

This protocol provides useful information to assist you in your roles with the Governance & Audit Committee, Education and Youth Services Overview and Scrutiny Committee and the Standards Committee.

1. Democracy and Boundary Commission Cymru (DBCC)

- 1.1 The DBCC set the rules and levels of remuneration across Wales for Councillors and Co-opted Members. The latest DBCC Annual Report may be viewed at: <https://www.dbcc.gov.wales/remuneration>
- 1.2 The Annual Report determines that there should be local flexibility for the Monitoring 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 several short meetings, provided they are statutory Co-optees with voting rights.
- 1.3 The DBCC Payment Rates 2026-27 for Statutory Co-opted Members:

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of Standards, & Governance & Audit Committees	£33.50	£134.00	£268.00
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committee; Education and Youth Services Overview and Scrutiny Committee; Governance & Audit Committee	£26.25	£105.00	£210.00
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105.00	£210.00

- 1.4 A half day meeting is defined as up to 4 hours. A full day meeting is defined as over 4 hours

2. Statutory Co-opted Member Payment – Claiming

- 2.1 Claims must relate to attendance at Committees, Working Groups, Pre-Meetings with Officers present, Training and Attendance at Conferences. Attendance must be approved in advance by the Monitoring Officer.
- 2.2 All claims must be detailed and submitted using the appropriate form, attached at **Appendix 1**, and submitted to the Senior Democratic Services Officer – Support via the ‘membersbcbc’ email address:
membersbcbc@bridgend.gov.uk

Meeting Claims

- 2.3 The Council has approved the schedule of meetings which has Governance & Audit Committees and Education and Youth Services Overview and Scrutiny Committee scheduled for three hours. For the Standards Committee it will be confirmed in advance by the Monitoring Officer whether the meeting will likely be a half day or full day, for the purpose of claiming.

Other Claims

- 2.4 **Any claims beyond those made for scheduled meetings are to be determined on an hourly basis.**

Preparation

- 2.5 Based on the time allocated for the Governance and Audit Committee and the Education and Youth Services Overview and Scrutiny Committee, the Monitoring Officer has determined that 1.5 hours preparation time will be sufficient for most meetings.
- 2.6 There will be occasion where there will be a longer agenda which will require additional preparation, and this will be dealt with on a case-by-case basis.
- 2.7 For the Standards Committee, preparation time will be determined by the Monitoring Officer in advance of each meeting and will be dependent upon items on the agenda.

Travel time, Pre-meetings, Training, Working Groups, Officer Meetings etc.

- 2.8 Claims for anything such as travelling, pre-meetings, training, working groups or any meetings with Officers will similarly be paid on an hourly basis, must be detailed in the claim form and will be subject to checks.

Capped Time

- 2.9 Co-optees’ payments will be capped at 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.

3. Reimbursement of Travel Expenses for Official Business

- 3.1 The DBCC Annual Report has determined the mileage rates that can be claimed for travel shall be in line with HMRC rates:

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

- 3.2 As a Co-opted Member you are entitled to make Travel Expenses claims.
- 3.3 All claims **must** be accompanied by a valid Fuel VAT receipt. **All claims must be made within 3 months of the date of the meeting.** Failure to do so in either case will result in no payment being made.

4. Contribution towards Costs of Care & Personal Assistance (CPA)

- 4.1 Co-opted members are entitled to a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) & for personal assistance needs:
- **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 hourly rates as defined by the **Living Wage Foundation** at the time the costs are incurred.
- 4.2 CPA must be for additional costs incurred by Members to enable them to carry out Official business or approved duties. Care costs cannot be paid to someone who is a part of a member's household and payment shall only be made on production of receipts from the care provider.

5. Code of Conduct

Co-opted Members are subject to Bridgend County Borough Council Code of Conduct.

6. Useful Links

- [Democracy and Boundary Commission Cymru Annual Remuneration Report 2026-27](#)