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



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

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

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



**Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**  
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513  
Gofynnwch am / Ask for: Democratic Services

**Dyddiad/Date: Wednesday 4 March 2026**

Dear Councillor,

**COUNCIL**

A meeting of the Council will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB / remotely via Microsoft Teams on **Wednesday, 11 March 2026 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

To receive for approval the minutes of 04/02/2026

5 - 14

4 To receive announcements from:

- (i) Mayor (or person presiding)
- (ii) Chief Executive

5 To receive announcements by the Leader

6 Pay Policy Statement - 2026/2027

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7	<u>Related Party Transactions 2025-26 For Statement of Accounts</u>	
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8	<u>Democracy and Boundary Commission Cymru (DBCC) Annual Remuneration Report 2026/27</u>	
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9	<u>Information Report for Noting</u>	
		123 - 144
10	<u>To receive the following Questions from:</u>	

**(i) Councillor JP Blundell to the Cabinet Member Climate Change and the Environment**

Could the Cabinet member/s tell me how many Potholes the authority has filled in over the last year?

**(ii) Councillor T Wood to the Cabinet Member Climate Change and the Environment**

Can the Cabinet Member please tell me the car parking strategy for Bridgend Town Centre, including for commuters who use the Bridgend Train Station, which according to the latest available data from Welsh Government, is the fifth busiest station in Wales by entries/exits?

**(iii) Councillor T Thomas to the Leader**

Will the Leader comment on the performance and the ability of this Authority to deal with Freedom of Information requests?

11 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](mailto: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

**Distribution:**

All Members

**MINUTES OF A MEETING OF THE COUNCIL HELD HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB / REMOTELY VIA MICROSOFT TEAMS ON WEDNESDAY, 4 FEBRUARY 2026 AT 16:00**

Present

Councillor HJ David – Chairperson

H T Bennett  
JPD Blundell  
S Easterbrook  
W R Goode  
D M Hughes  
M Lewis  
T Thomas  
A Wathan  
MJ Williams

A R Berrow  
E L P Caparros  
M J Evans  
RM Granville  
M R John  
R J Smith  
JH Tildesley MBE  
AJ Williams  
R Williams

F D Bletsoe  
O Clatworthy  
N Farr  
GC Haines  
M Jones  
JC Spanswick  
A Ulberini-Williams  
HM Williams  
E D Winstanley

S J Bletsoe  
RJ Collins  
J Gebbie  
M L Hughes  
W J Kendall  
I M Spiller  
G Walter  
I Williams  
T Wood

Present Virtually

S Aspey  
P Davies  
J Llewellyn-Hopkins

N Clarke  
P Ford  
RL Penhale-Thomas

C Davies  
H Griffiths  
J E Pratt

C L C Davies  
P W Jenkins

Officers:

Lindsay Harvey	Corporate Director - Education, Early Years & Young People
Rachel Keepins	Democratic Services Manager
Carys Lord	Chief Officer - Finance, Housing & Change
Claire Marchant	Corporate Director - Social Services and Wellbeing
Jake Morgan	Chief Executive
Janine Nightingale	Corporate Director - Communities
Michael Pitman	Technical Support Officer – Democratic Services
Oscar Roberts	Democratic Services Officer - Committees
Gaynor Thomas	School Programme Manager
Kelly Watson	Chief Officer - Legal & Regulatory Services, HR & Corporate Policy

**236. Apologies for absence**

Decision Made	Cllr Dave Harrison, Cllr Malcolm James, Cllr Simon Griffiths
Date Decision Made	04 February 2026

**237. Declarations of Interest**

Decision Made	Councillor Tim Wood: Prejudicial interest in item 14 Councillor Amanda Williams: Personal interest in item 6 (Governor at Coety Primary School) Councillor Steve Bletsoe: Prejudicial interest in item 7 related to employment Councillor Tim Thomas: Prejudicial interest in item 7 related to employment Councillor Steven Easterbrook: Prejudicial interest in item 14
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	Councillor Elaine Winstanley: Personal interest in item 6 (Employee of the cultural trust running the Grand Pavilion)  Councillor Hywel Williams: Personal interest in item 7
Date Decision Made	04 February 2026

**238. Approval of Minutes**

Decision Made	<u>RESOLVED</u> : That the minutes of the 14/01/2026 be approved as a true and accurate record
Date Decision Made	04 February 2026

**239. To receive announcements from:**

Decision Made	Announcements were received from the following (No decisions required/made):- <ul style="list-style-type: none"><li>• Mayor;</li><li>• Chief Executive</li></ul>
Date Decision Made	04 February 2026

**240. To receive announcements by the Leader**

Decision Made	Announcements were received from the Leader (No decisions required/made).
Date Decision Made	04 February 2026

241. Capital Programme Quarter 3 Update 2025-26

Decision Made	<p>The Cabinet Member for Finance and Performance provided an update on the council's capital expenditure as of December 31, 2025.</p> <p>He noted that the total expenditure to date was approximately £23.5 million, with a forecast year-end total of £78.2 million. Slippage of £3.392 million was recorded for the Grand Pavilion project in Porthcawl due to grant funding timelines.</p> <p>The following points/questions were discussed:</p> <ul style="list-style-type: none"><li>• Clarification on how the Council planned to spend £54 million in the final quarter.</li><li>• Clarification was sought on the total budget relating to the Grand Pavilion.</li></ul> <p>Clarification was provided on the above by the Chief Officer for Finance, Housing and Change.</p> <p>Officers assured that they were on course to complete all refurbishments by the end of the term, with £1.8 million in additional funding allocated.</p> <p>The Deputy Leader defended the Council's borrowing levels, stating it is essential for infrastructure and replacing unsafe school buildings and without borrowing, a number of projects like Heronsbridge School would not have been completed. She highlighted that in terms of long term borrowing, the Council borrowed the 2<sup>nd</sup> lowest in all of Wales, proving that BCBC was responsible with it's borrowing.</p> <p><u>RESOLVED:</u></p> <p>That Council:</p> <ul style="list-style-type: none"><li>• noted the Council's Capital Programme 2025-26 Quarter 3 update to 31 December 2025 (Appendix A)</li><li>• noted the slippage of £3.392 million to 2026-27 as detailed in Appendix B.</li><li>• approved the virements between schemes as detailed in Appendix B.</li></ul>
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	<ul style="list-style-type: none"> <li>• approved the new additions/reductions to the capital programme in 2025-26 totaling £1.888 million as outlined in Appendix B.</li> <li>• noted the actual Prudential and Other Indicators for 2024-25 and projected indicators for 2025-26 (Appendix C).</li> </ul>
Date Decision Made	

**242. Houses in Multiple Occupancy Supplementary Planning Guidance**

Decision Made	<p>The Cabinet Member Regeneration, Economic Development and Housing presented a report which informed Council on Council of the outcome of the public consultation exercise on the draft 'Houses in Multiple Occupation (HMO) Supplementary Planning Guidance' (SPG) document.</p> <p>She outlined that there were limited responses to the consultation which were set out in Appendix 2. The up to date SPG document was attached at appendix 1.</p> <p>A question was raised on properties operating as a HMO that later apply for retrospective planning permission and how this was tackled. The Strategic Planning &amp; Transportation manager provided clarification on the legalities and enforcement action that was available.</p> <p>Discussions also took place on the following areas:</p> <ul style="list-style-type: none"> <li>• Temporary Accommodation</li> <li>• Waste and Refuse Storage</li> <li>• Parking and Infrastructure</li> <li>• The "10% test" applied on refusals</li> </ul> <p>Members stressed that while the guidance was not a perfect, it did offer more clarity around certain issues as well as the crossover and differences between Planning and Licensing.</p> <p><u>RESOLVED:</u> That Council:</p> <ul style="list-style-type: none"> <li>• Noted the contents of this report and approve the officer's consultation responses to the representations received in</li> </ul>
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	<p>response to the public consultation on the draft HMO SPG, together with the resultant proposed amendments set out in attached Appendix 2.</p> <ul style="list-style-type: none"> <li>• Approved the final form HMO SPG (Appendix 1) and agree its adoption for immediate application as a material consideration in making development management decisions and in the determination of planning applications along with the adopted RLDP, subject to the provisions of recommendation 'c'.</li> <li>• Authorised the Corporate Director - Communities and Group Manager - Planning and Development Services to make minor presentational changes, typographical or factual corrections as necessary prior to publication of the adopted HMO SPG.</li> <li>• Noted and approve the contents of the two-page guidance note titled 'A Guide to Planning, Licensing and Building Regulations for Houses in Multiple Occupation' attached as Appendix 3.</li> </ul>
Date Decision Made	04 February 2026

**243. Information Report for Noting**

Decision Made	<p>The Chief Officer Legal and Regulatory Services, HR and Corporate Policy provided a report which informed Council of a recent information report that had been published since the last meeting.</p> <p>The report was attached at appendix 1 for information.</p> <p><u>RESOLVED:</u> That Members noted the contents of the report</p>
Date Decision Made	04 February 2026

244. **To receive the following Question from: Councillor Rhys Goode to the Cabinet Member for Education and Youth Services**

Decision Made	Response circulated to all Members A supplementary question was asked by Cllr Rhys Goode which was responded to at the meeting.
Date Decision Made	04 February 2026

245. **To receive the following Question from: Councillor Ian Williams to the Leader**

Decision Made	Response circulated to all Members A supplementary question was asked by Cllr Ian Williams which was responded to at the meeting.
Date Decision Made	04 February 2026

246. **To receive the following Question from: Councillor Tim Thomas to the Cabinet Member Climate Change and the Environment**

Decision Made	Response circulated to all Members A supplementary question was asked by Cllr Tim Thomas which was responded to at the meeting.
Date Decision Made	04 February 2026

247. **Urgent Items**

Decision Made	There were no urgent items
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Date Decision Made	04 February 2026

**Exclusion of the Public**

Decision Made	<u>RESOLVED:</u>  The report relating to the following item was not for publication as it contained exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.  Following the application of the public interest test Council resolved pursuant to the Act to consider this item in private, with the public being excluded from the meeting during such consideration.
Date Decision Made	

**249. Bridgend Town Centre Strategic Property Acquisition**

Decision Made	This item was exempt
Date Decision Made	04 February 2026

To observe further debate that took place on the above items, please click :

[Part 1](#)

[Part 2](#)

The meeting closed at 18:00

# Agenda Item 6

<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>11 MARCH 2026</b>
<b>Report Title:</b>	<b>PAY POLICY STATEMENT – 2026/2027</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>CHIEF EXECUTIVE  CABINET MEMBER FOR RESOURCES</b>
<b>Responsible Officer:</b>	<b>PAUL MILES, GROUP MANAGER HR &amp; OD</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Council’s Policy Framework and Procedure Rules as a result of this report.</b>
<b>Executive Summary:</b>	<b>The purpose of this report is to seek Council approval for the Pay Policy Statement for 2026/2027, in accordance with legislative requirements.</b>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to seek Council approval for the Pay Policy Statement for 2026/2027. 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 2026/2027. This statement needs to be approved and published by 31 March 2026.
- 2.2 The Pay Policy Statement for 2026/2027 has been produced on the basis on statutory guidance, advice from the 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 the following 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 and Nature Implications**

- 6.1 There are no climate change or nature 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 2026/2027 attached as **Appendix 1**.

**Background documents:** None

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# **BRIDGEND COUNTY BOROUGH COUNCIL**

## **PAY POLICY 2026/2027**

To be approved by	Council
Approval Date	11 March 2026
Review Date	March 2027

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## 1. **Pay Policy Statement**

- 1.1 This Pay Policy Statement for the period 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027 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, which was last updated with Council approval on 12<sup>th</sup> March 2025.

## 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 is 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 taxpayers. 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 Agreements 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 (as evaluated under the JE Scheme) 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 2026 will be at £12.71.

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 2025 the new RLW, as £13.45 per hour, which the Council will implement from 1 April 2026.

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 £25,949 per annum as of 1 April 2026.

9.2 The highest paid employee is the Chief Executive, and the pay band minimum is £150,340 rising to £160,965. The salary of the current post holder is £160,965 per annum. These salaries reflect pay awards agreed for 1 April 2025.

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 £28,142 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: 1:6.2
- the annual salary of the lowest paid Council employees and the average Chief Officer (FTE basis) as: 1:4.4

- 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 (1 FTE)
- Corporate Directors (4 FTE)
- Chief Officer (1 FTE)
- Heads of Service (8 FTE)

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 has worked in Bridgend County Borough Council since July 2025.
- 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 around £550 million and is responsible for a wide range of services employing some 5,889 staff, as of 31 December 2025.
- 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.

## **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 2026 at the time of publication has not been agreed.
- \*Effective from 1 April 2026 to take account of Real Living Wage.

### NJC April 2025 – Pay Award

SCP	Salary	Hourly Rate	Grades (inc. RLW)	
3*	£25,949	£13.45	Grade 1	
4*	£25,949	£13.45		Grade 2
5*	£25,949	£13.45	Grade 3	
6	£25,989	£13.47		Grade 4
7	£26,403	£13.69	Grade 5	
8	£26,824	£13.90		
9	£27,254	£14.13		
10	£27,694	£14.35		Grade 6
11	£28,142	£14.59		
12	£28,598	£14.82		
13	£29,064	£15.06	Grade 7	
14	£29,540	£15.31		
15	£30,024	£15.56		
16	£30,518	£15.82		
17	£31,022	£16.08		
18	£31,537	£16.35		
19	£32,061	£16.62		Grade 8
20	£32,597	£16.90		
21	£33,143	£17.18		
22	£33,699	£17.47		
23	£34,434	£17.85		
24	£35,412	£18.35	Grade 9	
25	£36,363	£18.85		

SCP	Salary	Hourly Rate	Grades	
26	£37,280	£19.32		
27	£38,220	£19.81		Grade 10
28	£39,152	£20.29		
29	£39,862	£20.66		
30	£40,777	£21.14		
31	£41,771	£21.65	Grade 11	
32	£42,839	£22.20		
33	£44,075	£22.85		
34	£45,091	£23.37		Grade 12
35	£46,142	£23.92		
36	£47,181	£24.46		
37	£48,226	£25.00	Grade 13	
38	£49,282	£25.54		
39	£50,269	£26.06		
40	£51,356	£26.62		
41	£52,413	£27.17		Grade 14
42	£53,460	£27.71		
43	£54,495	£28.25		
44	£55,589	£28.81		
45	£56,687	£29.38	Grade 15	
46	£57,788	£29.95		
47	£58,887	£30.52		
48	£59,985	£31.09		Grade 16
49	£61,085	£31.66		

## Appendix B – JNC Pay Scales

- Effective from 1 April 2025
- The pay award for 1 April 2026 at the time of publication has not been agreed.

Designation	Grade	Scale Point	Salary
Chief Executive	Grade 25	36	£160,965
		35	£157,424
		34	£153,882
		33	£150,340
Assistant Chief Executive	Grade 24	32	£144,591
		31	£141,265
		30	£138,018
		29	£134,844
Corporate Director [1]	Grade 23	28	£128,219
		27	£125,539
		26	£125,274
		25	£122,542
Corporate Director [2]	Grade 22	24	£113,398
		23	£110,928
		22	£108,512
		21	£106,149
Head of Service [1]	Grade 21	20	£98,580
		19	£96,533
		18	£94,485
		17	£92,438
Head of Service [2]	Grade 20	16	£89,114
		15	£87,185
		14	£85,299
		13	£83,455
Head of Service [3]	Grade 19	12	£79,648
		11	£78,485
		10	£77,339
		9	£76,210
Group Manager [1]	Grade 18	8	£75,583
		7	£74,187
		6	£72,820
		5	£71,477
Group Manager [2]	Grade 17	4	£68,148
		3	£66,895
		2	£65,665
		1	£64,459

## 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 2025

### SUPPORT WORKER RANGE

SCP	SALARY
5	£25,580
6	£25,919
7	£26,225
8	£26,924
9	£27,817
10	£28,516
11	£29,644
12	£30,745
13	£31,885
14	£33,066
15	£33,869
16	£34,708
17	£35,533

### PROFESSIONAL RANGE

SCP	SALARY
13	£31,885
14	£33,066
15	£33,869
16	£34,708
17	£35,533
18	£36,364
19	£37,189
20	£38,016
21	£38,945
22	£39,997
23	£41,023
24	£42,053
25	£43,091
26	£44,128
27	£45,165
28	£46,216
29	£47,258
30	£48,301

**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**

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

# Bridgend County Borough Council

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



[www.bridgend.gov.uk](http://www.bridgend.gov.uk)



### **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](http://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

<b>14</b>	<b>640</b>	<b>669</b>	<b>47</b>	<b>48</b>	£39,855	£40,741
<b>15</b>	<b>670</b>	<b>697</b>	<b>51</b>	<b>52</b>	£43,361	£44,236
<b>16</b>	<b>698+</b>		<b>54</b>	<b>55</b>	£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.

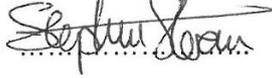
9. **Appeals Procedure**

- 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 1<sup>st</sup> September 2013.

11. **Signatures and Date**

Bridgend Council	Andrew Jolley (Assistant Chief Executive)	
UNISON	Andrew Woodman (Regional Officer)	
GMB	Kelly Andrews (Regional Officer)	
UNITE	Steve Sloan (Regional Officer)	

**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

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**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

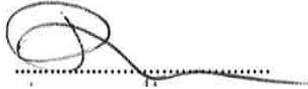
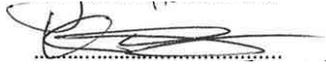
- 3.1 The implementation date for applying the cap to Grade 16 is 1st April 2018.

- 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 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		Grade 6
-	10*	£20,751	£10.76		
21	11	£21,166	£10.97		
22	12	£21,589	£11.19	Grade 7	
-	13*	£22,021	£11.41		
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		Grade 8
26	19	£24,799	£12.85		
27	20	£25,295	£13.11		
-	21*	£25,801	£13.37		
28	22	£26,317	£13.64		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
32	26	£29,636	£15.36		Grade 10
33	27	£30,507	£15.81		
34	28	£31,371	£16.26		
35	29	£32,029	£16.60		
36	30	£32,878	£17.04	Grade 11	
37	31	£33,799	£17.52		
38	32	£34,788	£18.03		
39	33	£35,934	£18.63		Grade 12
40	34	£36,876	£19.11		
41	35	£37,849	£19.62		
42	36	£38,813	£20.12	Grade 13	
43	37	£39,782	£20.62		
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	Grade 15	
52	46	£48,461	£25.12		
53	47	£49,417	£25.61		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
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	
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 – January 2023**

**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 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.

**2. Pay and Grading Structure**

- 2.1 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.
- 2.2 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		

### 3. 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

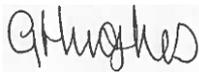


Bridgend County Borough Council Mark Shephard (Chief Executive)

UNISON Rachel Price (Regional Officer)



GMB Greg Hughes (Regional Officer)



UNITE Zoe Codd (Regional Officer)



**BRIDGEND COUNCIL**

**SINGLE STATUS / JOB EVALUATION**

**COLLECTIVE AGREEMENT**

**ADDENDUM – FEBRUARY 2026**

## **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 Addendums to the collective agreement have been made as follows:
  - In July 2018 to alter the JNC pay structure and introduce a cap on the NJC pay structure at Grade 16.
  - In January 2019 in preparation for the introduction of the new pay spine on 1 April 2019.
  - In January 2023 in readiness for the deletion of spinal column point 1 from 1 April 2023 and revision to the pay structure.

## **2 Pay and Grading Structure**

- 2.1 The existing pay structure ranges between spinal column points 2 – 49 comprising of 16 grades. As part of the 2025/2026 pay award, the NJC agreed that with effect from 1 April 2026 spinal column point 2 will be permanently deleted from the NJC pay spine.
- 2.2 The revised pay structure will therefore range between spinal column points 3-49 and will continue to comprise of 16 grades, as detailed in Appendix 1.

## **3 Implementation of Revised Pay Structure**

- 3.1 The date of implementation is 1<sup>st</sup> April 2026.

## **4 Other conditions**

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

**5. Signatures**

Bridgend County Borough Council

Jake Morgan (Chief Executive)

Signature: 

Date: 27/02/2026

**GMB**

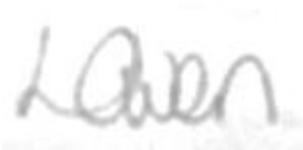
Greg Hughes (Regional Officer)

Signature: 

Date: 24/02/2026

**Unison**

Lianne Owen (Regional Officer)

Signature: 

Date: 24/02/2026

**Unite**

Michaela Gilroy (Regional Officer)

Signature: 

Date: 24/02/2026

SCP	Grades	
3	Grade 1	
4		Grade 2
5	Grade 3	
6		Grade 4
7	Grade 5	
8		
9		Grade 6
10		
11		
12	Grade 7	
13		
14		
15		
16		
17		
18		Grade 8
19		
20		
21		
22		
23	Grade 9	
24		
25		

SCP	Grades	
26		Grade 10
27		
28		
29		
30	Grade 11	
31		
32		
33		Grade 12
34		
35		
36	Grade 13	
37		
38		
39		
40		
41		Grade 14
42		
43		
44		
45	Grade 15	
46		
47		
48		Grade 16
49		

# **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**

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

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

**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"> <li>• Is this the 'going rate' for the job locally, regionally, nationally or occupational labour market?</li> <li>• What sources have been used to obtain this data?</li> </ul>	
<b>Market Supplement Rate</b>	
<b>Period for Payment (Max 2 Years):</b>	
<b>Human Resource Input</b>	
<b>Approved HR:</b>	
<b>Finance Input</b>	
<b>Approved Finance:</b>	
<b>Approved Head of Service</b>	
<b>Approved CMB Member</b>	

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<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>11 MARCH 2026</b>
<b>Report Title:</b>	<b>RELATED PARTY TRANSACTIONS 2025-26 FOR STATEMENT OF ACCOUNTS</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>CORPORATE DIRECTOR – FINANCE AND TRANSFORMATION  CABINET MEMBER FOR FINANCE AND PERFORMANCE</b>
<b>Responsible Officer:</b>	<b>SAM COOMBS – FINANCE MANAGER – FINANCIAL CONTROL, CLOSING &amp; SYSTEMS</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no impact on the policy framework or procedure rules</b>
<b>Executive Summary:</b>	<b>The report sets out the requirement to declare any related party transactions of Members under the Accounts and Audit (Wales) (Amendment) Regulations 2018.</b>

## 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 2025-26 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 2026 and returned by Monday 13 April 2026.

## 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 2025-26' (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 Monday 13 April 2026. It is essential that this form is completed **as at 31 March 2026** 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.

3.3 This is an essential and important return for the purposes of the Statement of Accounts and to enable Audit Wales to undertake their responsibilities in relation to the audit of the accounts. Members are asked to send their returns in promptly in line with the dates set 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. 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 and Nature Implications**

6.1 There are no climate change or nature 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 2025-26 financial year;
- complete and date the return no earlier than 31 March 2026;
- submit the return by Monday 13 April 2026.

### **Background documents**

None.

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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>		

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

Signed:

Date: \_\_\_\_\_

**DEADLINE FOR RETURN MONDAY 13<sup>TH</sup> APRIL 2026**

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

EMAIL: [financialcontrol@bridgend.gov.uk](mailto:financialcontrol@bridgend.gov.uk)



**Requirement for Members to declare Related Party Transactions 2025-26**

**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 organisation 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 2025 to 31 March 2026**:
  - 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 **1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026**.

**\*\* 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:

**Sam Coombs, Finance Manager, Financial Control and Closing Team, (Tel.no 01656 642859)**  
**E-mail: [sam.coombs@bridgend.gov.uk](mailto:sam.coombs@bridgend.gov.uk)**

# Agenda Item 8

<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>11 MARCH 2026</b>
<b>Report Title:</b>	<b>DEMOCRACY AND BOUNDARY COMMISSION CYMRU (DBCC) ANNUAL REMUNERATION REPORT 2026/27</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>MONITORING OFFICER</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the policy framework and procedure rules in respect of this report.</b>
<b>Executive Summary:</b>	<p><b>This report sets out the Democracy and Boundary Commission Cymru (DBCC) Annual Report for the financial year 2026-27.</b></p> <p><b>The DBCC have taken on the responsibility of setting the determinations on pay, expenses and benefits for members of principal councils, community and town councils, fire and rescue authorities and national park authorities from 1 April 2026.</b></p> <p><b>For its Annual Report for 2026-27 the main elements of change affecting the Authority include:</b></p> <ul style="list-style-type: none"> <li><b>• Basic Salary for Elected Members of Principal Councils – Determination 1;</b></li> <li><b>• Salaries paid to Senior, Civic and Presiding members of Principal Councils – Determination 2;</b></li> <li><b>• Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination 3;</b></li> <li><b>• Payments to Fire and Rescue Authorities – Determination 4;</b></li> <li><b>• Payments made to Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees - Determination 5</b></li> </ul>

	<p><b>The report also refers to areas that are being reviewed by the Commission for future consideration:</b></p> <ul style="list-style-type: none"> <li>• <b>Resettlement payments for councillors who are unsuccessful when seeking re-election;</b></li> <li>• <b>The remuneration framework for senior roles in principal councils and corporate joint committees;</b></li> <li>• <b>The methodology for annual uprating, including considering whether the Annual Survey of Hours and Earnings remains the most appropriate measure;</b></li> </ul>
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**1. Purpose of Report**

1.1 The purpose of this report is present Council with the Annual Report of the Democracy and Boundary Commission Cymru (DBCC) in respect of the level and range of remuneration the Authority must make available to its elected members for the 2026-27 municipal year. Council is asked to approve and adopt the determinations of the Panel, approve the posts who will receive a senior/civic salary and agree the revised Scheme of Remuneration effective from 1 April 2026.

**2. Background**

2.1 Following an independent ten-year review of the Independent Remuneration Panel Wales in 2021, and as a result of the Elections and Elected Bodies (Wales) Act 2024 being passed in July 2024, the Panel’s functions transferred over to the DBCC on 1 April 2025.

2.2 As the Panel was required, and in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the DBCC is 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 sets out the proposed determinations on pay, expenses and benefits for members of principal councils, community and town councils, fire and rescue authorities and national park authorities from 1 April 2026.

2.3 The report highlights that substantive changes to the remuneration framework will only be made once in each electoral cycle, prior to each local government election, with those in between focusing on annual uprating. Consequently, this report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which is required to published by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.

2.4 In making its determinations the Panel states that its goal continues to be to ensure that levels of remuneration are fair and reasonable to support elected members and to encourage diversity of representation. 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.

2.5 The draft Annual Report was considered by the Democratic Services Committee on 20 November 2025. The Committee's response included several comments on the draft DBCC report 2026-27. These are listed below:

- In relation to the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Report for the municipal year 2026/27 the Committee expressed diversity of opinion in relation to the 6.4% increase to the basic salary increase for Councillors. Members highlighted that whilst this was in line with all-Wales 2024 Annual Survey of Hours and Earnings (ASHE), the proposed increase was written at a time when the UK inflation rate was at 3.2%. Concerns were expressed about this significant gap and the fact that this could result in very negative public perception of Councillors and Local Government as a whole.

Whilst noting this, there were also concerns from the Committee that sufficient provision had to be put in place to ensure that certain groups are not disincentivised as potential candidates in the 2027 Local Government Elections. Members noted that the financial aspect should not become a barrier preventing individuals from standing, especially from marginalised groups.

The Committee felt that there was a fine balance between the two that needed to be considered and monitored, particularly for any new Framework for 2027 onwards. A balance to prevent a greater divide between the public and local government that also didn't discourage or exclude any potential candidates from putting themselves forward as a future Councillor to represent their community. Whilst appreciating that the purpose of using the ASHE was to try and align salaries to national average, the proposal was made for keeping Councillor salaries in line with current inflation rates.

- Further comment was also made in relation to the disparity between Bands 1 and 2 within the report, for Leader and Deputy Leader. Members proposed that this be considered as part of the new framework and whether this gap was too large and needed addressing. Members also suggested that consideration be given to splitting the bands for Councillor salaries (as with staff), to have performance-based levels within each band.
- On the subject of resettlement payments for councillors who are unsuccessful when seeking re-election, the Committee agreed that this did not sit comfortably with them. Whilst understanding that for some roles, such as that of an Executive Member, councillors may have given up other jobs to commit to these positions, the Committee agreed that councillors are fully aware and understand the risk when putting themselves forward in an election; the risk that, whether new or returning, the title could be limited to one term of 5 years. There was also the view that councillors don't always go into roles for financial reasons and wanted to do so for the good of their community. Any financial recompense, therefore, should not be necessary and would again risk public perception of Councillors and Local Government.

2.6 The above comments and proposals were duly forwarded to the DBCC for their consideration.

2.7 According to the DBCC report, a number of the consultation responses expressed concern with the continued application of Office of National Statistics (ONS) data on median salaries in Wales, and the increase that has indicated for the final year of the local government electoral cycle. It was however determined to retain the link to ASHE for this report but that they would consult on the index to be used for increases across the next electoral cycle as part of the work towards the 2027-28 report. Overall, the Commission concluded to adopt the draft determinations as presented.

2.8 The Commission's Determinations for 2026-27 are summarised on page 13 of the Annual Report (attached as **Appendix A**). 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 Commission.

### **3. Current situation/ proposal**

3.1 The DBCC Report is attached at **Appendix A** and 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 for the Authority.

#### **3.2 Basic Salary for Elected Members of Principal Councils – Determination 1**

3.2.1 The Commission has reviewed the time commitment for Councillors in relation to their responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. No changes are proposed for 2026-27 with the Commission agreeing the average work commitment of an elected councillor of a principal council as a full time equivalent of three working days a week.

3.2.2 The Commission has determined that for the financial year 1 April 2026 to 31 March 2027 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 the all-Wales 2024 Annual Survey of Hours and Earnings, the latest figure available at the time of writing. The basic salary will be £21,044, an increase of 6.4% on 2025-26.

#### **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. No changes to the banding have been proposed. The 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 2026-27 are summarised in Table 1 of **Appendix A**.

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

3.4.1 The salary of a chair of a JOSC will continue to be aligned to Band 3 and will be set at £10,522, with the salary of a vice-chair being set at 50% of the Chair and will be £5,261. There are no other changes in this area.

### 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	£2,968
Chair	£13,490
Deputy Chair (where appointed)	£7,177
Committee Chair or other senior post	£7,177

### 3.6 Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees (CJC) - Determination 5

3.6.1 The Commission state that Principal council and FRAs must pay their co-opted members who have voting rights fees at the rates as outlined in Table 4 of the report. It also states that these payments equally apply to CJC lay members with voting rights from 31 July 2024.

3.6.2 The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within 4 hours. The Commission has determined there should be local flexibility for the appropriate 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. The relevant protocol will be updated by the Monitoring Officer and circulated to Members.

3.7 The Commission report states that all other determinations from previous years are unchanged and are incorporated into the report for completeness. These include:

- The limit (known as the cap) for the number of salaries payable to senior, civic and presiding members of Principal Councils

- Restrictions on senior post remuneration
- Restrictions on payment for posts outside the principal council
- Support to elected members of principal councils
- Specific or additional senior salaries and assistants to the executive
- Local Government Pension Scheme
- Family absence provisions for elected members of principal councils
- Sick leave payments for senior salary holders of principal councils
- Corporate Joint Committees (CJCs) travel and subsistence
- Payments to Fire and Rescue Authorities – restrictions
- Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees - Travel and subsistence, support, meeting preparation time, care and personal assistance.
- Travel and subsistence expenses
- Costs of Care and Personal Assistance Payments

3.8 Further to the above, the report also highlights further areas that are being reviewed for future consideration:

- Resettlement payments for councillors who are unsuccessful when seeking re-election;
- The remuneration framework for senior roles in principal councils and corporate joint committees;
- The methodology for annual uprating, including considering whether the Annual Survey of Hours and Earnings remains the most appropriate measure.

3.9 In line with the DBCC report, the revised Members' Schedule of Remuneration for Bridgend is attached at **Appendix B**.

#### **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 and Nature Implications**

6.1 There are no climate change or nature 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 2026-27 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 2026-27 financial year.

## 9. **Recommendations**

9.1 It is recommended that Council note the Annual Report for 2026-27 and approve:

- a) The adoption of the relevant Determinations of the Commission contained within the Annual Report (attached as **Appendix A**);
- b) Those posts (shown in the revised Members' Schedule of Remuneration at Schedule 1 of **Appendix B**) who will receive a senior / civic salary;
- c) The revised Members' Schedule of Remuneration (**Appendix B**) and for it to become effective from 1 April 2026;
- 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 2026-2027 municipal year.

## **Background documents**

None

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Comisiwn  
Democratiaeth a  
Ffiniau Cymru

Democracy  
and Boundary  
Commission Cymru

# Annual Remuneration Report

2026-27

[dbcc.gov.wales](http://dbcc.gov.wales)  
[remuneration@dbcc.gov.wales](mailto:remuneration@dbcc.gov.wales)

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The Commission welcomes correspondence and telephone calls in Welsh or English.

Mae'r ddogfen ar hon ar gael yn y Gymraeg.

This document has been translated into Welsh by Calan.

Democracy and Boundary Commission Cymru

4th Floor

Welsh Government Building

Cathays Park

CARDIFF

CF10 3NQ

## Foreword

We are pleased to present the Annual Remuneration Report for 2026–27 from the Democracy and Boundary Commission Cymru. This report outlines the determinations regarding pay, expenses, and benefits for members of principal councils, community and town councils, fire and rescue authorities, and national park authorities, effective from 1 April 2026. Recognising the service of elected representatives is vital, as this work supports the broader democratic framework in Wales.

Further details about the Commission can be found on our website [Democracy and Boundary Commission Cymru | DBCC](#).

This is our first report since assuming responsibility for this area, previously managed by the Independent Remuneration Panel for Wales. We extend our thanks to the Panel for their comprehensive framework and to the Welsh Government for their assistance during the transition.

The determinations for 2026–27 are set out in this report. We have developed these within the framework established by the Panel. Our attention now turns to preparing the next report, which will involve a thorough review of both the remuneration framework and the mechanisms used for annual adjustments, as required by the Welsh Government.

In accordance with the [Democracy and Boundary Commission Cymru etc. Act 2013](#), we are required to consider appropriate resettlement payments for councillors who lose their seats in elections and to advise the Welsh Government accordingly.

We will also evaluate the current remuneration structure for senior roles within principal councils and corporate joint committees to ensure it remains relevant and effective.

Additionally, we will review the index used for annual remuneration adjustments and reassess the workload of elected members to ensure fair compensation.

Throughout this process, we will engage with the Welsh Local Government Association and other stakeholders to inform our decisions.

Finally, I would like to thank the Commission's secretariat for their valuable support in developing this report.

**Karen Jones**

**Chair**

# Chapter 1. Introduction

1. The Commission has taken on the functions of the Independent Remuneration Panel for Wales (IRPW). We are mindful of the past work of the IRPW and thank them for their legacy report<sup>1</sup>.
2. We plan to make substantive changes to the remuneration framework only once in each electoral cycle. The report prior to each local government election will give consideration to major changes to the framework, with those in between focusing on annual uprating. This means that this draft report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which we are required to publish by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.
3. The Welsh Government's remit letter for 2025-26 outlines several key objectives for the Commission regarding remuneration:
  - To assess the potential need for resettlement payments and support officials with briefing materials for any related regulatory considerations.
  - To revisit the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees.
  - To examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads.

## Resettlement payments

4. The Welsh Government has asked us to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. We have sought to balance the needs of elected members as they move away from being a councillor against the budgets of councils, taking account where appropriate of those receiving sums from senior roles within their council.
5. The Commission has determined that a resettlement payment scheme should be established. We have written to the Cabinet Secretary to ask if they are minded to draft regulations for this to be in place for the 2027 local elections. If they agree, we will then undertake a consultation on what a scheme should look like as part of our work for next year's report.

## Senior roles

6. The Commission will be surveying authorities, their members and representative bodies to ascertain whether the current framework of remuneration for those with senior roles appropriately recognises the time commitment and responsibilities of those roles. We will include any determination to follow from this research in our annual report for 2027-28.

## Community and town councils (CTC)

7. The IRPW had previously simplified the reporting requirements for CTCs to encourage members to accept allowances to which they are entitled, and work will continue to monitor the impact of this.

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<sup>1</sup> [Independent Remuneration Panel for Wales: legacy report | GOV.WALES](#)

8. The rate at which returns have been submitted to the Commission has been significantly lower than when the IRPW had responsibility for this area. Less than 50% of councils submitted their returns to us. 9% of councils published their returns on their websites, while not sending them on to us. We will discuss this with the representative bodies to explore what additional support we can offer to councils in fulfilling their responsibilities.

## Corporate Joint Committees (CJC)

9. CJs are a relatively new type of body. Each of the four committees are made up of the leaders of the principal councils within its area and the chair of any national park authority that lies wholly or partly within its boundary. These leaders are in receipt of remuneration for their role within their respective bodies.
10. Each committee has established a number of sub-committees to deal with specialist areas and in one instance a Joint Overview and Scrutiny Committee. These are made up of councillors and co-opted members.
11. The Commission will consult on whether any additional remuneration is appropriate to reflect the additional time commitment and responsibilities relating to CJs, and include any determination in its 2027-28 annual report.

## Co-opted and lay members

12. The IRPW last updated the remuneration of co-opted members of principal councils, national park authorities (NPA) and fire and rescue authorities (FRA) in its 2022 annual report<sup>2</sup> and included lay members of corporate joint committees (CJC) in its 2024 supplementary report<sup>3</sup>. The rates were linked to the public appointment rates paid by Welsh Government, which have not been updated in some years.
13. Welsh Government have begun a review of these rates and the Commission will consider the outcome of that review before making any determination in respect of co-opted and lay members of relevant authorities.

## Link with the Annual Survey of Hours and Earnings (ASHE)

14. The Commission will consider for our next report whether it continues to be appropriate for remuneration to be linked with the Office for National Statistics data from the Welsh element of their Annual Survey of Hours and Earnings.

## Engagement

15. We will continue to engage with the Welsh Local Government Association, One Voice Wales, the Society of Local Council Clerks, and the North & Mid Wales Association of Local Councils as the representative bodies across the local government family, as well as individual authorities, and consider their views in reaching our determinations, whilst continuing to take account of the impact of our decisions on the budgets of authorities.

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<sup>2</sup> [Independent Remuneration Panel for Wales: annual report 2021 to 2022 | GOV.WALES](#)

<sup>3</sup> [Independent Remuneration Panel for Wales: review of remuneration for lay members of corporate joint committees | GOV.WALES](#)

## Chapter 2. Methodology

21. The Commission is committed to making evidence based decisions in respect of remuneration.
22. This year we prepared an evidence and research paper to pull together the various sources of information that the Commission considered in making its draft Determinations. This provided a wide range of data, evidence, and contextual factors to inform the Commission's decision-making process in relation to its Determinations for the 2026-27 financial year. This included:
  - Data on average UK and Wales weekly earnings, including ASHE.
  - 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
23. The full set of evidence and research considered will be published on our website.
24. We attended the WLGA Annual Conference 2025, and will continue to do so in future years, so that councillors and leaders can hear about the full range of the Commission's role, include remuneration, and discuss their views with us.
25. We also attended the Society of Local Council Clerks and One Voice Wales Joint Conference 2025 during the consultation period for our draft report, and spoke to them about trends in the claiming of allowances by members of community and town councils.
26. During the year we heard concerns about a few issues.
27. Leaders in some of the larger community and town councils felt that their role was deserving of greater remuneration than was currently offered. They thought that we might consider something more on a par with that paid to ordinary councillors in principal councils. We note this concern and will seek a more detailed view from the community and town council sector as part of our research for the 2027-28 report.
28. Co-opted and lay members of principal councils expressed a view that their remuneration has not been increased in some years, and that its value has been eroded as a result. We await the outcome of the Welsh Government review of public appointment rates so that we can consider what impact that should have for co-opted and lay members.
29. The Commission would like to thank all those that contributed to our deliberations either directly or through feedback on our draft report.

## Chapter 3. Consultation on the Draft Annual Remuneration Report 2026-27

30. We published our draft report on 23 September 2025 for an eight-week consultation, which closed on 18 November 2025.
31. Stakeholders and the public were asked to provide their feedback on our proposed determinations. A total of 26 responses were received, all by email to [remuneration@dbcc.gov.wales](mailto:remuneration@dbcc.gov.wales). The Commission would like to thank those who responded and acknowledges the low response rate. We will be reviewing our engagement with stakeholders as part of the wider work being undertaken for the next report.
32. The Commission considered the representations carefully before it formulated its final determinations. All representations are published on the Commission's website in line with our publication and redaction policy.
33. A number of responses expressed concern with our continued application of ONS data on median salaries in Wales, and the increase that has indicated for the final year of the local government electoral cycle. We recognise that concern and are committed to carrying out research on the range of measures available. We are retaining the link to ASHE for this report as we, and the Panel before us, committed to do for this cycle, but we will consult on the index to be used for increases across the next electoral cycle as part of the work towards our report for 2027-28.
34. The Commission has considered the feedback received and concluded that the draft determinations will be adopted for 2026-27. They are included in the next chapter of this report.

## Chapter 4. Determinations for 2026-27

35. The following determinations will apply to all payments due to be paid in the 2026-27 financial year.
36. Members retain the right to opt out of any payment, in full or in part. That is an individual decision for members. Authorities are not permitted to make a collective decision to opt out of mandatory payments.

### Determination 1/2026: Basic salary for elected members of principal councils

37. The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full-time equivalent of 3 days a week. The Commission has reviewed this time commitment, and no changes are proposed for 2026-27.
38. The Commission is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of principal councils. The Commission 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.
39. The Commission has determined that for the financial year 1 April 2026 to 31 March 2027 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 the all-Wales 2024 ASHE<sup>4</sup>, the latest figure available at the time of writing. The basic salary will be £21,044, an increase of 6.4% on 2025-26.

### Determination 2/2026: Salaries paid to senior, civic and presiding members of principal councils

40. 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.
41. The basic pay element will be uplifted in line with ASHE and the same uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5, giving all roles a 6.4% increase.
42. The salary of a leader of the largest (Group A) council will therefore be £78,917. All other payments have been determined with reference to this and are set out in Tables 1 and 2 below.

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<sup>4</sup> [Annual survey of hours and earnings: 2024 \[HTML\] | GOV.WALES](#)

Table 1: salaries payable to basic, senior, civic and presiding members of principal councils

Description	Amount
<b>Group A</b>	
Band 1 leader	£78,917
Band 1 deputy leader	£55,242
Band 2 executive member	£47,350
<b>Group B</b>	
Band 1 leader	£71,025
Band 1 deputy leader	£49,717
Band 2 executive member	£42,615
<b>Group C</b>	
Band 1 leader	£67,079
Band 1 deputy leader	£46,955
Band 2 executive member	£40,247
<b>All principal councils</b>	
Basic salary	£21,044
Band 3 committee chair (if paid)	£31,567
Band 4 leader of the largest opposition group	£31,567
Band 5 leader of other political groups (if paid) and deputy civic head	£25,253
Civic head (if paid)	£31,567
Deputy civic head (if paid)	£25,253
Presiding member (if paid)	£31,567
Deputy presiding member (basic only)	£21,044

Table 2: Council groups by population

Group A Population over 200,000	Group B Population 100,000 to 200,000	Group C Population up to 100,000
Cardiff	Bridgend	Blaenau Gwent
Rhondda Cynon Taf	Caerphilly	Ceredigion
Swansea	Carmarthenshire	Denbighshire
	Conwy	Isle of Anglesey
	Flintshire	Merthyr Tydfil
	Gwynedd	Monmouthshire
	Newport	Torfaen
	Neath Port Talbot	
	Pembrokeshire	
	Powys	
	Vale of Glamorgan	
	Wrexham	

There are no further changes to the payments and benefits paid to elected members.

## Determination 3/2026: Salaries for Joint Overview and Scrutiny Committee (JOSC) members

43. The salary of a chair of a JOSC will continue to be aligned to Band 3 and will be set at £10,522.
44. The salary of a vice-chair is set at 50% of the Chair and will be £5,261.
45. There are no other changes in this area.

## Determination 4/2026: Payments to NPA and FRA members

46. The 3 national parks in Wales; Eryri, Pembrokeshire Coast and Bannau Brycheiniog, were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a NPA for each park. NPAs 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.
47. The three 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.
48. In line with the Commission'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.
49. The remuneration for chairs will remain linked to a principal council Band 3 senior salary. Their role element will 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 Table 3.

Table 3: Payments to NPA and FRA members

<b>NPAs</b>	<b>Amount</b>
Basic salary for ordinary member	£5,936
Chair	£16,458
Deputy chair (where appointed)	£10,144
Committee chair or other senior post	£10,144
<b>FRAs</b>	<b>Amount</b>
Basic salary for ordinary member	£2,968
Chair	£13,490
Deputy chair (where appointed)	£7,177
Committee chair or other senior post	£7,177

50. Other than the above increases, there are no changes proposed this year.

## Determination 5/2026: Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

51. Principal councils, NPAs and FRAs must pay their co-opted members who have voting rights fees at the rates in Table 4 below.

52. All determinations in this section that relate to co-opted members will apply equally to CJC lay members with voting rights from 31 July 2024.
53. The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within 4 hours.
54. The Commission has determined there should be local flexibility for the appropriate 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.

Table 4: Fees for co-opted and lay members (with voting rights)

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
Lay chairs of CJs	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary lay members of CJs	£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 Principal Council Standards Committees	£26.25	£105	£210

### Determination 6/2026: Payments to community and town council (CTC) members

55. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:
- Up to £67.45 for each period not exceeding 4 hours.
  - Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.
56. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500
Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

Table 6: CTC groups by electorate

Group	Electorate
1	over 14,000
2	10,000 to 13,999
3	5,000 to 9,999
4	1,000 to 4,999
5	below 1,000

If the annual income or expenditure of a community or town council permanently exceeds £200,000, they will be moved to the next largest group.

## Chapter 5. Summary of determinations for 2026-27

### 1/2026

57. The basic salary for elected members of principal councils is set at £21,044.

### 2/2026

58. The salary of a leader of the largest (Group A) council will be £78,917. All other payments have been determined with reference to this and are set out in Table 1.

### 3/2026

59. The salary of a chair of a JOSOC will be set at £10,522. The salary of a vice-chair will be £5,261.

### 4/2026

60. The basic pay of NPA and FRA members has been increased as set out in Table 3.

### 5/2026

61. The fees for co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees are set out in Table 4.

### 6/2026

62. The optional financial loss compensation for CTC members is increased to:

- up to £67.45 for each period not exceeding 4 hours
- up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours

63. All other payments to members of CTCs are unchanged from previous years.

## Chapter 6. Current determinations from previous years

64. The following determinations are unchanged from previous years, but are restated here for completeness.

### Salaries payable to senior, civic and presiding members of Principal Councils

65. The limit on the number of senior salaries payable, known as the cap, remains in place. This is set out in Table 7 below.

Table 7: Maximum numbers of council membership eligible for payment of a senior salary

Council	Group	Number of councillors	Maximum senior salaries payable
Cardiff	A	79	19
Rhondda Cynon Taf	A	75	19
Swansea	A	75	19
Bridgend	B	51	18
Caerphilly	B	69	18
Carmarthenshire	B	75	18
Conwy	B	55	18
Flintshire	B	67	18
Gwynedd	B	69	18
Neath Port Talbot	B	60	18
Newport	B	51	18
Pembrokeshire	B	60	18
Powys	B	68	18
Vale of Glamorgan	B	54	18
Wrexham	B	56	18
Blaenau Gwent	C	33	16
Ceredigion	C	38	17
Denbighshire	C	48	17
Isle of Anglesey	C	35	17
Merthyr Tydfil	C	30	15
Monmouthshire	C	46	17
Torfaen	C	40	17

Group A councils: population over 200,000

Group B councils: population 100,000 to 200,000

Group C councils: population up to 100,000

### Restrictions on senior post remuneration

66. Posts within the principal council (Determination 7 of 2022)

- An elected member must not be remunerated for more than 1 senior post within their authority.
- An elected member must not be paid a senior salary and a civic salary.
- All senior and civic salaries are paid inclusive of basic salary.
- If a council chooses to have more than 1 remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be

divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.

## Restrictions on payment for posts outside the principal council

67. Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.
68. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA. (Determination 8 of 2022)
69. Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply. (Determination 9 of 2022)

## Support to elected members of principal councils

70. Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information. (Determination 10 of 2022)
71. Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members. (Determination 11 of 2022)

## Specific or additional senior salaries and assistants to the executive

72. Principal councils can apply for specific or additional senior salaries that do not fall within the current Framework (Determination 12 of 2022).
73. The Commission will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive (Determination 13 of 2022).
74. Guidance to local authorities on the application process was issued in April 2014.

## Local Government Pension Scheme

75. The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils (Determination 16 of 2022).

## Family absence provisions for elected members of principal councils

76. In this section, "family absence" refers to maternity, newborn, adoption and parental absences from official business.
77. These different categories are defined in [The Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#). The Welsh Government has published guidance on the different kinds of absence at [Absence from local authority meetings: family absence \[HTML\] | GOV.WALES](#).
78. An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance

record immediately preceding the commencement of the family absence. (Determination 17 of 2022)

79. When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence. (Determination 18 of 2022)
80. It is a matter for the authority to decide whether to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary if the authority so decides. (Determination 19 of 2022)
81. If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the IRPW's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to Merthyr Tydfil County Borough Council if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances. (Determination 20 of 2022)
82. Isle of Anglesey County Council was included in Determination 20 of 2022, but subsequent changes to the number of councillors for Isle of Anglesey County Council made its inclusion in this exception unnecessary.
83. When a council agrees a paid substitution for family absence the Commission must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution (Determination 21 of 2022).
84. The council's schedule of remuneration must be amended to reflect the implication of the family absence (Determination 22 of 2022).

### Sickness absence payments for senior salary holders of principal councils

85. The framework provides arrangements for long term sickness absence for senior salary holders. These arrangements are set out in the Annex to this report.

### Corporate Joint Committees (CJCs)

86. The payment of contribution to costs of care and travel and subsistence for CJC related activities has applied to all members of CJCs since 2022.
87. Payments to CJC co-opted lay members are covered below under the heading Co-opted Members of Principal councils, NPA and Fire and Rescue Authorities and lay members of Corporate Joint Committees.

### Payments to National Parks Authorities and Fire and Rescue Authorities

88. Members must not receive more than one NPA senior salary (Determination 27 of 2022).
89. A NPA senior salary is paid inclusive of the NPA basic salary (Determination 28 of 2022).
90. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed. Where this situation applies, it is the responsibility of the individual member to comply (Determination 29 of 2022).
91. Members must not receive more than one FRA senior salary (Determination 34 of 2022).
92. An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility (Determination 35 of 2022).
93. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply (Determination 36 of 2022).

## Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

94. Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate). (Determination 39, 2022)
95. Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. (Determination 41 of 2022)
96. Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting (Determination 5 of 2023).
97. Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member (Determination 42 of 2022).
98. Co-opted and lay members of relevant authorities with voting rights are also able to claim travel, subsistence, care and personal assistance payments as set out in the sections below.

### Travel and subsistence expenses

99. The rates of reimbursement of mileage, other travel costs and subsistence costs that can be claimed by members of principal councils, NPAs, FRAs, and their co-opted members, and to members of CJsCs and their lay members is set out below.
100. Community and Town Councils can opt to reimburse travel and or subsistence costs. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance.

### Mileage costs

101. Reimbursement must be at the current HM Revenue and Customs (HMRC) rates.<sup>5</sup>

### Other travel costs

102. All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

### Subsistence costs

103. The maximum rates for subsistence payments are set out below on the basis of receipted claims:
  - £28 per 24-hour period allowance for meals, including breakfast where not provided
  - £200 London overnight
  - £95 elsewhere overnight
  - £30 staying with friends and or family overnight

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<sup>5</sup> [Travel — mileage and fuel rates and allowances - GOV.UK](#)

## Costs of Care and Personal Assistance Payments

104. All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:
- formal (registered with Care Inspectorate Wales or equivalent) care costs to be paid as evidenced
  - informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation<sup>6</sup> at the time the costs are incurred
105. This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider (Determination 43 of 2022).

## Community and town councils

106. Reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. (Determination 8 of 2024)
107. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)
108. Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied. (Determination 46 and 47 of 2022)

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<sup>6</sup> [What is the real Living Wage? | Living Wage Foundation](#)

## Annex: sickness absence payments for senior salary holders of principal councils

The Commission's framework provides arrangements for long term sickness absence for senior salary holders as follows:

- Long term sickness is defined as certified absences in excess of 4 weeks.
- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil County Borough Council if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts, the statutory maximum).
- When an authority agrees a paid substitution, the Commission must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
- It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least 6 months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

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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 half day, full 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. Any claim over this cap must be agreed in advance and will be determined by the Monitoring Officer based on the reasons for the cap being exceeded.
- 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-imburement 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-imburement 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 2026-2027**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
All non senior/civic salary holders:	£21,044

**SENIOR SALARIES ENTITLEMENTS**

	<b>ROLE</b>	<b>MEMBER</b>	<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
1.	Leader		£71,025
2.	Deputy Leader and Cabinet Member for Social Services, Health & Wellbeing		£49,717
3.	Cabinet Member for Regeneration, Economic Development and Housing		£42,615
4.	Cabinet Member for Climate Change and Environment (currently Job share)		£31,829.50
5.	Cabinet Member for Climate Change and Environment (currently Job share)		£31,829.50
6.	Cabinet Member for Education and Youth Services		£42,615
7.	Cabinet Member for Resources		£42,615
8.	Cabinet Member for Finance and Performance		£42,615
9.	Chairperson Corporate Overview and Scrutiny Committee		£31,567
10.	Chairperson Education and Youth Services Overview and Scrutiny Committee		£31,567
11.	Chairperson Communities, Environment and Housing Overview and Scrutiny Committee		£31,567
12.	Chairperson Social Services, Health and Wellbeing Overview and Scrutiny Committee		£31,567
13.	Chairperson of Development Control Committee		£31,567
14.	Chairperson of Licensing Committee		£31,567
15.	Leader Of the Largest Opposition Group		£31,567

16.	Leader of an opposition group with at least 10% of the membership of the Council		£25,253
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)		£31,567
Deputy Civic Head (Deputy Mayor)		£25,253

### **ENTITLEMENT AS STATUTORY CO-OPTees**

ROLE	MEMBER	AMOUNT OF CO-OPTees 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
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**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 2025-26**

	<b>MILEAGE RATES</b>
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 2025/26**

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

Re-imbusement of alcoholic drinks is not permitted.

**Overnight Stay**

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

**SCHEDULE 4****Compliance**

- The Authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements 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.

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# Agenda Item 9

<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>11 MARCH 2026</b>
<b>Report Title:</b>	<b>INFORMATION REPORT FOR NOTING</b>
<b>Report Owner: Responsible Chief Officer</b>	<b>MONITORING OFFICER</b>
<b>Responsible Officer:</b>	<b>MARK GALVIN – SENIOR DEMOCRATIC SERVICES OFFICER - COMMITTEES</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the policy framework and procedure rules.</b>
<b>Executive Summary:</b>	<b>To update Council with an information report published since the last Council meeting</b>

## 1. Purpose of Report

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

## 2. Background

- 2.1 It was previously resolved to approve a revised procedure for the presentation to Cabinet and Council of Information Reports for noting.

## 3. Current situation / proposal

### 3.1 Information Report

The following Information Report has been published since the last meeting of Council:-

Title

Date Published

Governance and Audit Committee  
Annual Report 2024-25

4 March 2026

### 3.2 Availability of Document

The document has been circulated to Elected Members electronically via

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

#### **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 and Nature Implications**

6.1 There are no climate change and nature 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. Recommendation**

9.1 That Council acknowledges the publication of the report referred to in paragraph 3.1 above.

#### **Background documents**

None

<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>11 MARCH 2026</b>
<b>Report Title:</b>	<b>GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT 2024-25</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>CORPORATE DIRECTOR – FINANCE AND TRANSFORMATION  CABINET MEMBER FOR FINANCE AND PERFORMANCE</b>
<b>Responsible Officer:</b>	<b>ANDREW WATHAN HEAD OF REGIONAL INTERNAL AUDIT SERVICE</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no impact on the policy framework and procedure rules.</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• <b>The Governance and Audit Committee approved the Annual Report of the Governance and Audit Committee 2024-25 at its 30 October 2025 meeting and recommended it be presented to full Council for noting.</b></li> <li>• <b>This report demonstrates how the Governance and Audit 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.</b></li> <li>• <b>The Governance and Audit Committee has achieved this by concentrating on its core responsibilities during 2024-25.</b></li> <li>• <b>Members have demonstrated that they have held senior management to account for making improvements in the governance arrangements and the control environment, challenged officers and sought clarification and progress reports to obtain the assurances required to support continued good governance.</b></li> </ul>

## 1. Purpose of Report

- 1.1 The purpose of the report is to present the Governance and Audit Committee's Annual Report for 2024-25 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 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. The fourth lay member was appointed in August 2024 to Bridgend's Governance and Audit Committee; 8 elected Councillors were on the Committee during 2024-25. The Committee held 6 meetings during the municipal year and attendance was good for all members.

- 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.

2.6 Members have demonstrated that they have held senior management to account for making improvements in the governance arrangements and the control environment, challenged officers and sought clarification and progress reports to obtain the assurances required to support continued good governance.

### **3. Current situation / proposal**

3.1 **Appendix A** sets out the Governance and Audit Committee's Annual Report for 2024-25, how it has complied with its terms of reference, and outlines its performance during the year.

3.2 The outcome of the 2024-25 self-assessment process was reported in the previous annual report. As new members have joined the Committee since May 2025, this exercise will be run again for it to be more meaningful, with the results being incorporated into the Annual Report for Governance and Audit Committee for 2025-26.

3.3 The draft Annual Report for 2024-25 was presented and approved by the Governance and Audit Committee on 30 October 2025 and determined that it formed a balanced summary of the work undertaken by the Committee during 2024-25.

### **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 and Nature Implications**

6.1 There are no climate change or nature 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 Council note the Governance and Audit Committee's Annual Report 2024-25.

**Background Documents**

None



## **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 present it to full Council for them to consider whether it forms a balanced summary of the work undertaken by the Committee during 2024/25.
- 1.2 On behalf of the Governance and Audit Committee the Annual Report for 2024/25 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 provide assurance to the Council with regard the effective governance of financial affairs and other matters by the Authority.

## **2. RECOMMENDATIONS**

- 2.1 That the Governance and Audit Committee's Annual Report for 2024/25 is submitted for consideration by the Committee. The report sets out that, over this period, the Committee has fulfilled its role as defined within its terms of reference.
- 2.2 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 2024/25 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. The

fourth and final lay member was successfully appointed to Bridgend's Governance and Audit Committee in August 2024; 8 elected councillors were on the Committee during 2024/25. The Committee held 6 meetings during the municipal year, with good attendance from all members; member attendance records are shown at **Appendix 5**.

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 2024/25 are shown in the forward work plan as at **Appendix 2**.

#### **4. WORK DELIVERED IN 2024/25**

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 2024/25 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 2023/24 was reported to the Governance and Audit Committee in September 2024; the Committee endorsed it and recommended its certification by the Leader of the Council and the Chief Executive for inclusion within the Council's 2023/24 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; they felt the report would benefit from a narrative on the actions taken to address the six *Limited Assurance* internal audit opinions.

#### 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 The Council's Internal Audit Service is provided by the Regional Internal Audit Service, hosted by the Vale of Glamorgan Council and provides the internal audit function to three local authorities: Bridgend County Borough Council, Merthyr Tydfil County Borough Council and Vale of Glamorgan Council.

4.3.2 An assessment of key risks and changes in service delivery arrangements were taken into account as part of compiling the Internal Audit Annual Strategy and Risk Based Internal Audit Plan 2024/25.

4.3.3 The Internal Audit Annual Plan for 2024/25 was reported to, and approved by, the Governance and Audit Committee (June 2024). 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; they stressed the importance of the high priority audits.

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 2024/25.

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. Members asked for meetings apart from formal meetings and a training event to be considered.

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 4 *Limited Assurance* audit reports were issued in 2024/25 which were reported to the Governance and Audit Committee within Internal Audit's (IA) 'Progress against the IA Risk Based Plan 2024/25 reports during the year. There were no 'No Assurance' reports issued.

4.4.2 Following the *Limited Assurance* opinions issued, Members invited the Chief Executive, the Director – Education, Early Years & Young People and Corporate Director – Communities into Committee to answer questions and respond to specific issues 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 2023/24 was reported to Committee in June 2024.

4.4.6 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.

#### 4.4.7 With regard to the risks of fraud and corruption:

- In July 2024 the Annual Corporate Fraud Report 2023/24 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 were interested in further information around blue badges, the methodology for calculating savings, repeat offenders, civil enforcement officers, any targeted approach, costs and benefits of having more fraud officers and potential fraud in relation to contracts; they 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 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 business continuity of the replacement system for Care Director (WCCIS) and the Capita One system for education. They challenged the risks around the council being unable to deliver transformation and major service change, including projects and agreed financial savings and the financial fragility of schools in the Borough.

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 2023/24 (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; they provided comments, feedback and improvements.

- 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 and requested that some matters be referred to scrutiny.
- 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 2023/24 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 materiality, contributions to the Awen Cultural Trust, unfunded pension scheme liabilities, sustainability of the Council's reserves and risks associated with not delivering a balanced budget
- 4.6.2 Following review by Committee, the Council's 2023/24 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 discussed borrowing levels, impact on the Council's liquidity or overall financial health of the reduction in investment balances and noted the Treasury Management activities and indicators.
- 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 Audit Wales 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 provide opportunity to seek clarity / further information where deemed necessary.
- 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 discussed the content of these reports and raised matters around challenges associated with recruiting staff in local government, concept of materiality and the identification of material misstatements, arrangements around delegated decision-making, risks associated with the scheme of delegation along with a broader view of what a partner organisation could be in writing the next corporate plan

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 during 2024/25 in order to assess the existing skills, knowledge and areas of expertise of members and to identify any gaps or training requirements. Feedback received during 2024/25 was reported in the previous annual report.

5.2 As new members have joined the Committee since May 2025, this exercise will be run in December 2025 for it be more meaningful, with the results being incorporated into the Annual Report for Governance and Audit Committee for 2025/26.

5.3 As stated above, the Governance and Audit Committee operated with its full quota of lay members for the majority of 2024/25. 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 4**.

## 6. CONCLUSIONS

6.1 During 2024/25 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 Previously the Annual Report included the results of the self-assessment undertaken against the checklist included within the CIPFA Guidance. As new members have joined the Committee, the self-assessment will be carried out in December 2025.

**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.*

**GOVERNANCE AND AUDIT COMMITTEE FORWARD WORK PROGRAMME 2024-25**

	Frequency	06 June 2024	19 July 2024	26 September 2024	28 November 2024	30 January 2025	24 April 2025
<b>Standing Items</b>							
Governance and Audit Committee Action Record	Each meeting	✓	✓	✓	✓	✓	✓
Audit Wales Governance and Audit Committee Reports	Each meeting	✓	✓	✓	✓	✓	✓
Updated Forward Work Programme	Each meeting	✓	✓	✓	✓	✓	✓
<b>Annual Accounts</b>							
Statement of Accounts 2023-24 (unaudited)	Annually		✓				
Porthcawl Harbour Return 2023-24 (unaudited)	Annually		✓				
Going Concern Assessment	Annually	✓					
Audit Enquiries Letter	Annually	✓					
Audit Wales Letter On Matters Arising From The 2023-24 Audit	Annually			✓			
Audited Statement of Accounts and Annual Governance Statement	Annually			✓			
Porthcawl Harbour Return (audit letter)	Annually			✓			
<b>Governance</b>							
Annual Governance Statement	Annually		✓				
Half Year Review of the Annual Governance Statement	Annually				✓		
Code of Corporate Governance	Annually						✓
Audit Wales Annual Audit Plan ( <i>included in Audit Wales Governance and Audit Committee Reports item</i> )	Annually						✓
Annual Audit Summary ( <i>included in Audit Wales Governance and Audit Committee Reports item</i> )	Annually					✓	
<b>Internal Audit Reports</b>							
Annual Internal Audit Report 2023-24	Annually	✓					
Internal Audit Shared Service Charter	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.

	<b>Establishment / System / Service</b>	<b>Date of G&amp;AC</b>	<b>G&amp;AC Recommendations</b>	<b>Subsequent Action</b>
1	School Vehicles	September 2023	<ul style="list-style-type: none"> <li>- That the Corporate Director - Education, Early Years &amp; 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</li> </ul>	<ul style="list-style-type: none"> <li>- a copy of the letter sent to schools by the Corporate Director - Education, Early Years &amp; Young People was circulated to G&amp;AC members</li> <li>- the Chief Executive and the Corporate Director - Education, Early Years &amp; Young People attended GAC in June 2024 and provided further assurances</li> </ul>
2	Internal Audit <i>Limited Assurance</i> opinions	June 2024	<ul style="list-style-type: none"> <li>- Responses from service managers and directors to be brought to the next meeting of the Committee re Procurement Tender Evaluation &amp; Award and Recycling and Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>- to be monitored as part of the IA follow up audit process</li> </ul>
3	Internal Audit recommendations	September 2024	<ul style="list-style-type: none"> <li>- That the responsible Director and/or heads of service are expected to complete the outstanding agreed actions by the due date stated in the appendices</li> <li>- The responsible Cabinet Member, Director and/ or heads of service responsible for parking enforcement should attend the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Directors' updates were provided within the IA Recommendation Monitoring Report July 2025</li> </ul>
4	Internal Audit recommendations	November 2024	<ul style="list-style-type: none"> <li>- Responsible officers and the relevant Cabinet Member, attend the next meeting re Home To Work Mileage in Council Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>- The Corporate Director Communities attended GAC January 2025.</li> </ul>
5	Internal Audit recommendations – implementation	April 2025	<ul style="list-style-type: none"> <li>- Appropriate Cabinet Member, Corporate Director, and responsible officers be invited to a special meeting of the Governance and Audit Committee to review and discuss three issues highlighted in the</li> </ul>	<ul style="list-style-type: none"> <li>- The Corporate Director Communities attended GAC June 2025.</li> <li>- Directors' updates were provided within the IA</li> </ul>

	<b>Establishment / System / Service</b>	<b>Date of G&amp;AC</b>	<b>G&amp;AC Recommendations</b>	<b>Subsequent Action</b>
			following reports: Home to Work Mileage in Council Vehicles, Parking Enforcement, and the Porthcawl Harbour Annual Return.	Recommendation Monitoring Report July 2025

**Pen Pictures of the Lay Members of the Governance and Audit Committee –2024/25**

**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.

<b>Members In Attendance</b>							<b>Members' Attendance Rate</b>
<b>Committee Date</b>	<b>Committee Date</b>						
	<b>06-Jun-24</b>	<b>19-Jul-24</b>	<b>26-Sep-24</b>	<b>28-Nov-24</b>	<b>30-Jan-25</b>	<b>24-Apr-25</b>	
<b>Members</b>							
Gareth Chapman * (Chair)	✓	✓	✓	✓	✓	✓	100%
Andrew Bagley * (Vice Chair)	A	✓	A	✓	✓	✓	67%
Biodon Olorunnisola *	✓	✓	✓	✓	✓	✓	100%
Deb Austin *			✓	✓	✓	✓	
Cllr N Clarke	✓	✓	✓	✓	✓	✓	100%
Cllr C Davies	A	✓	✓	✓	✓	✓	83%
Cllr S Easterbrook	A	✓	✓	✓	A	✓	67%
Cllr RM Granville	✓	✓	✓	✓	✓	✓	100%
Cllr SJ Griffiths	✓	✓	✓	✓	✓	✓	100%
Cllr ML Hughes	✓	✓	✓	✓	✓	A	83%
Cllr RJ Smith	✓	✓	✓	✓	A	A	67%
Cllr MJ Williams	✓	✓	✓	✓	✓	✓	100%
<b>Members in Attendance</b>	9	12	11	12	10	10	
<b>Members on Committee</b>	12	12	12	12	12	12	
Attendance Ratio	75%	100%	92%	100%	83%	83%	89%
<b>Cabinet Members / Other Councillors</b>							
Cllr J Spanswick (Leader)				✓	✓		
Cllr J Gebbie					✓		

\* Lay Member  
A Apologies

G&AC comprises of 4 x lay members and 8 x councillors  
Members on Governance & Audit Committee (as per published agendas):

Cllr N Clarke	Lay Members *
Cllr C Davies	
Cllr S Easterbrook	Gareth Chapman * (Chair)
Cllr RM Granville	Andrew Bagley * (Vice Chair)
Cllr SJ Griffiths	Biodon Olorunnisola *
Cllr ML Hughes	Deb Austin * appointed in August 2024
Cllr RJ Smith	
Cllr MJ Williams	