangements;
- Monitoring the Council's internal audit function in terms of overseeing independence, objectivity, performance and professionalism, through the regular reporting of performance and finalised audit assignments;
- Considering the effectiveness of the authority's risk management arrangements;
- Considering reports and recommendations of external audit in respect of the Council;
- Supporting the ongoing development and effectiveness of Governance and Audit Committee; and
- Ensuring compliance with legal requirements, namely the Local Government and Elections (Wales) Act 2021, in respect of overseeing the Council's performance assessment and the arrangements for handling complaints.

3.5 All reports presented to the Governance and Audit Committee during 2023/24 are shown in the forward work plan as at **Appendix 2**.

4. WORK DELIVERED IN 2023/24

4.1 The CIPFA Guidance ('Audit Committees – Practical Guidance for Local Authorities & Police 2022 Edition') identifies 'Core Functions' of a Governance and Audit Committee along with what it refers to as possible 'wider functions' of a Governance and Audit Committee. The Committee undertook its role during 2023/24 by receiving a comprehensive suite of reports in line with its work programme for the year, as shown at **Appendix 2**.

4.2 *Be satisfied that the Council's assurance statements, including the annual governance statement (AGS), properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the Council's objectives.*

4.2.1 The Draft AGS for 2022/23 was reported to the Governance and Audit Committee; the Committee endorsed it and recommended its certification by the Leader of the Council and the Chief Executive for inclusion within the Council's 2022/23 Statement of Accounts. As part of

this process, the Review of Effectiveness and proposals for improvement have been reviewed and challenged by the Council's Corporate Management Board and Governance and Audit Committee. Members were keen to challenge the process and sought clarification of certain aspects of the draft statement.

4.3 *Internal Audit functions:*

- *oversee its independence, objectivity, performance and professionalism;*
- *support the effectiveness of the internal audit process;*
- *promote the effective use of internal audit within the assurance framework.*

4.3.1 From the 1st April 2019 the Council's Internal Audit Service transferred to a Regional Internal Audit Service, hosted by the Vale of Glamorgan Council and comprising four local authorities: Bridgend County Borough Council, Merthyr Tydfil County Borough Council, Rhondda Cynon Taf County Borough Council and Vale of Glamorgan Council. [With effect from 1st April 2024, Rhondda Cynon Taf County Borough Council have decided to take Internal Audit back in-house for strategic reasons citing no issues with quality, experience or relationships with the regional service].

4.3.2 An assessment of key risks and changes in service delivery arrangements following Covid-19 were taken into account as part of compiling the Internal Audit Annual Strategy and Risk Based Internal Audit Plan 2023/24.

4.3.3 The Internal Audit Annual Plan for 2023/24 was reported to, and approved by, the Governance and Audit Committee. The Head of the Regional Internal Audit Service outlined that the proposed plan would need to continue to recognise particular risks and challenges arising from revised working arrangements, such as remote ways of working. Members were keen to understand how the plan was compiled and challenged the robustness of it.

4.3.4 During the year, the Governance and Audit Committee received Internal Audit performance updates, details of all finalised audit assignments and progress on implementation of audit recommendations; this suite of information has enabled Members to consider the effectiveness of the Internal Audit process for 2023/24.

4.3.5 A key part of the Governance and Audit Committee's role is to support the Council's Internal Audit Service to remain independent, assess whether it has adequate resources available to it and to monitor the performance and quality of work delivered throughout the year. The Internal Audit Service fulfilled this requirement through its Internal Audit

Charter, that was presented to and approved by the Governance and Audit Committee and provided the Committee with information to assess the independence of the Internal Audit Service.

4.4 *Monitor the effectiveness of the control environment, including arrangements for ensuring value for money, supporting standards and ethics and for managing the authority's exposure to the risks of fraud and corruption.*

4.4.1 6 *Limited Assurance* audit reports were issued in 2023/24 which were reported to the Governance and Audit Committee within Internal Audit's (IA) 'Progress against the IA Risk Based Plan 2023/24 reports during the year. There were no 'No Assurance' reports issued.

4.4.2 Following the *Limited Assurance* opinion issued regarding school vehicles, Members requested that further work be undertaken and that the Director write to all schools in order to obtain the assurances that appropriate controls were in place.

4.4.3 Members also requested that the Corporate Management Board be made aware of their concern that some audit recommendations were not being actioned on a timely basis and requested progress reports. Directors / Heads of Service were requested to provide written progress reports on the implementation of audit recommendations.

4.4.4 Throughout the year Members demonstrated that they challenged senior management around governance issues arising and held them accountable for taking appropriate action to make the necessary improvements. Consideration was given to calling in Directors where action was not evident for them to provide assurances that improvements in the control environment would be made.

4.4.5 The results of Internal Audit's work for the financial year are brought together in the form of the *Head of Internal Audit's Annual Report*, which for 2022/23 was reported to Committee in June 2023. For 2023/24 the *Head of Internal Audit's Annual Report* was reported in the first half of the 2024/25 financial year.

4.4.6 The *Head of Internal Audit's Annual Report* for 2022/23 was presented to Committee in June 2023. Based on the internal audit reviews completed during 2022/23, the overall opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and internal control for 2022/23 was *Reasonable* – "is 'Effective with a small number of areas identified for improvement". In addition, no significant cross-cutting control issues have been identified that would impact on the Council's overall control environment and the weaknesses that have been identified are service specific.

4.4.7 Where Members felt they needed further assurance that action was being taken in the service area to address the issues identified in the Internal Audit reports or to ensure agreed recommendations were being implemented, they invited the relevant Director into Committee and thereafter requested further progress reports. Examples of these invitations are shown at **Appendix 3**. This demonstrates the effectiveness of the Committee.

4.4.8 With regard to the risks of fraud and corruption:

- In July 2023 the Annual Corporate Fraud Report 2022/23 was presented. This update provided assurance on the Council's arrangements to tackle potential fraud and covered the internal control environment that supports this area.
- The Anti-tax Evasion Policy was reported to Committee prior to it being presented to Cabinet for approval.
- Following the presentation of the Annual Fraud Report, Members suggested DWP be invited to outline their approach to fraud.

4.5 *Consider the effectiveness of the authority's risk management arrangements and the control environment, reviewing the risk profile of the organisation and assurances that action is being taken on risk-related issues, including partnerships and collaborations with other organisations.*

4.5.1 Quarterly updates were presented to Committee throughout the year which enabled officers and Members to identify and assess trends and the crosscutting nature of risks with the ability to drill down to the detail of risks as and when required. Members suggested improvements in the presentation of risk reports which were taken into consideration. Members received and debated the governance on a report on Cyber Security as one of the risks on the Corporate Risk Register.

4.5.2 In line with the requirements of the Local Government and Elections (Wales) Act 2021, the Committee reviewed the Council's draft Self-Assessment for 2022/23 (incorporating the Council's Corporate Performance Report) in advance of consideration at a meeting of the full Council (noting that the self-assessment included information in respect of partnership / collaboration arrangements). Members were given the opportunity to discuss and comment on the Corporate Self-Assessment exercise before being approved by Cabinet and Council.

4.5.3 Members challenged the content of the report and sought further clarifications of specific areas.

4.5.4 Reports on corporate complaints were also considered and discussed by the Committee who contributed to future improvements of the process and presentation.

- 4.6 *Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.*
- 4.6.1 Governance and Audit Committee were presented with the draft 2022/23 Statements of Account for the Council and Audit Wales provided a verbal update on the progress on the audit of those accounts; they informed the Committee that no significant matters had been identified to date. Members discussed and challenged the merits of the budget setting process and sought further clarification on certain aspects of the statements presented.
- 4.6.2 Following review by Committee, the Council's 2022/23 audited Statement of Accounts were reported back through Cabinet and approved by full Council; an unqualified opinion was issued by Audit Wales (i.e. clean bill of health).
- 4.6.3 The Council's Treasury Management and Investment Strategy was updated and presented to Committee for review prior to it being reporting to full Council. Members welcomed the training provided by officers to help them better understand this process.
- 4.7 *Consider the reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control.*
- 4.7.1 At the first Governance and Audit Committee meeting of the 2023/24 Municipal Year, Audit Wales reported the 2023 Audit Plan for the Council, and thereafter provided quarterly Audit Wales Work Programme Updates during the year to enable the Committee to be kept up-to-date with the work of Audit Wales and providing opportunity to seek clarity / further information where deemed required.
- 4.7.2 Audit Wales presented finalised reports to the Governance and Audit Committee during the year, accompanied by Council progress updates on the implementation of recommendations / proposals for improvement contained within the reports. Members challenged some content of these reports and raised concerns around timeliness and availability of reports, audit fees and the impact of Welsh Government legislation on local government.
- 4.8 The Chair of the Governance and Audit Committee, on his and the Committee's behalf, would like to express their thanks to the Internal Audit Team for their continued professionalism, and hard work throughout the year.

5. **SELF-ASSESSMENT AGAINST THE CIPFA PRACTICAL GUIDANCE FOR LOCAL AUTHORITIES & POLICE 2018 EDITION**

- 5.1 The self-assessment checklist based on the CIPFA Guidance was circulated to Members of the Committee in order to assess the existing skills, knowledge and areas of expertise of members and to identify any gaps or training requirements.
- 5.2 89% of responses from Members of this Committee indicated that their level of knowledge and experience across the 10 statements, as shown in **Appendix 4**, was good or satisfactory. There were no significant areas where Members felt they had little knowledge or experience, although they would welcome further sessions on the arrangements for complaint handling and were happy to be guided by officers on other areas of knowledge requiring development.
- 5.3 The results indicate that Governance and Audit Committee Members have an overall sound base of knowledge and experience in the areas of responsibility for this Committee.
- 5.4 As stated above, the Governance and Audit Committee operated with less than its full quota of lay members during 2023/24. A Pen Picture of each lay member setting out their experience and knowledge to support the value added of the Committee is shown at **Appendix 5**.

6. **CONCLUSIONS**

- 6.1 During 2023/24 the Council's Governance and Audit Committee has reviewed and challenged a range of topic areas, including the work of Internal and External Audit, the Committee's responsibilities as set out in the Local Government and Elections (Wales) Act 2021 and its responsibility in respect of reviewing and scrutinising the Council's Treasury Management arrangements.
- 6.2 Members have demonstrated that they have held senior management to account for making improvements in the control environment, challenged officers and sought clarification and progress reports to obtain the assurances required to support continued good governance. Some Directors have been invited to Committee to provide further assurances.
- 6.3 From a review of the coverage of Governance and Audit Committee's work and oversight during the year, as set out in Section 2, it is considered that the Committee has delivered its workplan and responsibilities in line with its Terms of Reference.
- 6.4 The Annual Report also sets out, in Section 5 / **Appendix 4**, the results of the self-assessment undertaken against the checklist included within the CIPFA Guidance. The outcome of the 2023/24 self-assessment process, consistent with previous years, demonstrates that the Council has sound arrangements in place in respect of its Governance and Audit Committee, noting that the level of knowledge and experience of its Members was good or satisfactory.

**RESPONSIBILITIES OF AUDIT COMMITTEE IN LINE WITH THE LOCAL
GOVERNMENT (WALES) MEASURE 2011 AND LOCAL GOVERNMENT AND
ELECTIONS (WALES) ACT 2021**

Chapter 2, section 81 of the Local Government (Wales) Measure 2011 (revised)

Local authorities to appoint governance and audit committees

A local authority must appoint a committee (a “Governance and Audit Committee”) to—

- a) review and scrutinise the authority's financial affairs,
- b) make reports and recommendations in relation to the authority's financial affairs,
- c) review and assess the risk management, internal control and corporate governance arrangements of the authority,
- d) make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (da) review and assess the authority's ability to handle complaints effectively,
- (db) make reports and recommendations in relation to the authority's ability to handle complaints effectively
- e) oversee the authority's internal and external audit arrangements, and
- f) review the financial statements prepared by the authority.

A local authority may confer on its Governance and Audit Committee such other functions as the authority considers suitable to be exercised by such a committee.

It is for a Governance and Audit Committee to determine how to exercise its functions.

Local Government and Elections (Wales) Act 2021

Council Performance Arrangements

- (i) To consider the Council's draft Annual Performance Self-Assessment report and if deemed necessary may make recommendations for changes to the Council.
- (ii) To receive the Council's finalised Annual Self-Assessment report in respect of a financial year as soon as reasonably practicable after the end of that financial year.
- (iii) At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the independent Panel Performance Assessment report into which the Council is meeting its performance requirements.
- (iv) To receive and review the Council's draft response to the report of the independent Panel Performance Assessment and if deemed necessary may make recommendations for changes to the statements made in the draft response to the Council.

Complaints Handling

- (i) To review and assess the Council's ability to deal with complaints effectively.
- (ii) To make reports and recommendations in relation to the Council's ability to deal with complaints effectively.

Appendix 2

GOVERNANCE AND AUDIT COMMITTEE FORWARD WORK PROGRAMME 2023-24	Frequency	01 June 2023	26 July 2023	28 September 2023	09 November 2023	25 January 2024	18 April 2024
Standing Items							
Governance and Audit Committee Action Record	Each meeting	✓	✓	✓	✓	✓	✓
Audit Wales Governance and Audit Committee Reports	Each meeting	✓	✓	✓		✓	✓
Updated Forward Work Programme	Each meeting	✓	✓	✓	✓	✓	✓
Annual Accounts							
Statement of Accounts 2022-23 (unaudited)	Annually		✓				
Porthcawl Harbour Return 2022-23 (unaudited)	Annually		✓				
Audited Statement of Accounts and Annual Governance Statement	Annually				✓		
Porthcawl Harbour Return (audit letter)	Annually				✓		
Governance							
Annual Governance Statement 2023-24	Annually		✓				
Half Year Review of the Annual Governance Statement 2023-24	Annually				✓		
Audit Wales Annual Audit Plan (included in Audit Wales Governance and Audit Committee Reports item)	Annually						✓
Annual Audit Summary (included in Audit Wales Governance and Audit Committee Reports item)	Annually					✓	
Internal Audit Reports							
Annual Internal Audit Report 2022-23	Annually	✓					
Internal Audit Shared Service Charter	Annually						✓
Internal Audit Annual Strategy and Audit Plan 2023-24	Annually	✓					
Self Assessment of the Governance and Audit Committee	Annually					✓	
Internal Audit Progress Reports	Quarterly		✓		✓	✓	✓
Internal Audit Recommendation Monitoring Report	Quarterly		✓		✓	✓	✓
Treasury Management							
Treasury Management Outturn Report 2022-23	Annually		✓				
Treasury Management Half Year Report 2023-24	Annually				✓		
Treasury Management Strategy 2024-25	Annually					✓	
Risk Assurance							
Corporate Risk Assessment	At regular intervals	✓			✓	✓	
Counter Fraud							
Corporate Fraud Report 2022-23	Annually		✓				
Anti Tax Evasion Policy (previously considered April 2023, due April 2025)	Biennially						
Performance Related							
Complaints Process	Ad hoc						✓
Regulatory Tracker	6 monthly		✓			✓	
Annual Self Assessment of the Council's Performance	Annually	✓					

Examples of where G&AC Members have invited the relevant Director / Head of Service into Committee or requested a written update in order to provide further assurances that action was being taken to implement the agreed Internal Audit recommendations or as a result of concerns raised by Internal Audit.

	Establishment / System / Service	Date of G&AC	G&AC Recommendations	Subsequent Action
1	Abercerdin Primary School	June 2023	<ul style="list-style-type: none"> - Discussed by G&AC - If the audit opinion from the follow up report did not improve consideration would be given to inviting in representatives from the school. 	<ul style="list-style-type: none"> - Verbal update July 2023 was that the follow up audit resulted in a <i>Reasonable</i> opinion
2	School Vehicles	September 2023	<ul style="list-style-type: none"> - That the Corporate Director - Education, Early Years & Young People write to all schools reminding them of their responsibilities to ensure all school vehicles were roadworthy and that the drivers of those vehicles had the correct licences to do so - 	<ul style="list-style-type: none"> - A copy of the letter sent to schools by the Corporate Director - Education, Early Years & Young People was circulated to G&AC members
3	Overdue Internal Audit recommendations	September 2023	<ul style="list-style-type: none"> - That the Head of the Regional Internal Audit Service refer the overdue recommendations to CMB as a matter of urgency and that an update report be provided 	<ul style="list-style-type: none"> - Recommendation monitoring is reported to CMB on a regular basis in order to highlight any issues
4	Internal Audit recommendations – revised implementation dates	January 2024	<ul style="list-style-type: none"> - proposed that relevant Director be invited to a meeting of the committee to explore the issue of school vehicles also needed to be addressed urgently. - that the Committee make it known that any action owner who has an overdue action should be expected to attend the Governance and Audit Committee and account for themselves. 	<ul style="list-style-type: none"> - the Corporate Director - Education, Early Years and Young People provided an update on school vehicles at June 2024 GAC - CMB have been made aware of this action
5	Internal Audit issues raised at schools	April 2024	<ul style="list-style-type: none"> - Chief Executive and the Corporate Director - Education, Early Years & Young People are invited to attend the next meeting. 	<ul style="list-style-type: none"> - The Chief Executive and the Corporate Director - Education, Early Years & Young People attended June 2024 GAC

	Internal Audit recommendations – implementation	April 2024	- that the Heads of Service provide written updates to the next meeting of the Committee in respect of all the matters set out in Appendix B and C, indicating where they are in their action plan and when the matters outlined will be concluded if they are not by that date (overdue recommendations / recommendations with future implementation dates)	- updates from directors were provided to GAC's July 2024 meeting
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Examples of where G&AC Members have challenged officers and requested further information or assurances be provided.

	Establishment / System / Service	Date of G&AC	G&AC Recommendations	Subsequent Action
	Frauds	September 2023	- A request was made about a possible presentation by the Department of Work and Pensions (DWP) and it was confirmed that they are willing to come and give a general briefing which would include the issues discussed at the last meeting.	

Self-assessment of Good Practice

BRIDGEND COUNTY BOROUGH COUNCIL - GOVERNANCE & AUDIT COMMITTEE - ANALYSIS OF THE KNOWLEDGE & SKILLS SELF ASSESSMENT QUESTIONNAIRE

	Good Knowledge	Satisfactory Knowledge	Little Knowledge	Total
1. Organisational Knowledge	5	1	1	7
2. Governance and Audit Committee Role and Functions	5	1	1	7
3. Internal Audit	5	1	1	7
4. Financial Management and Accounting	3	3	1	7
5. External Audit	4	3	0	7
6. Risk Management	3	3	1	7
7. Counter Fraud	4	2	1	7
8. Values of Good Governance	4	3	0	7
9. Council Performance Self-Assessment	3	3	1	7
10. Complaints Handling	3	3	1	7
Total	39	23	8	70
Percentage	89%		11%	

All comments received

Good understanding of risk management. Satisfactory of Council approach.

If there has been a change in the advice given during training regarding Fraud, perhaps we should have an update.

Further session on councils specific arrangements for complaints handling would be beneficial.

It is always worth having a refresher if the audit team feel that we need some CPD to exercise our functions effectively.

If there is a member of staff that can advise/help us as members if there is something that we really don't understand that would be helpful

Pen Pictures of the Lay Members of the Governance and Audit Committee – October 2024

Gareth Chapman

Qualifications:

Master of Laws (LLM) Master of Business Administration (MBA) Chartered Manager (CMgr) Diploma in Local Government Law and Practice (DipLG) Companion of the Chartered Management Institute (CCMI) Solicitor (Non Practicing)

Experience:

Local Government Officer for 42 years. Practicing Solicitor for 31 years.

Chief Executive for 9 years, Deputy Chief Executive and Director for 8 years, Solicitor to the Council, Monitoring Officer, Returning Officer etc.

Used to Chairing Multi Agency Meetings - Public Service Board, Chair of the Merthyr Tydfil Youth Offending Service Board, Chair of the Cwm Taff Youth Offending Service Board, Chaired numerous Public Meetings and Engagement Sessions, Internal Council meetings etc.

Previously member of several Welsh Government Task and Finish Groups, All Wales Youth Justice Board, Community Safety Partnership Review Board. Board Members of College Merthyr Tydfil and Academi Wales.

Currently:

Member of the College of Policing Panel reviewing the Code of Ethics for Police Officers and Police Staff

Member and Chair of Bridgend, Newport and Vale of Glamorgan Governance and Audit Committees

Lay Inspector for Estyn

Co-opted Independent Member of South Wales Police and Crime Panel

Andrew Bagley

Following studying Maths with Engineering at Nottingham University, I joined PwC in Cardiff where I qualified as a Chartered Accountant; and worked my way up to Audit Manager.

I worked across both private and public sector; internal and external audit.

I gained experience outside of professional services as an Internal Audit Manager within Vodafone; and subsequently Associated British Foods which covers brands such as Kingsmill, Twinings, Ryvita, Primark and others.

Both of these FTSE 100 companies operated on a global scale.

My career then took me into the Internal Audit Team at DVLA, and became Head of Internal Audit during a time of exiting a major IT contract.

I led the DVLA Internal Audit team into the Government Internal Audit Agency; where I also helped set up the Digital Data and Technology (DDaT) specialism for all IT audit across Government. I am an IT auditor (CISA).

In 2020, I became the Executive Director of Governance and Corporate Services at the Independent Monitoring Authority – set up from scratch as a result of the EU (Withdrawal Agreement) Act 2020. The Independent Monitoring Authority is a non-departmental public body.

Biodun Olorunnisola

Biodun studied Accountancy in Obafemi Awolowo University Ile-Ife Nigeria and he is a Fellow of the Institute of Chartered Accountants of Nigeria and Associate of the Chartered Institute of Management Accountants (CIMA). He has over 20 years' experience in the Financial Services Industry providing solutions to Trade Finance problems and empowering conscious risk taking in Wealth Management and Banking.

He obtained MBA from Manchester Business School and has attended several courses in Leadership and Strategy at Insead, Ashridge, Euromoney and Standard Bank Global Leadership Centre etc.

As part of his contribution to the society, he served as the Financial Secretary of his Estate Residents' Association, He provided leadership as Chairman of CIMA Branch in Nigeria, Was on the African Regional Board of CIMA and a member of the Global Membership Services Committee of CIMA. He was on the committee that facilitated the provision of certain amenities to his University and he was the Chairman of the Project Committee of his class in the University which successfully delivered an energy efficient lighting project.

He is currently serving as an Independent on the Board of an SME in Nigeria to improve corporate governance.

He is happily married to Kehinde and blessed with 3 lovely boys.