

# Document Pack



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**WEDNESDAY, 22 NOVEMBER 2017**

**TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN AT 10.00AM, ON WEDNESDAY, 29<sup>TH</sup> NOVEMBER, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

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<p><b>DEMOCRATIC SERVICES COMMITTEE</b> <b>MEMBERSHIP – 5 MEMBERS</b></p>
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**PLAID CYMRU GROUP 2 MEMBERS**

1. Councillor Tyssul Evans [Vice-Chair]
2. Councillor Dai Thomas

**LABOUR GROUP 2 MEMBERS**

1. Councillor Rob James [Chair]
2. Councillor Shahana Najmi

**INDEPENDENT GROUP 1 MEMBER**

1. Councillor Jim Jones

# A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. **CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY  
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Councillor Giles Morgan, Chair of the Chairs and Vice-Chairs of Scrutiny forum has been invited to attend the meeting to present the report.
4. **INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW)  
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## DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

### CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION – ANNUAL REPORT 2016/17

#### Recommendations / Key decisions required:

- That the Democratic Services Committee considers the Scrutiny Function's Annual Report for 2016/17.

#### Reasons:

- To provide the Democratic Services Committee with an overview of the Council's Scrutiny Function and the respective Scrutiny Committees' work during the 2016/17 municipal year.

Relevant scrutiny committee to be consulted:	NOT APPLICABLE
Executive Board Decision Required:	NO
Council Decision Required:	NO

#### Relevant Executive Board Member Portfolio Holder(s): N/A

Cllr. Giles Morgan (Chair of the Chairs & Vice-Chairs of Scrutiny Forum / Policy & Resources Scrutiny Committee)

<b>Directorate:</b> Chief Executive's  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author:</b> Gaynor Morgan	<b>Designations:</b>  Head of Administration & Law  Head of Democratic Services	<b>Tel Nos. / E-Mail Addresses:</b>  01267 224010 <a href="mailto:Lrjones@carmarthenshire.gov.uk">Lrjones@carmarthenshire.gov.uk</a>  01267 224026 <a href="mailto:GMorgan@carmarthenshire.gov.uk">GMorgan@carmarthenshire.gov.uk</a>
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## EXECUTIVE SUMMARY

### DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

#### CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION – ANNUAL REPORT 2016/17

Scrutiny plays a key role in promoting accountability in the decision making process of local authorities. It is also useful in ensuring that council policies reflect current priorities, as well as promoting efficiency and encouraging partnership working with external agencies.

Carmarthenshire County Council has 5 scrutiny committees who normally meet on a 6 weekly basis.

The attached report provides an overview of the Council's Scrutiny Function and makes specific reference to the work of the 5 Scrutiny Committee's

- Policy & Resources
- Community
- Education & Children
- Environmental & Public Protection
- Social Care & Health

**DETAILED REPORT ATTACHED?**

**YES**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: **Linda Rees Jones**

**Head of Administration and Law**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The Scrutiny function has an important role in helping the Council to achieve its expressed aims:

- People in Carmarthenshire are healthier
- People in Carmarthenshire fulfil their learning potential
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire's communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy

### 2. Legal

Article 6.2 of the County Council's Constitution states that a scrutiny committee must:

*"Prepare an annual report giving an account of the Committee's activities over the previous year."*

Each Committee has prepared individual annual reports which have been combined in this report of scrutiny activity during 2016/17 to the Democratic Services Committee.

### 3. Risk Management

- An ineffective scrutiny function could undermine the Council's corporate governance arrangements and lead to poor quality decision making.
- Lack of progress in enhancing the role of scrutiny will impact on its effectiveness and esteem within the Council.

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees Jones      Head of Administration & Law

**1. Scrutiny Committee(s)** – This report contains information from the individual scrutiny committee annual reports, received by the relevant committees September/October 2017.

**2. Local Member(s)** – N/A

**3. Community / Town Council** – N/A

**4. Relevant Partners** – N/A

**5. Staff Side Representatives and other Organisations** – N/A

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Scrutiny Committee information and links to Annual Reports for 2016/17.	Scrutiny information page:-  Cymraeg:-  <a href="http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/scrutiny.aspx#.WgV9eE27KAq">http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/scrutiny.aspx#.WgV9eE27KAq</a>  Agendas and Minutes  <a href="http://democracy.carmarthenshire.gov.wales/mgListCommittees.aspx?bcr=1">http://democracy.carmarthenshire.gov.wales/mgListCommittees.aspx?bcr=1</a>
Local Government (Wales) Measure 2011	<b>English</b> – <a href="http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_en.pdf">http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_en.pdf</a> <b>Cymraeg</b> – <a href="http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_we.pdf">http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_we.pdf</a>
Council Constitution	<a href="http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution.aspx#.WgV87E27KAq">http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution.aspx#.WgV87E27KAq</a>





# **Carmarthenshire County Council's Scrutiny Function**

**ANNUAL REPORT 2016/17**

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## Foreword

I am pleased to present this Annual Report for Carmarthenshire County Council's Scrutiny Function for the 2016/17 municipal year. The Annual Report provides a useful opportunity to reflect on the work of the Council's Scrutiny Committees during the past year. To recognise the achievements and identify where improvements could be made. This analysis is instrumental in developing the work of scrutiny and to inform the Forward Work Programmes for the upcoming year.

It has continued to be a challenging period for the Council, particularly with the unprecedented budget situation faced by all local authorities in Wales. All the scrutiny committees have played their part in terms of scrutinising performance and contributing to key council policies and decisions.

A number of joint meetings were held during the past year, which allowed a number of cross-cutting issues to be discussed and scrutinised by committees. Joint meetings are beneficial as they help to pool the expertise found on different committees and improve the knowledge of members on important topics. For the first time, a "Super Scrutiny" meeting was held in February 2017 to consider Council's Well-being Objectives for 2017/18. This type of meeting assisted with reducing duplication in terms of both papers and officer time, as the report was cross cutting and relevant to all scrutiny committees. Further opportunities for streamlining processes will be considered going forward.

It is noteworthy that there was public participation at meetings of the Education & Children Scrutiny Committee during 2016/17. Parents and community representatives from Llangennech addressed the Committee with a series of questions in relation to the Council's Modernising Education Programme. Members encourage public engagement in scrutiny and hopefully there will be further engagement in the future.

I would like to take this opportunity to thank all members of the Scrutiny Committees during 2016/17 for their constructive input and to the Chairs and Vice-Chairs for the way they managed their Committees. I have no doubt that 2017/18 will also be a challenging year and Members will continue to be dedicated to effective scrutiny. I would also like to express my sincere thanks and appreciation to our partners for their participation in the scrutiny process and on a personal note, I look forward to inviting PSB partners to meetings of Policy & Resources Scrutiny Committee.

Finally I would like to thank all the officers who have provided support, advice and guidance throughout the year, particularly those in the Democratic Services Unit.

Cllr. Giles Morgan  
Chair of Chairs & Vice-Chairs of Scrutiny Forum and  
Carmarthenshire County Council's Scrutiny Champion

## Scrutiny in Carmarthenshire

Scrutiny plays a key role in improving the services that the people and children of Carmarthenshire use. The majority of decisions are made by the Executive Board of 10 county councillors. Scrutiny offers the other 64 councillors an opportunity to influence those decisions and act as a 'critical friend'. It is also useful in ensuring that Council policies respect current priorities, as well as promoting efficiency and encouraging effective partnership working with external bodies. Scrutiny Committees' main roles and responsibilities are to:

- Examine how well the Executive Board and Council are performing.
- Hold the Executive Board to account and seek to promote open and transparent decision-making.
- Monitor the performance of the Council's services and functions.
- Review decisions made by the Executive Board where appropriate.
- Assist the Executive Board in the development, monitoring and review of policy.
- Scrutinise, as a key element of the consultation process, the proposed revenue budget strategy and capital investment programmes.
- Enable the participation of external organisations and partners in consideration of issues that may impact upon the delivery of Council and countywide priorities.

All non-executive councillors can be appointed to at least one Scrutiny committee, depending on their specialist interests or expertise.

Carmarthenshire County Council has 5 Scrutiny Committees:

- Policy & Resources
- Community
- Education & Children
- Environmental & Public Protection
- Social Care & Health

The Committees normally meet 8 times a year on a 6 weekly basis to consider issues and reports included in a scrutiny forward work programme, which is developed at the beginning of the municipal year. Additional meetings are sometimes arranged if required and special or joint meetings may be held to consider urgent or cross-cutting issues.

The Scrutiny Committees are politically balanced to reflect, as far as possible, the political composition of the Council as a whole. The Chairs and Vice-Chairs of Scrutiny Committees are appointed at the beginning of each municipal year for a period of one year (e.g. May 2016 to April 2017) by Council. They also participate in the Chairs and Vice-Chairs of Scrutiny Forum which meets on a quarterly basis to oversee the strategic direction of Scrutiny.

## The Scrutiny Committees

### Standard Scrutiny Monitoring Reports / Items

All scrutiny committee receive the following monitoring reports as standard and have previously agreed the frequency and format of these reports.

**Performance Management Reports** - One of the principal roles of a scrutiny committee is to monitor the performance of services and functions under its remit. They undertake this work mainly through the consideration of half-yearly performance monitoring report, which provide a balanced picture of performance. In addition, the committees receive business plans and compliments and complaints monitoring information.

**Revenue & Capital Budget Monitoring Reports** – Each scrutiny committee receives half yearly reports on the revenue and capital budgets for the services within their remit.

**Actions & Referrals Updates** - During the course of the municipal year several recommendations and requests for additional information are made by scrutiny committees to assist them in discharging their scrutiny role. Quarterly action and referral reports are produced to provide an update on progress against the recommendations and actions requested.

### Community Scrutiny Committee

The Community Scrutiny Committee has 13 members and its remit covers:

- Housing – Social and Private Sector
- Planning Policy
- Community Regeneration including physical and rural development
- Economic Development
- European and Externally Funded Programmes
- Libraries
- Arts and Theatres
- Museums and Archives
- Countryside facilities
- Sports, Leisure and Recreation

**Committee meetings** – During 2016/17 the Committee considered reports on a wide range of topics including:

- Development of the new Carmarthenshire Archive Service
- National Licensing of Landlords and Agents
- Actif Fitness Provision
- Community Infrastructure Levy
- Annual Performance Report (Planning)
- Annual Performance Monitoring Report 2015/16 – Carmarthenshire Local Development Plan
- Leisure Services Annual Update
- Burry Port Harbour – Future Maintenance
- Welsh Public Library Standards Annual Report 2015-16: Carmarthenshire

- Affordable Homes New Build Programme Phase 1 2016/17
- Review of Access to Social Housing Policy
- Carmarthenshire County Council guidance and service level agreement on chargeable pre-application and post consent advice in relation to Nationally Significant Infrastructure Projects (Planning Act 2008) and Developments of National Significance (Planning (Wales) Act 2015)

The Committee was also consulted on the following issues:

- Carmarthenshire County Council's Annual Report 2015/16 and Improvement Plan 2016/17
- Annual Revenue Budget Consultation
- Five year Capital Programme – 2017/18 – 2021/22
- Housing Revenue Account and Housing Rent Setting 2017/18 (Revenue and Capital)
- The Carmarthenshire Homes Standard Plus (CHS+) 'Delivering What Matters'
- Draft Local Development Order – Llanelli Town Centre

**Task and Finish Work** - During 2016/17, the Committee held a joint meeting with the Planning Committee to consider a progress report on the recommendations of the Community Scrutiny Committee's Task and Finish review of Planning Enforcement and Protocols. The Committees were satisfied that progress was being made against the recommendations.

The Committee monitored the Action Plan from the review of Empty Properties in Carmarthenshire and received a progress report on the recommendations. A seminar had also been held to brief members on the Council's approach, challenges and achievements in returning empty properties back to use and raising awareness of that work.

The Committee did not undertake a task and finish review during 2016/17, however, the Committee had started to consider establishing a Task and Finish Group to look at large empty buildings (i.e. old churches/chapels and halls) that were blighting town centres, and the options available for their conversion. The Ammanford Task Group was charged with undertaking a pilot of such properties in the Ammanford area, and a report on its findings was to be presented to the Committee at a later date prior to a formal decision being taken on whether to progress with a formal task and finish group. The Committee will receive a report on its findings in 2017/18

The Committee, undertook site visits to the following museums and libraries during 2016/17:

- Abergwili Museum
- Carmarthen Library
- Llanelli Library
- Kidwelly Heritage Museum
- Ammanford Library
- Bro Aman Heritage Museum
- RNLI Life Saving Centre Burry Port

The Committee found these visits provided a very useful insight and assistance in scrutinising reports. For example, in understanding the range of services provided by libraries and the importance of accessibility in terms of both physical access and access to on-line provision. The Committee's visits to the museums will also assist members in their scrutiny of the Museums Strategy which has been identified within the Forward Work Programme for 2017/18.

## **Education & Children Scrutiny Committee**

The Education & Children Scrutiny Committee has 19 members and five of these are Co-opted Members. Only the Education & Children Scrutiny Committee has co-opted members and they represent:

- Parent Governor Member for Area 1 – Dinefwr
- Parent Governor Member for Area 2 – Carmarthen
- Parent Governor Member for Area 3 – Llanelli
- Roman Catholic Church Representative
- Church in Wales Representative

The Committee's remit covers:

- Educational Standards & School Performance
- Inclusion & Additional Learning Needs
- Welsh Medium Education
- School Modernisation
- Adult Community Learning
- Youth Services
- Youth Offending
- School meals
- Children's Services including Social Services & Family Support Services

**Committee meetings** – During 2016/17 the Committee considered reports on a wide range of topics including:

- Annual Report of the Statutory Director of Social Services on the effectiveness of Social Care Services in Carmarthenshire 2015/16 (Joint with Social Care & Health)
- Play Sufficiency Assessment and Action Plan 2016
- 11-19 Learning Network Update
- Youth Support Services Business Plan 2016/17
- Partnership Arrangements Established in West Wales under Part 9 of the Social Services and Wellbeing (Wales) Act 2014 and the West Wales Population Assessment (Joint with Education & Children)
- Examination and Teacher Assessment Results and Provisional School Attendance Data
- ERW Business Plan
- School Improvement Panel
- Categorisation of Schools
- CSSIW Inspection of Children's Services in Carmarthenshire County Council
- Corporate Parenting Update

- Reforming the Provision of Support for Learners with Additional Learning Needs (ALN)
- Carmarthenshire's Welsh in Education Strategy (WESP) – 2016/17
- Carmarthenshire Curriculum Declaration

It was also consulted on the following matters:

- Carmarthenshire County Council's Annual Report 2015/16 and Improvement Plan 2016/17
- Modernising Education Programme (MEP) Biennial Review
- Modernising Education Programme (MEP) – Proposals to Discontinue Llangennech Infant School and Llangennech Junior School and Establish Llangennech Community Primary School
- Modernising Education Programme (MEP) – Proposal to Change the Language Category of Ysgol Bro Myrddin from Bilingual (2A) to Welsh-Medium (WM)
- Revenue Budget Strategy Consultation 2017/18 to 2019/20
- Five Year Capital Programme—2017/18—2021/22

**Task & Finish Review** - The Committee did not undertake a task and finish review during 2016/17 as its previous review of the attainment gap and learners eligible for free school meals, carried over into 2016/17. The Task & Finish Group published this particular report in January 2017. The Chairman of the Committee presented the findings of the Review to the Executive Board in April 2017 and the Executive Board endorsed the recommendations.

**Site Visits** - In addition to its regular meetings, the Committee also continued with the programme of school visits and visited 5 schools between May 2016 and April 2017. The visits provide members with a better understanding of the work being undertaken within schools in the County and the challenges they face.

Following its visit to Cwrt Henri in October 2015, the Committee had visited all the County's primary, secondary and special schools, along with the 3 integrated family centres, since the programme commenced in 2009/10. In 2016/17 it began re-visiting schools, linking in with the School Improvement Panel's work programme and the Authority's Modernising Education Programme proposals. With the recent changes to the Committee the opportunity was taken to consider the future format and focus of the visits. The Committee has decided to continue with the visits and to do so on a rota basis that will commence in January 2018. The main focus will be on school improvement.

**Public Engagement** - The Committee received several questions from members of the public, at two of its meetings, in relation to the Modernising Education Programme (MEP) Proposal to discontinue Llangennech Infant School and Llangennech Junior School and establish Llangennech Community Primary School. This was a contentious issue and all questions submitted within the agreed timescales were heard and responded to by the Committee. Scrutiny provided a platform for members of the public to voice their views and public engagement in the democratic process is encouraged by all members of scrutiny.



## Environmental & Public Protection Scrutiny Committee

The Environmental & Public Protection Scrutiny Committee has 14 members and its remit covers:

- Visible front line services (e.g. highways, street cleaning, waste and recycling services, town-centre management, grounds maintenance, public conveniences, bus shelters and maintenance of car parks)
- Regional Waste Plan
- Transport
- Trading Standards
- Vehicle Maintenance
- Road Safety
- On/Off Street and Residents' Car Parking
- Conservation
- Shoreline Management & Coastal Protection
- Contaminated Land
- Public Protection (Air Pollution, Trading Standards, Pest control & Environmental Health)
- Community Safety issues —identified in the Corporate Community Safety and Crime and Disorder Reduction Strategies, working with the relevant partners
- Environmental Enforcement (e.g. litter, dog fouling)
- Planning Enforcement
- Pest Control

**Committee meetings** - In addition to its regular monitoring reports, the Committee requested and received a number of reports on areas of specific concern and interest, such as:

- Food Hygiene
- Review of Led Conversion Project
- Trading Standards Update
- AQMA Update
- Enforcement Update
- Area Planning Board Drug and Alcohol Misuse Strategy Annual Report 2015/16 (Joint with Social Care & Health)
- Community Safety Partnership Annual Report 2015/16
- Prioritisation Model for Highway Infrastructure and Road Safety Improvements
- Kerosene Oil Spill, Nantycaws, Carmarthen - October 2016

It was also consulted on:

- Carmarthenshire County Council's Annual Report (2015/16) and Improvement Plan (2016/17)
- Annual Revenue Budget Consultation
- Carmarthen County Council's Environment Act Forward Plan
- Animal Establishment and Licensing Fees
- Kerbside Green Waste Collection

**Task and Finish Review** - The Committee did not undertake a task and finish review during 2016/17. However, at its meeting on the 13th May 2016, the Committee considered the final report of the Task & Finish Group it had established on 15th May 2015. The Group had researched the different approaches to car parking charges that could be applied in the County. The review culminated in the formulation of 11 recommendations to be presented to the Executive Board.

**Development Sessions** - No specific development sessions were held for the Committee during 2016/17, however, the Committee identified the following Development sessions and resolved to incorporate them into the post-election Member Induction Programme:-

- Financial Education Safeguarding Scheme Seminar
- Corporate Manslaughter training

## **Policy & Resources Scrutiny Committee**

The Policy & Resources Scrutiny Committee has 13 members and its remit covers:

- Corporate Policy, Strategy and Performance Monitoring
- Cross-cutting issues
- Sustainable Development
- Finance
- Property
- Information Technology
- Communications
- Customer Services
- Audit
- Procurement
- Non-housing maintenance
- Organisational Development
- Human Resources
- Emergency Planning
- Public Service Board (PSB)

**Committee meetings** - Reports considered by the Committee this year included:

- Third Sector Funding Review
- Asset Transfer Annual Report 2015/16
- End of Year Treasury Management and Prudential Indicator Report 2015/16
- Transform, Innovate & Change (TIC) Programme Annual Report 2015/16 and Business Plan 2016/17
- Spend on External Consultants 2015/16
- Corporate Asset Management Plan 2016 – 2019
- Carmarthenshire's Ageing Well Plan 2015/16 – Annual Report

It was also consulted on:

- Carmarthenshire County Council's Annual Report 2015/16 and Improvement Plan 2016/17
- Annual Revenue Budget Consultation
- Carmarthenshire Well-Being Assessment 2016/17
- Strategy to Promote the Welsh Language
- Portable Device Usage Policy
- Treasury Management Policy and Strategy 2017-18

**Task and Finish Reviews** - The Committee did not undertake a task and finish review during 2016/17. However, potential options for further scrutiny investigation have been identified for 2017/18.

## Social Care & Health Scrutiny Committee

The Social Care & Health Scrutiny Committee has 14 members and its remit covers:

- Social services for older people including nutritional standards
- Adults with learning disabilities
- Support for Carers
- Mental health services
- Safeguarding of Adults
- Integration of Health and Social Care Services
- Dementia Services

**Committee meetings** - Reports considered by the Committee this year included:

- Annual Report of the Statutory Director of Social Services on the effectiveness of Social Care Services in Carmarthenshire 2015/16 (Joint with the Education & Children)
- Area Planning Board Drug and Alcohol Misuse Strategy Annual Report 2015/16 (Joint with Environmental & Public Protection)
- Partnership Arrangements Established in West Wales under Part 9 of the Social Services and Wellbeing (Wales) Act 2014 and the West Wales Population Assessment (Joint with Education & Children)
- Together for Mental Health: Annual Report
- Community Resilience in Carmarthenshire
- Unpaid Carers
- Deprivation of Liberty (DoLS)
- Trading Standards Division's Initiatives for the Protection of the Elderly and the Vulnerable
- Older People's Services – Extra Care
- Domiciliary Care Commissioning Framework
- Older People's Services – Demand and Budget
- Annual Safeguarding Adults Report 2015/16
- Carmarthenshire's Ageing Well Plan – Annual Report
- Improving Dementia Support in Carmarthenshire
- Information, Advice and Assistance (IAA) Service
- Social Care Welsh Language Strategy

It was also consulted on:

- Carmarthenshire County Council's Annual Report (2015/16) and Improvement Plan (2016/17)
- Annual Revenue Budget Consultation

**Task and Finish** - The Committee did not undertake a task and finish review during 2016/17. Consideration will be given to topics for further scrutiny investigation during 2017/18.

**Site Visits** - The Committee undertook a site visit during the municipal year to Ty Dyffryn Extra Care Scheme. This work complemented previous visits the Committee had undertaken during 2015/16 to the Cwm Aur Extra Care Scheme and Annedd Care Home and the Cartref Cynnes Extra Care Scheme.

## **Super Scrutiny - Joint Scrutiny Committee of all Committees**

**Carmarthenshire County Council's Well-being Objectives 2017/18** - In February 2017, all Scrutiny Committees met to form a Joint Scrutiny Committee to consider a report on the Council's Well-being Objectives for 2017/18. This report cut across all scrutiny committees and by undertaking a super scrutiny it prevented duplication and Members were able to consider a wider range of views.

The Well-being of Future Generations Act requires most public bodies in Wales to carry out sustainable development with the objective of improving the social, economic, environmental and cultural well-being of their area. Each of the Council's Well-being Objectives 2017/18 were developed to comply with the Act, which states that public bodies must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. This includes the adoption of the 5 new ways of working, demonstrating that the sustainable development principle has been applied.

The 5 new ways of working aims to encourage collaboration, avoid duplication of effort between public bodies and tackle some long-term challenges. In addition, in order to ensure that those public bodies listed within the Act were working towards the same vision, the Council's Well-being Objectives were linked to the 7 National well-being goals which the Act had in place. The Council is required to publish an annual report showing progress made in meeting the objectives.

## **Other Activities during 2016/17**

**Chairs & Vice-Chairs of Scrutiny Forum** – The Chairs and Vice-Chairs of the Council's Scrutiny Committees usually meet on a quarterly basis to discuss issues relating to the scrutiny function. The Forum, which was established in 2004, is chaired by the Chair of the Policy & Resources Committee, who is also the Council's 'Scrutiny Champion'. During 2016/17 the Forum met on 2 occasions.

**Scrutiny Member Development and Training** - The following all member development sessions were held during 2016/17, to which Committee members were invited:

- Changes to Community Services in Wales
- Changes to the Planning System
- Changes to Refuse and Recycling Collection Seminar
- Well-being Objectives
- Empty Houses in the Private Sector
- Launch of Roadworks Information Services
- Curriculum Developments
- Corporate Parenting

In addition, there were several departmental budget seminars held and two Members Induction Focus Groups to assist with the development of the new induction programme following the Local Government Elections in May 2017.

Following the Local Government Elections in May 2017, a comprehensive Induction Programme for Members was undertaken. New and existing Members were invited to attend these sessions. The sessions also included suggestions that had been made by the Scrutiny Committees throughout the 2016/17 Municipal Year.

**ERW Scrutiny Councillor Group** - This Group is a regional group that consists of the chairs and vice-chairs of the six education scrutiny committees from across the ERW consortium. The aim of the Group is to ensure there is consistent scrutiny across the region on matters within the remit of ERW. It meets twice a year to discuss ERW items and the opportunity is also taken to consider other education items of common interest. The meetings take place on a rota basis between the six local authorities that make up the ERW consortium. The Chair of the Group is also rotated and is normally the chair of the hosting local authority. The meetings have been productive and Estyn view the Group as a strength for the consortium. The meetings are administered by the City & County of Swansea's Scrutiny Team. The Chair and Vice-Chair of the Education & Children Scrutiny Committee have attended two meetings of this regional group during the past year. Carmarthenshire Council will be hosting the meeting of the Group in March 2018.

**Wales Scrutiny Managers Network** - Officers attended the new Scrutiny Managers Network in December 2016 and June 2017. Issues discussed included:

### **December:**

- Scrutiny arrangements for Public Service Boards
- Key challenges and opportunities presented by PSB Scrutiny
- Content and structure of draft guidance

## **June**

- Local Government White Paper – Implications for Scrutiny
- WAO Scrutiny study
- WG guidance on the Scrutiny of Public Services Boards
- Public Services Board Scrutiny local progress
- Scrutiny Member Induction progress

Attendance at these meetings has been useful in providing a national perspective of scrutiny and sharing ideas and issues with cross cutting themes for all areas. They are also a useful insight into future developments. It is envisaged that the Scrutiny Manager Network will continue to meet 2/3 times a year, with administration to be provided by the WLGA.

## **Local Government Wales Measure 2011**

Forward work programmes for all Scrutiny Committees are available on the Authority's Scrutiny pages.

Chairs of Scrutiny Committees are appointed in accordance with Part 6 of the Measure.

## Looking ahead to 2017/18

Each Scrutiny Committee must develop and publish a forward work programme for the forthcoming year and an annual report outlining the work of the previous year. All annual reports for 2016/17 have been completed and approved by the relevant scrutiny committees.

The Local Government elections in May 2017 resulted in changes to the membership of the Scrutiny Committees and a comprehensive induction programme was undertaken, including sessions on scrutiny and meeting procedures. Planning sessions for the forward work programmes for 2017/18 were held with each scrutiny committee. Due to the number of new Members on the scrutiny committees, an overview of the remit of each of the committees was provided by lead officers, which Members found useful. As part of this overview officers also highlighted the key plans, policies and strategic issues for the upcoming year. Members discussed what they felt were the priority topics for their committee and developed a draft forward work programme. The forward work programme planning also provided Members with the opportunity to consider potential member development sessions and topics for further scrutiny investigation.

Due to the Local Government Elections and the Induction Programme, the first meetings of the scrutiny committees for 2016/17 took place in September/October time. During these meetings the Scrutiny Committees formally agreed their respective Forward Work Programmes for 2017/18. The work programmes and the annual reports are available to view on the Council's website.

The Council continues to face serious budgetary pressures and needs to continue to identify and achieve more savings and efficiencies. A key achievement for the Council will be to maintain and deliver improvements to services, whilst meeting the required savings targets. Scrutiny Committees will continue to contribute and challenge in a constructive way to support the Council in meeting these challenges.

Key policies, plans and performance will continue to be monitored and scrutinised. The Council's overarching policies and plans include: the Annual Report and Improvement Plan, Wellbeing Objectives, Ageing Well Plan and Corporate Strategy. The Policy & Resources Scrutiny Committee has the overarching remit for corporate policy, strategy and performance, however, such plans and objectives also cross over into other scrutiny areas. Where appropriate, all scrutiny committees will consider elements of such plans and policies relevant to their remits. Innovative solutions will be sought to reduce duplication and waste, such as the super scrutiny held during 2016/17.

Other key areas that the Committees will be focussing on include:

**Community** – Museum Strategy, monitoring of the National Licensing of Landlords and Agents scheme, Choice Based Lettings, LDP Review and Progress, Tenant Engagement and Theatre Services. The Committee has also indicated that it wishes to undertake a series of site visits to the County's leisure facilities and regeneration areas.

**Education & Children** - Improving standards and performance in schools, ERW business plan and curriculum developments, school budgets, school leadership, Corporate Parenting and fostering and adoption. The Committee will also commence with a new programme of visits to schools and intend on undertaking task and finish review work into fostering services.



**Environmental & Public Protection** - Rights of Way Improvement Plan, Highways Network Hierarchy & Condition, Parking Strategy, Highway Footway and Road Safety Investment Programme, Environmental Health & Licensing, Garden / Green Waste including Waste Strategy, Air Quality Management Area (AQMA) and Public Lighting LED. The Committee has indicated that it wishes to undertake site visits to view waste facilities and the fleet (gritters). The Committee has also specified that they will be undertaking task and finish work to review maintenance of highway, hedgerow and verges in rural areas.

**Policy & Resources** – Equalities Annual Report, Welsh Language Annual Report, Sickness Absence, Digital Transformation Strategy 2017-2020 Progress Report, Procurement Strategy 2018/19, Public Services Board (PSB) Annual Report 2016, Carmarthenshire Draft Well-being Plan and a key piece of work will be the continued scrutiny of the PSB. The Committee also intends on continuing previous work undertaken on sickness absence. In addition, the Committee is planning on leading on cross cutting scrutiny investigative work into emergency planning that will involve all scrutiny committees.

**Social Care & Health** – Pooled Budgets, Information Advice & Assistance (IAA), Mental Health Transformation, Learning Disability Strategy and Safeguarding. The Committee also intends visiting Day Centres in the County.

## **Support for the Scrutiny Function**

In July 2015, support for Carmarthenshire County Council's scrutiny function was transferred from the former Scrutiny & Consultancy Team, based in the People Management & Performance Division, to the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive's Department.

Support for the Scrutiny function includes:

- Providing support and constitutional advice to the Council's Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned
- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive members of the Council and its officers
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum and the Scrutiny Chairs and Vice-Chairs Executive Board Forum
- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny members
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews
- Managing the Scrutiny member development programme.
- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire, including work programmes, task and finish reports and annual reports, visit the County Council's website at: [www.carmarthenshire.gov.wales/scrutiny](http://www.carmarthenshire.gov.wales/scrutiny)

To contact the Democratic Services Unit, please call 01267 224028 or email: [scrutiny@carmarthenshire.gov.uk](mailto:scrutiny@carmarthenshire.gov.uk)

## **Scrutiny Committee Chairs & Vice-Chairs during 2016/17**

### **Policy & Resources**

Cllr. Hugh Richards  
Chair  
(Felinfoel)  
Independent

Cllr. Glynog Davies  
Vice-Chair  
(Cwarter Bach)  
Plaid Cymru

### **Community**

Cllr. Deryk Cundy  
Chair  
(Bynea)  
Labour

Cllr. Edward Thomas  
Vice-Chair  
(Llandeilo)  
Independent

### **Education & Children**

Cllr. Eirwyn Williams  
Chair  
(Cynwyl Gaeo)  
Plaid Cymru

Cllr. Ryan Bartlett  
Vice-Chair  
(Betws)  
Labour

### **Environmental & Public Protection**

Cllr. Peter Cooper  
Chair  
(Saron)  
Labour

Cllr. Ivor Jackson  
Vice-Chair  
(Llandovery)  
Independent

### **Social Care & Health**

Cllr. Gwyneth Thomas  
Chair  
(Llangennech)  
Plaid Cymru

Cllr. Sue Allen  
Vice-Chair  
(Whitland)  
Independent

## **Glossary of Terms**

ALN - Adult & Community Learning

Bilingual Secondary (2A) - At least 80% of subjects apart from English and Welsh are taught through the medium of Welsh to all pupils. One or two subjects are taught to some pupils in English or in both languages.

CSSIW - Care & Social Services Inspectorate Wales

DoLS - Deprivation of Liberty

ERW - Education through Regional Working

IAA - Information Advice & Assistance

MEP – Modernising Education Programme

PSB – Public Service Board

TIC – Transform, Innovation and Change

WESP – Welsh in Education Strategic Plan

WLGA - Welsh Local Government Association

WM - Welsh-Medium

## DEMOCRATIC SERVICES COMMITTEE

29<sup>TH</sup> NOVEMBER 2017

### INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT - FEBRUARY 2018

#### Recommendations / key decisions required:

To consider and comment on the determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for the 2018/19 Municipal Year.

To authorise the Chair of the Committee to submit a response to the IRPW on behalf of the Committee.

#### Reasons:

The Democratic Services Committee is consulted, in accordance with its Terms of Reference, on the implementation of reports issued by the Independent Remuneration Panel for Wales.

Scrutiny committee consulted	Not Applicable
Exec Board Decision Required	NO – not at this stage.
Council Decision Required	NO - not at this stage.

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: N/A – Cllr Emlyn Dole - Leader

Directorate		
Name of Head of Service:	Designations:	Tel Nos. 01267 224010
Linda Rees Jones	Head of Administration & Law	E Mail Addresses:
Report Author:		GMorgan@carmarthenshire.gov.uk
Gaynor Morgan	Head of Democratic Services	

# EXECUTIVE SUMMARY

## DEMOCRATIC SERVICES COMMITTEE

29<sup>TH</sup> NOVEMBER 2017

### INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT - FEBRUARY 2018

Each year, the Independent Remuneration for Wales (IRPW) determines the rates of payment which are made to elected and co-opted Members of Welsh local authorities for the following municipal year and has powers to make recommendations on proposed variations to the remuneration of Chief Executives and Chief Officers of Principal councils in Wales. The IRPW is required to send the draft annual report to County Councils, requiring comments by the 29<sup>th</sup> November 2017.

The IRPW is required to take into account the representations which it receives on the draft before issuing its final version of the report in February.

For 2018/19 the IRPW has recommended:-

- an increase in Basic Salaries of 1.49%, bringing the basic salary for Councillors up to £13,600. There is no increase in senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- The discretion to pay different salary levels for the Executive, Chairs of Committees and Civic duties has been removed.

DETAILED REPORT ATTACHED ?

**YES – the report can also be viewed via the following link**

**Letter**

<http://gov.wales/docs/dsjlg/publications/171004-irp-draft-letter-en.pdf>

**Report**

<http://gov.wales/docs/dsjlg/publications/171004-irp-draft-report-en.pdf>

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

### 1. Finance

The proposed rates are within the budget set for the Democratic Process in 2017/18.

### 2. Legal

The Democratic Services Committee is consulted, in accordance with its Terms of Reference, on the implementation of reports issued by the Independent Remuneration Panel for Wales.

The IRPW is required to publish an annual report in accordance with the requirements of Section 147 of the Local Government Wales Measure 2011.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

### 1. Scrutiny Committee

Not Applicable

### 2. Local Member(s)

Not Applicable

### 3. Community / Town Council

Circulated by IRPW to all Town & Community Councils

### 4. Relevant Partners

Not Applicable

### 5. Staff Side Representatives and other Organisations

Not Applicable

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in of the preparation this report:

**THESE ARE DETAILED BELOW:-**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
IRPW Draft Report		<a href="http://gov.wales/irpwsb/home/publication-reports/financial-year-2018-19/?lang=en">http://gov.wales/irpwsb/home/publication-reports/financial-year-2018-19/?lang=en</a>
Local Government Wales Measure		<a href="http://www.legislation.gov.uk/mwa/2011/4/contents/enacted">http://www.legislation.gov.uk/mwa/2011/4/contents/enacted</a>

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# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

February 2018

Page 33

## **ANNUAL REPORT 2018**

### **FOREWORD**

2017 has been the year of elections to Principal Councils and Community & Town Councils. In line with our previous approach when new councils are formed the Panel has visited all 22 of the unitary authorities. This provides us with an opportunity to discuss issues with a cross section of members and senior officers. This has been a very useful exercise and helps us form the direction for future consideration. On behalf of my colleagues I would want to express our thanks to all councils for their engagement with the visits and the welcome and hospitality we received.

The visits and the resulting discussions assisted in continuing to ensure that we have a comprehensive understanding of the development of the role of a councillor and the workload pressures that appear to be increasing across the board.

The conclusions from our discussions have wherever possible been incorporated in our determinations and in particular our proposed modest increase in the basic salary.

As a Panel we believe the overwhelming majority of the 1254 elected members of the 22 councils are committed to serving their communities and put in many hours that the basic remuneration could not cover. Affordability is an issue for both the councils and tax payers and this restricts other than modest additional costs to the total payments to members. What we wish to prevent is further erosion of the link with the average welsh earnings.

Other changes that we are proposing for 2018 are set out in the Report.

My personal thanks to my colleague Panel members who constantly demonstrate the knowledge and enthusiasm to ensure we produce reports that are based on key information.

Also my appreciation of the work of our secretariat without which we could not function effectively.

**John Bader**  
**Chair**

## **Panel Membership**

John Bader – Chair  
Gregory Owens - Vice Chair  
Stephen Mulholland

Julie May  
Saz Willey  
Roger Symonds

Detailed information about the members can be found on the website:  
<http://gov.wales/irpwsb/home/?lang=en>

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## Introduction

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

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an amount<sup>1</sup> ...the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments.
4. As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role but at the same time be affordable. The Panel's determinations in its 2009 Report aligned payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.

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

5. As 2017 was an election year for councils in Wales, Panel members have visited all 22 principal councils to provide an opportunity for members and officers to comment on the Remuneration Framework and to put forward ideas for future consideration. We are appreciative of the welcome that we received from every council and the useful discussions that arose during our visits.
6. One of the observations that many members expressed was that when the basic salary is compared with a traditional paid employment – ‘a job’ the salary is too low to attract younger people and to encourage diversity. They also pointed out the significant differences between remuneration and support available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council. However, it is recognised that elected members of principal councils are not employees and are not remunerated as such.
7. The financial constraints on the public sector and particularly local authorities has meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earning the Panel has decided to increase the basic annual salary to £13,600 (an increase of 1.49%). No increase is proposed for senior salaries but these post holders will receive the increase in the basic salary element.
8. The Annual Report 2016 introduced two levels of salary for members of councils’ executives and committee chairs of principal authorities, Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs). This was to provide flexibility to enable authorities to reflect, in their schedules of remuneration, variations in the level of responsibility of portfolios and chairs. However as far as the payments to members of executives is concerned this flexibility has not been used other than in one case. Similarly it has not been taken on board in respect of chairs of committees. It was clear from the discussions that arose during the Panel’s visits that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations. The Panel accepts this and has therefore removed the two tier arrangement for executive members and for committee chairs.
9. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all that they are entitled to support in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged.
10. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this

a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.

11. We believe that there are still major issues to be addressed with community and town councils which we will be raising with individual councils and their representative organisations. However as a start to this process we are proposing to introduce grouping councils according to the level of income or expenditure. We propose that mandatory payments be made to senior members in those councils in the highest group. This is detailed in Section 13.
12. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
13. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions. The Panel's decisions are attached at Section 15.

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

## **Upholding trust and confidence**

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

## **Simplicity**

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

## **Remuneration**

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

## **Diversity**

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

## **Accountability**

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

## **Fairness**

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



## **Quality**

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

## **Transparency**

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

## **Remuneration of Officers**

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

## 2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 11	page 26	page 30	N/A <sup>2</sup>
Senior Roles	page 14	page 26	page 30	page 41
Committee Chairs	page 14	page 26	page 30	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 42
Other Travel Costs	page 38	page 38	page 38	page 42
Subsistence Costs	page 39	page 39	page 39	page 42
Costs of Care	page 35	page 35	page 35	page 43
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 19	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Financial Loss Allowance	N/A	N/A	N/A	page 43
Statement of Payments	page 79	page 79	page 79	Page 79
Schedule of Remuneration	Page 77	Page 77	Page 77	Page 77
Salaries of Chief Executives and Chief Officers	Page 46	N/A	Page 46	N/A

<sup>2</sup> Not Applicable

### **3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries**

#### **Basic salary for elected members of principal councils**

3.1 The Panel originally determined in its IRP Annual Report 2009 that the payment of the basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount, (close to £15,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.

3.2 The Panel remains aware that the core activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as an employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These circumstances can vary significantly within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to community that goes beyond defined, remunerated hours. Elected members commonly report time spent that is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount')..

3.3 In 2017 Panel members continued the practice of visiting all Welsh principal councils to meet with elected members to inform and update understanding of their activities. The WLGA Exit Survey of members who stood down in 2017 has also been considered. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.

3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay

Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

3.5 Although public sector funding continues to be constrained, the Panel therefore considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members.

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

3.6 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2018/19 the maximum number of senior salaries payable within each council will not be altered (other than for the Isle of Anglesey Council. See note ii) and will be as set out in Table 1. The rate payable for senior salaries shall not be altered in 2018/19 except to reflect the increase in the basic salary.

<b>Determination 1: Basic salary in 2018/19 for elected members of principal councils shall be £13,600.</b>
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#### **Notes to Determination 1:**

- i. The responsibility element of senior salaries is not being increased but senior salary holders will receive the uplift to the basic salary.
- ii. The Cabinet Secretary for Finance and Local Government has agreed in respect of the Isle of Anglesey Council to increase the number of posts that can be paid a senior salary beyond the fifty percent maximum contained in the Measure subject to a determination by the Panel. The Panel has issued a Supplementary Report to give effect to this increase.

**Table 1:** Maximum numbers of council membership eligible for payment of a senior salary

<b>Council</b>	<b>Number of councillors</b>	<b>Number of senior salaries</b>
<b>Group A</b> (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
<b>Group B</b> (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
<b>Group C</b> (populations of up to 100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

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

3.7 The Panel has not changed the previous decisions in respect of the senior salaries paid to these post holders.

(i) The Executive:

The visits to all principal councils by the Panel in 2009 produced the general conclusion that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. The recent visits and discussions with members and officers did not change this conclusion, in fact many executive members indicated that their workload has increased. There is still a variety of arrangements in both the structure and the operation of cabinets dependent on the specific organisational requirements of each authority.

Many councils operate with a cabinet of 10, the statutory maximum, others choose to have smaller cabinets and therefore the range of individual portfolios is much greater. We have previously concluded that this should be able to be reflected in the remuneration framework. But it is not the role of the Panel to determine the structure of cabinets of local authorities. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs, and adjust payments within the Executive to reflect responsibility. As a result of the strong views expressed during the visits that the Panel should be prescriptive in respect of the salaries of executive members this provision has been amended. Consequently there will be one salary level within each population group as set out in Table 2 below:

(ii) Chairs of Committees

The Panel has recognised the overwhelming support for its determinations to be prescriptive and therefore has removed the two tier arrangement for chairs of committees although we continue to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority.

Where chairs of committees are paid, the remuneration is: £22,300

## The Senior Salary Bands

**Determination 2: The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2.**

**Table 2:** Basic salary and senior salaries payable to members of principal councils

<b>Basic salary (payable to all elected members) £13,600</b>			
	<b>Group A</b> (Cardiff, Rhondda Cynon Taf, Swansea)	<b>Group B</b> (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	<b>Group C</b> (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
<b>Senior salaries (inclusive of basic salary)</b>			
<b>Band 1</b> Leader Deputy leader	£53,300 £37,300	£48,300 £33,800	£43,300 £30,300
<b>Band 2</b> Executive members	£32,300	£29,300	£26,300
<b>Band 3</b> Committee chairs (if remunerated):	£22,300		
<b>Band 4</b> Leader of largest opposition group <sup>3</sup>	£22,300		
<b>Band 5</b> Leader of other political groups	£ 17,300		

**Table 2 notes:**

- a. The Panel considers that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and the use of the three population groups (A, B and C) has therefore been

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

retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- b. No increase is proposed for senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- c. Committee chairs will be paid at Band 3, although an individual authority may determine not to pay particular chairs.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

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

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

- 3.8 The Panel maintains the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility of civic heads and deputies rather than the local population. The Panel is aware but surprised that many councils have set the salaries for their civic heads and deputies to accord with the population groups rather than necessarily reflecting the specific responsibilities attached to the roles. For the removal of doubt, it should be noted that the three established groups of principal councils calculated by population are not required to be applied in relation to payments to civic heads and deputies.
- 3.9 The Panel has set three possible levels of civic salary - higher, mid and lower. Each authority must decide which level (if any) is to be paid for each of these roles according to local factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.
- 3.10 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

**Determination 3: The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal**



**councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.**

**Table 3:** Civic salaries (where paid) shall be payable as follows to members of principal councils

<b>Remuneration of civic heads and deputy civic heads</b> <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

**Table 3 notes:**

- a. The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).

The Panel's requirement that members should not have to pay for the cost of the support (see determination 7) that is needed to carry out their duties applies also in respect of civic heads. The Panel recognises the range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing.

- 3.11. Civic roles are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authority's 'first citizen' and 'ambassador', representing the council to a wide variety of institutions and organisations, and this requires the post holder to exemplify and promote good citizenship.
- 3.12. In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.13. The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority does not necessarily relate to the commitment required, or given by, civic heads.
- 3.14. All principal councils have a number of community councils within their areas and many also include town councils. Where a community council has a particularly active civic head this may have some impact on the workload of the principal council's civic head.
- 3.15. The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role it will be to chair meetings of the

whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

### **Payments to Presiding Members**

**Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary. This post will count towards the cap.**

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

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

- 3.16 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.17 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so that any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

- a) An elected member must not be remunerated for more than one senior post within his or her authority (but see section 4 on JOSCs).
- b) An elected member must not be paid a senior salary and a civic salary.
- c) All senior and civic salaries are paid inclusive of basic salary.
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.
- e) Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed nor any Community or Town Council of which they are a member.

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

3.18 Following the local elections in 2017 Panel members have undertaken visits to all principal authorities in Wales. These visits have provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.

3.19 The Panel expects that the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone use to enable them to discharge their council duties as a ward member, committee member or cabinet member.

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

3.21 The responsibility of each council through its Democratic Services Committee to provide support which should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.

For co-opted members the support should be appropriate and proportionate,

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

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

### **Specific or additional senior salaries**

3.22 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.24

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

- 3.23 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent<sup>4</sup> of the membership.
  - b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
  - d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

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<sup>4</sup> Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

### 3.24 **Job Sharing Arrangements**

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so both job sharers will count toward the maximum.

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

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

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

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

- 4.1. Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees<sup>5</sup>. The payments align with those of chairs of committees of principal councils set out in Section 3 (Level 2). In future they may be the basis for governance in respect of regional working.

The following determinations apply:

**Determination 9: The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700**

**Determination 10: In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.**

**Determination 11: The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.**

**Determination 12: In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.**

**Determination 13: Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.**

**Determination 14: Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).**

**Determination 15: A deputy chair of a JOSC or sub committee is not eligible for payment.**

**Determination 16: Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.**

<sup>5</sup> [http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20\(Joint%20Overview%20and%20Scrutiny%20Committees\)%20\(Wales\)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf](http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20(Joint%20Overview%20and%20Scrutiny%20Committees)%20(Wales)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf)

- 4.2. The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of this report.

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

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

**Determination 17: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.**



## 6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

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

**Determination 18: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.**

**Determination 19: When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.**

**Determination 20: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.**

**Determination 21: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.**

**Determination 22: When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.**

**Determination 23: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.**

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

## 7. Payments to Members of National Park Authorities

### Structure of National Park Authorities

- 7.1 The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding National Park Authorities (NPAs). In managing the National Park, the Authority has 3 main purposes:
- to protect the natural beauty of the Park;
  - to help visitors enjoy and understand it; and
  - to foster the wellbeing of local people.
- 7.2 National Park Authorities have a committee of Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments Process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 7.3 The structure of the Members' Committee at each of the 3 national parks is set out in Table 4.

**Table 4: Membership of Welsh National Park Authorities**

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

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

- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection panels.
  - There is an expectation that members will participate in training and development.
  - The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

### **Basic and senior salaries**

- 7.6 The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.
- 7.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from 1 April 2018 in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.
- 7.8 Therefore, there is a corresponding increase of £50 (rounded) on the basic salary for members of NPAs from 1 April 2018.
- 7.9 The Panel has also previously determined that the remuneration of an NPA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.
- 7.10 The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,375 or £6,075, commensurate with the significant and sustained duties to be discharged in a particular role.
- 7.11 During 2016, the Panel met with members and officers of the 3 NPAs. Feedback was received during the Panel's visits about the importance of

members' attendance at meetings and the impact non-attendance can have. The Panel is minded to consider this further during 2016/17.

### **Additional Senior Salaries**

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

7.14 The Panel has made the following determinations:

**Determination 24: The basic salary for NPA ordinary members shall be £3,675**

**Determination 25: The senior salary of the chair of an NPA shall be £12,375**

**Determination 26: An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375**

**Determination 27: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

**Determination 28: Members must not receive more than one NPA senior salary.**

**Determination 29: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility**

**Determination 30: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.**

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

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

### Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise of elected Members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 5

**Table 5: Membership of Fire and Rescue Authorities**

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

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

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

- The chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

### **Basic and Senior Salaries**

8.6 The Panel has previously determined that the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and that the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations.

8.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

8.8 Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.

8.9 The Panel determined that the remuneration of an FRA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

8.10 The Panel determined that the remuneration of an FRA deputy chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary.

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

- 8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have. The Panel is minded to consider this further during 2016/17.

### **Additional Senior Salaries**

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

### **Local Pension Boards**

- 8.14 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 33 or 34 cannot be used exclusively for this role.
- 8.15 The Panel has made the following determinations:

<b>Determination 31: The basic salary for FRA ordinary members shall be £1,745</b>
<b>Determination 32: The senior salary of the chair of an FRA shall be £10,445</b>
<b>Determination 33: An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.</b>
<b>Determination 34: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall</b>



<b>within the current Remuneration Framework.</b>
<b>Determination 35: Members must not receive more than one FRA senior salary.</b>
<b>Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility</b>
<b>Determination 37: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.</b>

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

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

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid.
- 9.3 The determinations are set out below:

**Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).**

**Table 6:** Fees for co-opted members (with voting rights)

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

**Determination 39: Reasonable time for pre meeting preparation is eligible 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 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).**

**Determination 41: The appropriate officer within the authority can determine**

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

**in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.**

**Determination 42: Meetings eligible for the payment of fees include 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.**

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

## 10. Reimbursement of Costs of Care

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

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

## **11. Sickness Absence for Senior Salary Holders**

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

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

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

Note:

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

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

- 12.1. This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2. Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3. The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4. The Panel has determined that there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

### **Reimbursement of mileage costs**

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

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

### **Reimbursement of other travel costs**

- 12.6. All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

## Reimbursement of subsistence costs

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

- 12.7. These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8. All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9. There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10. It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.



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

- 13.1. The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2. The Panel recognises a wide variation in geography, scope and scale across 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.3 Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake vary significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.
- 13.4 The Panel is of the view that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of £10,000.
- 13.5 Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures the Panel could use as the basis for any groupings and it considers that 4 groups based on the level of income or expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income or expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.

**Table 7 Community and Town Council Groupings**

<b>Community and Town Council Group</b>	<b>Income or Expenditure of:</b>
A	£200,000 and above
B	£60,000 - £199,999
C	£10,000 - £59,999
D	Below £9,999

- 13.6. The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and they all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses, and reimbursement of the costs of care, for all members of Community and Town Councils as set out in Determinations 44 and 51.
- 13.7 The Panel is also of the view that Councils in Group A are likely to have a greater number of committees, reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 45. Where not mandated, each determination requires a formal decision by each of these community or town councils' annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.8 In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.
- 13.9 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive payment for a senior role from any Community or Town Council.

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

- 13.10. In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that councils must make a payment to each member.

**Determination 44: Community and town councils must make a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.**

### **Senior roles**

- 13.11 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that the larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B, C and D are authorised to pay up to five responsibility payments for specified roles.

**Determination 45: Community and town councils in Group A must make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

**Determination 46: Community and town councils in Groups B, C or D are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.**

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

13.12. The Panel recognises that there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area.

**Determination 47: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.<sup>8</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:**

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 48: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.

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

- **£30 – staying with friends and/or family overnight.**

### **Compensation for financial loss**

13.13 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

**Determination 49: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:**

- **Up to £34.00 for each period not exceeding 4 hours:**
- **Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.**

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

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

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

**Determination 50: Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

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

- 13.16. Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to make a payment for these roles. In its previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.
- 13.17 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.
- 13.18 The Panel is concerned only with the amount paid to the mayors/chairs as a salary or honorarium, to be used or retained at their discretion. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

**Determination 51: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.**

**Determination 52: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.**

## **Publicity requirements**

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

## 14. Compliance with Panel Requirements

### The Panel's remit under the Measure

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

### Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
  - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable as and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
  - (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

**Note: The above requirements do not apply to community and town councils at this time. The following applies to all authorities including community and town councils.**

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

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

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

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

until 2020).

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

### **Pay Policy Statements**

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





Reuben Bergman  
Head of Human Resources  
Vale of Glamorgan Council

[rbergman@valeofglamorgan.gov.uk](mailto:rbergman@valeofglamorgan.gov.uk)

30 January 2017

Dear Mr Bergman

**Reduction in Salary for a Chief Officer Post**

Your email dated 25<sup>th</sup> January has been considered by the Independent Remuneration Panel for Wales. All members of the Panel expressed their views on the proposal, and as you requested to receive the Panel's comments on this proposal prior to 9<sup>th</sup> February, this was done by email.

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

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

Having examined the submission from your authority it is the decision of the Panel to approve the proposal for a reduction to the salary of your Director of Social Services as submitted.

Yours sincerely

John Bader

Chair

Nick Jarman  
Director of Social Services, Health and Housing  
Neath Port Talbot County Borough Council

[n.jarman@npt.gov.uk](mailto:n.jarman@npt.gov.uk)

27 February 2017

Dear Mr Jarman,

**Honorarium Payment to the Head of Children and Young People's Services**

Your letter dated 15 February 2017, accompanying documentation and explanatory email was considered by the Independent Remuneration Panel for Wales at their meeting on 22 February. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

The Panel considered whether an honorarium paid to a chief officer fell within the Panel's remit. It consulted the *Amended Guidance to the Independent Remuneration Panel for Wales under Section 43A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015*, issued by the Welsh Government. The guidance does not define salary, so the Panel applied the ordinary meaning of the word, namely remuneration in return for services under a contract of employment. The Panel is satisfied that its remit covers all such payments, including those termed honoraria, temporary promotion allowances, bonuses or any other term which distinguishes them from the basic salary. The Panel also considered the Honorarium Policy of Neath Port Talbot council and note that it excludes chief officers. The Panel concluded that making an additional payment to a chief officer in recognition of his or her additional duties is an alteration to the salary that does fall within the Panel's remit.

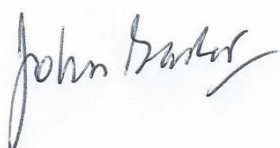
Given that the initial addition to the salary was effective from March 2016 it is clear therefore that Neath Port Talbot council were in breach of their duty under the legislation to consult the Panel.

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

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

Having examined the submission from your authority in respect of the continuation of the additional payment, it is the decision of the Panel to approve the proposal as submitted. The Panel however is concerned that the council's failure to consult the Panel is an indication that the council has not been as transparent as it might have been in deciding to alter the salary of this particular chief officer. Your letter is clear that this honorarium payment will cease on the 31<sup>st</sup> August 2017, either because of the appointment of a Head of Adult Services or because of the introduction of a new management structure. If a new management structure is introduced and results in changes to the salaries (including additions/honoraria) of chief officers of the council the Panel expects that it will be consulted in a timely manner and full disclosure of the justification for the changes will be provided.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'John Bader', with a stylized flourish at the end.

John Bader

Chair



Carys Edwards MA FCIPD  
Penaeth Proffesiwn AD – Head of Profession HR  
Cyngor Sir Ynys Mon County Council  
Council Officer  
Llangefni  
Ynys Mon  
LL77 7TW

26 July 2017

Dear Ms Edwards,

**Head of Children's Service – Increase in Salary Level**

Your emails dated 29 June, 5<sup>th</sup> July and 13 July and the enclosed report from your Chief Executive have been considered by the Independent Remuneration Panel for Wales at its meeting on 19<sup>th</sup> July. All members of the Panel were present and therefore the meeting was quorate.

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

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

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to increase the current salary level of the vacant Head of Children's Service of £59,757 – £65,933 to a maximum of £74,000.

Yours sincerely

John Bader

Chair



Nick Jarman  
Director of Social Services, Health and Housing  
Neath Port Talbot County Borough Council

[n.jarman@npt.gov.uk](mailto:n.jarman@npt.gov.uk)

26 July 2017

Dear Mr Jarman

Your letter dated 5 July with its proposal to extend the honorarium payment to the Head of Children and Young People's Services until 31<sup>st</sup> December 2017 was considered by the Panel at its meeting on the 19 July. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

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

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

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to extend the honorarium payment until 31<sup>st</sup> December 2017. The Panel expect this to be a final extension and to see any relevant proposals for the restructuring of the Senior Management Team in due course.

Yours sincerely

John Bader

Chair



Will Godfrey  
Chief Executive  
Newport City Council

20 September 2017

Dear Mr Godfrey

### **Decrease of Chief Education Officer Salary**

The email sent on your behalf by Rachael Davies dated 6 September 2017 with the enclosed report *Review of the Chief Education Officer Salary at Newport City Council September 2017* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 September. All members of the Panel were present and therefore the meeting was quorate.

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

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

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to decrease the current salary level of the Chief Education Officer from Band 1 (£82,261 - £90,923) to Band 2 (£73,841 - £79,514) following your revision of the job description for the Chief Education Officer with the accountability for the regional focus being removed.

Yours sincerely

John Bader  
Chair



## Annex 1: The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for a salary of £1,675.



12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
<b>Local Government Pension Scheme</b>	
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
<b>Family Absence</b>	
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
<b>National Park Authorities</b>	
24.	The basic salary for NPA ordinary members should be £3,675

25.	The senior salary of the chair of an NPA should be £12,375
26.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
<b>Fire and Rescue Authorities</b>	
31.	The basic salary for FRA ordinary members should be £1,745
32.	The senior salary of the chair of an FRA should be £10,445.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,445.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
<b>Co-opted Members</b>	
38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible 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.

40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include 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.
<b>Reimbursement of Costs of Care</b>	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
<b>Community and Town Councils</b>	
44.	Community and town councils must make a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils in Group A must make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
46.	Community and town councils in Groups B, C or D are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.
47.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. <sup>10</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> </ul>

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

	<ul style="list-style-type: none"> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>
48.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight</li> </ul>
49.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> <li>• Up to £34.00 for each period not exceeding 4 hours:</li> <li>• Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>
50.	<p>Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
51.	<p>Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>
52.	<p>Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>

## **Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:**

- a) for the remuneration of members and co-opted members of relevant authorities**
- b) for functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**
- c) Chief officers of Principal Councils**

### **Introduction**

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1<sup>st</sup> April 2013.

## **Part 1**

### **General**

1. a. The short title of these Regulations is: “IRPW Regulations”.

- b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.
- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31<sup>st</sup> July each year, for submission to the Panel and publication (see paragraph 46).

## Interpretation

### 2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Allowance” means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Attendance Allowance” in relation to community or town councils has the meaning set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal authority has the meaning as defined in the Localism Act 2011
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.
- “Constituent authority” – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a local authority where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.
- “Co-opted Member fee” has the same meaning as set out in paragraph 19 of these Regulations.
- “Costs of Care” has the same meaning as set out in paragraph 21 of these Regulations.
- “Democratic Services Committee” means the local authority committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Local authority” means a county or county borough council.
- “Member” means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.
- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
  - a. Attending a meeting of the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.
  - b. Attending a meeting of any association of authorities of which the authority is a member.
  - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
  - d. Attending any training or development event approved by the authority or its executive.
  - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
  - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
  - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
  - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
  - i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.



- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal council” means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act.
- “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Local Authority/Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.
- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence allowance” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:

“financial year” – the period of twelve months ending 31 March;

“calendar year” – the period of twelve months ending 31 December;

“municipal year” – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

## **Part 2: Schedule of member/co-opted member remuneration**

### **Commencement of term of office**

3. The term of office of:

- A member of a local authority or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
- A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.
- A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
- A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

### **Schedule of member remuneration (the Schedule) (does not apply to community or town councils – see Part 5)**

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

### **Amendment to the Schedule**

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel’s determinations for that year.

## **Basic salary**

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
  - The amount the authority must pay to a member of the authority.
  - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

## **Senior salary**

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
  - The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
  - The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.

13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:
- The amount that a relevant authority must pay to a member of the authority.
  - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
- 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
- 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
- 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.
17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.

18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

### **Co-opted member payment**

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

### **Allowances**

#### **Costs of Care**

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
- In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
  - To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
  - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.
22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act

refers) the part of the reimbursement of the cost of care payable to that member/co-opted member in receipt of the responsibilities or duties from which that member/co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority's Schedule must stipulate the maximum amount of the reimbursement of costs of care payable each month and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

### **Travel and subsistence allowances**

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business of the authority.

### **(Paragraphs 26 & 27 apply only to principal councils)**

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.
27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

## **Part 3: Further provisions**

### **Pensions**

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:

- Describe the description of members for whom a local authority will be required to pay a pension.
- Describe the relevant matters in respect of which a local authority will be required to pay a pension.
- Make different decisions for different principal councils.

### **Allowances to support the function of a local authority member**

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

### **Payment of expenses for official and courtesy visits**

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

### **Arrangements in relation to family absence**

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to the payment of salaries and allowances by principal councils in this respect in its Annual or Supplementary Reports.

### **Sickness Absence**

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

## **Part 4: Salaries, allowances or fees**

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

33. An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.

- ceases to be a member or co-opted member of the authority.
- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

### **Forgoing salaries, allowances or fees**

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

## **Part 5: Specific provisions relating to community and town councils (“the council”)**

### **Interpretation**

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

### **Allowances**

36. Allowances:
- a) The council can if it so determines make an annual payment to members in respect of costs incurred in carrying out the role of a member. The maximum amount payable will be set out in the Annual or Supplementary Report of the Panel.
  - b) The council can if it so determines make payments to members in respect of costs of travel for attending approved duties inside or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
  - c) The council can if it so determines reimburse subsistence expenses to its members when attending approved duties inside or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
  - d) The council can if it so determines pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
  - e) The council can if it so determines pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel
  - f) The council can if it so determines pay a responsibility allowance to a number of its members as stipulated in the Annual Report of the Panel.



- g) The council if it so determines reimburse the costs of care to a member as stipulated in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
  - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
  - iii. Attendance at a meeting of any association of councils of which the council is a member.
  - iv. Attendance at any training or development event approved by the council.
  - v. Any other duty approved the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

## **Part 6: Miscellaneous**

### **Arrangements for payments**

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

### **Claims**

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

### **Avoidance of duplication**

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

### **Records of salaries, allowances and fees**

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:
- Specify the name of the recipient and the amount and nature of each payment.
  - Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
  - Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

### **Publicity requirements**

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

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**
47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

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

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

## **Monitoring compliance with the Panel's determinations**

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

## **Annex 3: Schedule of member remuneration**

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
  - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
  - c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.
  - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
  3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.
6. Principal councils must declare in the Schedule whether:
  - A statement of the basic responsibility of a councillor is in place.
  - Role descriptors of senior salary office holders are in place.
  - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. This should be sent to the Panel no later than this date. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

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

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

1. Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:
  - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
  - b. The payments made by community and town councils to named members as:
    - Payments in respect of telephone usage, information technology, consumables etc.
    - Responsibility payments
    - Allowances made to a mayor/chair and deputy mayor/deputy chair
    - Compensation for Financial Loss
    - Costs incurred in respect of travel and subsistence
    - Reimbursement of the costs of care (see paragraph f below)
  - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
  - d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:
    - a local health board
    - a police and crime panel
    - a relevant authority
    - a body designated as a public body in an order made by the Welsh Ministers.
  - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.

- 1) The details of the amounts reimbursed to named members; or
- 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

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

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

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

**Independent Remuneration Panel for Wales  
Room N.03  
First Floor  
Crown Buildings  
Cathay's Park  
Cardiff  
CF10 3NQ**

**Telephone: 0300 0251057  
E-mail [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)**

**The Report and other information about the Panel and its work are available on our website at:  
[www.remunerationpanelwales.org.uk](http://www.remunerationpanelwales.org.uk)**

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## DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

### COUNCILLORS AND CO-OPTED MEMBERS' SALARIES AND ALLOWANCES SCHEME 2017/18 – Approved Duties

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the list of approved duties.

#### REASONS:

To comply with the Local Government Wales Measure 2011

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Executive Board Member Portfolio Holder(s): Cllr Emlyn Dole (Leader) / Cllr David Jenkins – Deputy Leader (Resources)

#### Directorate

Name of Head of Service:  
Linda Rees Jones

Report Author:  
Gaynor Morgan

#### Chief Executive's

Designations:  
Head of Administration & Law

Head of Democratic Services

#### Tel Nos.

01267 224012 LRJ  
01267 224026 GM

#### E Mail Addresses:

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**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**  
**29<sup>TH</sup> NOVEMBER 2017**

**COUNCILLORS AND CO-OPTED MEMBERS' SALARIES  
AND ALLOWANCES SCHEME 2017/18 – Approved Duties**

All Members of the County Council are entitled to receive payment of travelling and subsistence allowances in respect of expenditure on travelling and subsistence necessarily incurred by them for the purpose of enabling them to perform an **Approved Duty** and these rates are paid in accordance with the determination by the Independent Remuneration Panel for Wales (IRPW).

The list of approved duties forms part of the Councillors and Co-opted Members' Salaries and Allowance Scheme which is adopted annually by the Council.

The full list of approved duties, as agreed by the Council for 2017/18 is detailed in Appendix 1 below, and a request has been made for the list of duties for 2018/19 onwards, to include meetings whereby a Shadow Member is observing a meeting of the Executive Board or Executive Board Member Decisions meeting.

**DETAILED REPORT ATTACHED?**

**Appendix 1 – List of Carmarthenshire County Council approved duties**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	NOT AT THIS STAGE	NONE	NONE	NONE	NONE

### Legal

The Councillors and co-opted members' salaries and allowances scheme is detailed within Part 6.1 of the Council's Constitution. Approved duties forms part of this Section and is based on

Approved duties were approved by Regulations made under the Local Government Act 1972

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below  
Signed: Linda Rees Jones, Head of Administration & Law

**1.Scrutiny Committee** Not applicable

**2.Local Member(s)** Not applicable

**3.Community / Town Council** Not applicable

**4.Relevant Partners** Not applicable

**5.Staff Side Representatives and other Organisations** Not applicable

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
Local Government Wales Measure Statutory Guidance		<a href="http://gov.wales/docs/dsjlg/publications/localgov/120625statguideen.pdf">http://gov.wales/docs/dsjlg/publications/localgov/120625statguideen.pdf</a>

### 4.5 Approved Duties

- a) 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;
- b) Attendance at a meeting of any association of authorities of which the authority is a member.
- c) 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
- d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act.
- e) A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises
- f) Attendance at any training or developmental event approved by the Executive Board

(All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Executive Board following presentation of a report prepared by the Chief Executive which will include:

- a) conference / seminar / training course details
- b) the comments of the relevant Director as to the necessity to attend.
- c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.

Should the majority of Executive Board Members be in favour of the application then the Leader has delegated authority to approve the application for attendance.)

- g) Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees
- h) Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council.
- i) Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a Committee of the Council.
- j) Meetings of Joint Liaison Committees
- k) Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty"
- l) Attendance at meetings of the Shadow Executive Board\* convened by the Chief Executive

- m) Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council.
- n) Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies (***other than for the Leader, Deputy Leader or an Executive Board Member who is in receipt of a Senior Salary***) , and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes.  
(***claims for travelling and subsistence allowances should not be made to outside bodies and the Council for the same duties.***)

#### **4.6 Executive Board Members Approved Duties**

The following duties are also “approved duties” for the Leader and Executive Board Members:

Attendance at Meetings of the Council, the Executive Board, Committees and Advisory Panels

Attendance at Meetings of Executive Board Members convened for the purpose of taking executive decisions and formally convened by the Chief Executive

Activities in connection with the exercise of duties as an Executive Board Member

Attendance by members of the Executive Board at any local, regional or national event where the Leader has, prior to the event, informed the Chief Executive that he/she has nominated them to attend in his/her place as a representative of the Council

#### **4.7 Official openings, public launch events of the Council's new buildings/services/ facilities within the County**

Attendance at public launch events/official openings of new Council buildings/services/ facilities will not be an approved duty unless a formal invitation is received from the Chief Executive to attend.

The attendance of the Leader and relevant Executive Board Members at such events would form part of their duties as a member of the council's executive.

The attendance of the Chair and Vice Chair of Council at such events would form part of their civic duties.

## DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

### SURVEY – TIMING OF MEETINGS

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To further consider the results of the timing of meetings survey, and to make a recommendation to Council.

#### REASONS:

In accordance with the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected.

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Executive Board Member Portfolio Holder(s): Cllr Emlyn Dole - Leader

<b>Directorate</b>  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author:</b> Gaynor Morgan	<b>Chief Executive's</b>  <b>Designations:</b> Head of Administration & Law  Head of Democratic Services	<b>Tel Nos.</b> 01267 224012 LRJ 01267 224026 GM  <b>E Mail Addresses:</b> <a href="mailto:Lrjones@cararthenshire.gov.uk">Lrjones@cararthenshire.gov.uk</a> <a href="mailto:gmorgan@cararthenshire.gov.uk">gmorgan@cararthenshire.gov.uk</a>
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**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**

**SURVEY – TIMING OF MEETINGS**

In accordance with the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected.

The Committee considered the initial results of the survey at its meeting held on the 8<sup>th</sup> September 2017 (Minute 6 refers) and agreed to defer the report pending a further breakdown of the responses as requested by the Constitutional Review Working Group

The results of the 2017 survey suggest that the majority of members would prefer meeting arrangements to remain as at present, and a copy of the full results is attached for the Committee's consideration.

**DETAILED REPORT ATTACHED?**

**YES - Survey Results see  
Appendix 1 – Elected Members  
Appendix 2 – Co-opted Members**



# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

## Legal

The Local Government Wales Measure 2011 requires authorities to consult its members on the times at which meetings are held.

## Finance

Evening meetings would result in additional staffing costs.

## Staffing Implications

Possible staffing implications should the Authority move towards evening meetings.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below  
Signed: Linda Rees Jones, Head of Administration & Law

**1.Scrutiny Committee** Not applicable

**2.Local Member(s)** Not applicable

**3.Community / Town Council** Not applicable

**4.Relevant Partners** Not applicable

**5.Staff Side Representatives and other Organisations** Not applicable

### **Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
Local Government Wales Measure 2011		<a href="http://gov.wales/topics/localgovernment/publications/lgmeasure11/?lang=en">http://gov.wales/topics/localgovernment/publications/lgmeasure11/?lang=en</a>

## SURVEY RESULTS 2017 – SUMMARY OF RESPONSES

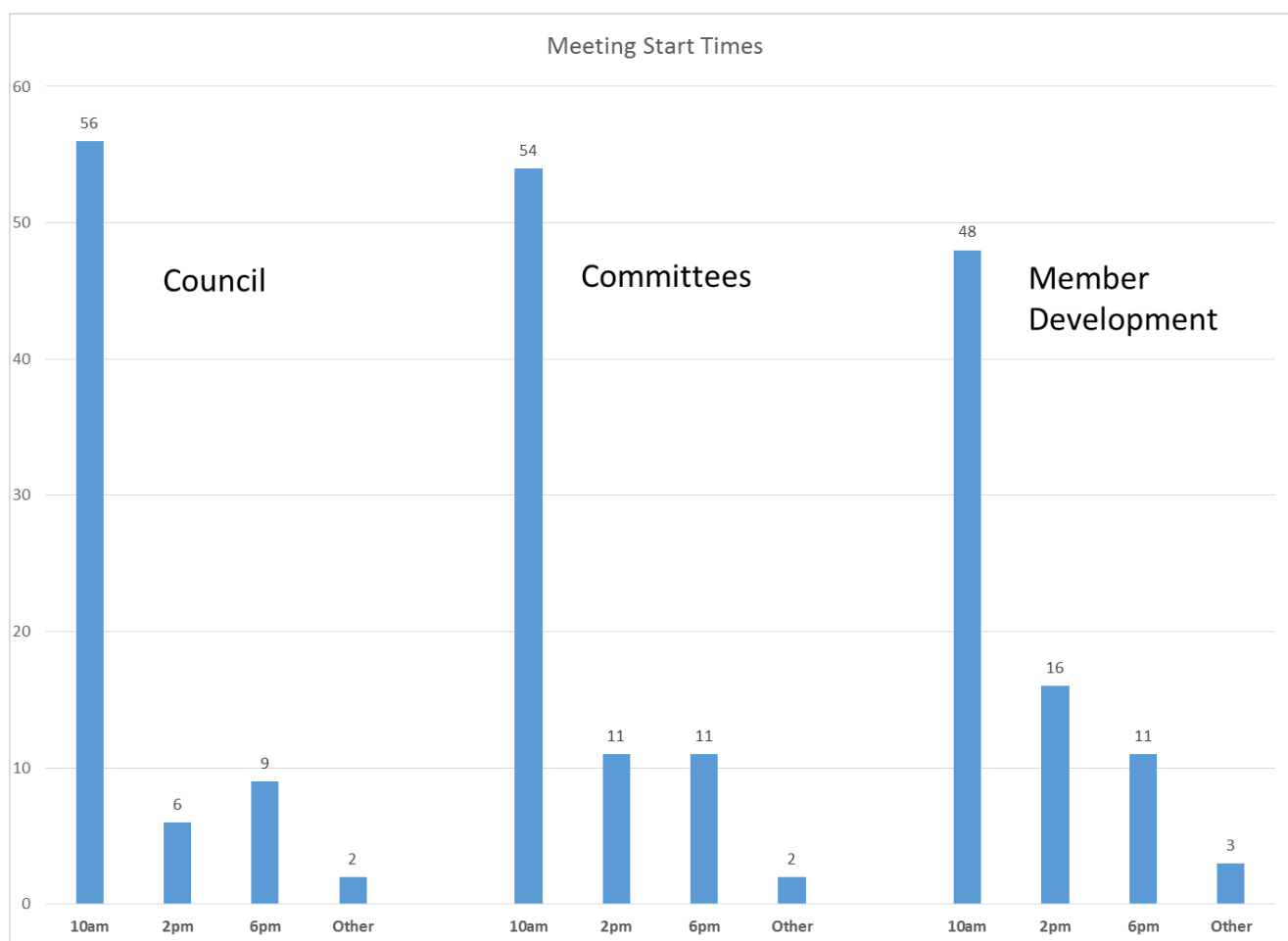
70 of 74 Members responded (some members chose more than one option)

### Timing of meetings

Meeting	10.00 am (as at present)		2.00pm		6 pm		Alternative timings	
<b>Council</b>	56	80%	6	8.57%	9	12.85%	2	2.86%
<b>Committees</b>	54	75.71%	11	15.71%	11	15.71%	2	2.86%
<b>Member Developments Sessions</b>	48	68.57%	16	15.71%	11	15.71%	3	4.28%

Examples of Comments:-

1. If 10% prefer evening meeting then perhaps we could have those 10% of the time.
2. Mornings are better as meetings can continue into the afternoon if required.
3. To make it fair to those who work, meetings at 9am or 6pm would be a great help.
4. Evenings preferably to allow for employment.
5. To get the best cross section of members it would be of help to move as many meetings to evening. This will help with employment or members with child care issues.
6. Don't finish work until 10am so unable to attend meetings before then.
7. For members in full or part time employment 6pm start would be less disruptive.

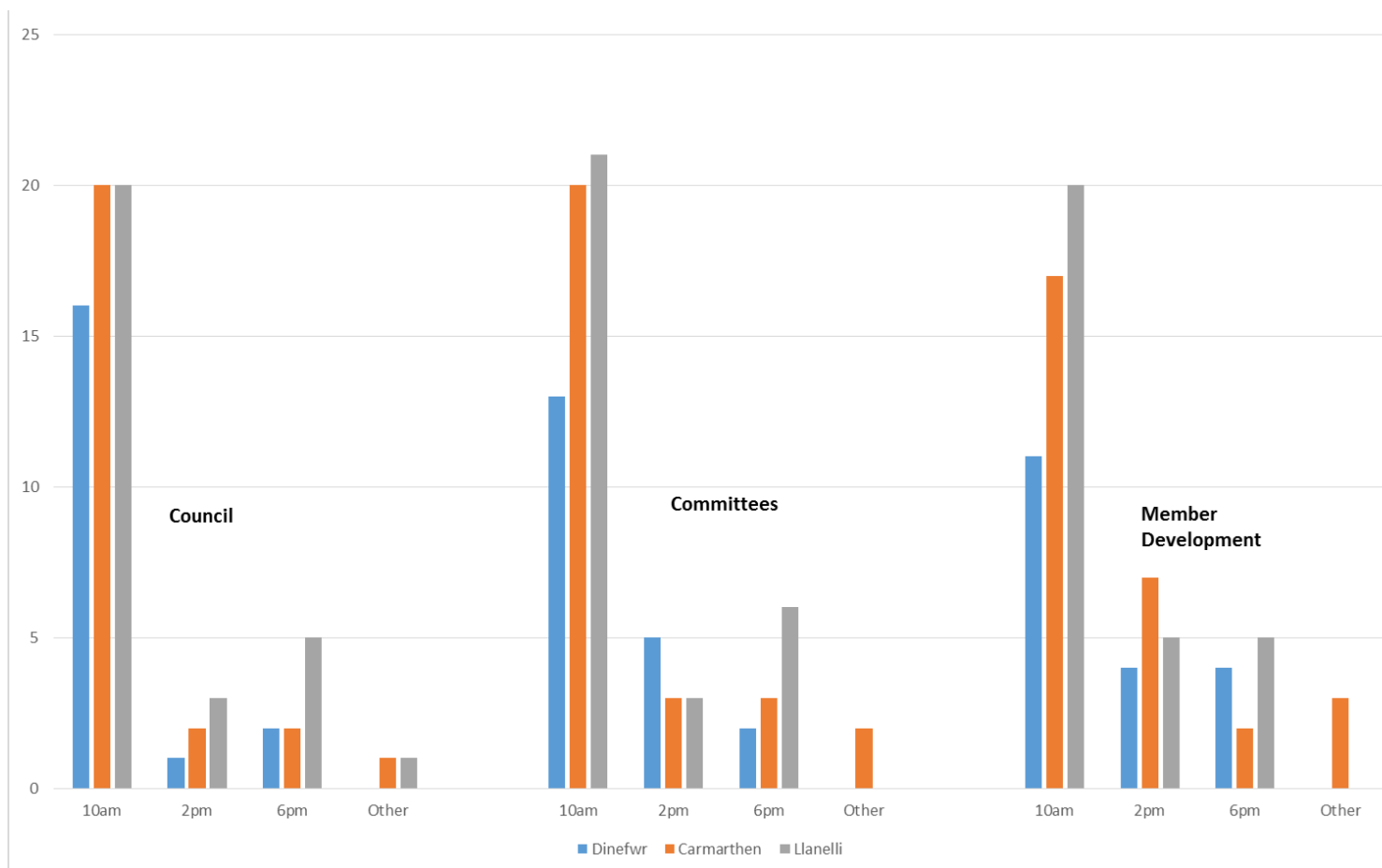


## Meetings by Area

Council Meetings	10.00 am		2.00pm		6 pm		Alternative timings	
Dinefwr District Area (18)	16	88.9%	1	6.25%	2	11.11%	0	0%
Carmarthen District Area (24)	20	83.33%	2	8.33%	2	8.33%	1	4.17%
Llanelli Borough (28)	20	71.43%	3	10.71%	5	17.86%	1	3.57%

Committee Meetings	10.00 am		2.00pm		6 pm		Alternative timings	
Dinefwr District Area (18)	13	72.22%	5	27.78%	2	11.11%	0	0%
Carmarthen District Area (24)	20	83.33%	3	12.05%	3	12.50%	2	8.33%
Llanelli Borough (28)	21	75.00%	3	10.71%	8	28.57	0	0%

Development Meetings	10.00 am		2.00pm		6 pm		Alternative timings	
Dinefwr District Area (18)	11	61.11%	4	22.22%	4	22.22%	0	0%
Carmarthen District Area (24)	17	70.83%	7	29.17%	2	8.33%	3	12.50%
Llanelli Borough (28)	20	71.43%	5	17.86%	5	17.86%	0	0%



## Meeting demographics

The table below shows the breakdown of meeting timing preference by age group:

Age Group	Council Meeting			Committee & Sub Committee Meetings			Member Development Session		
	Morning	Afternoon	Evening	Morning	Afternoon	Evening	Morning	Afternoon	Evening
<b>(Totals)</b>									
20 – 40 (7)	4	3	1	3	3	2	3	1	3
41 – 50 (8)	4	1	3	4	2	3	4	2	3
51 – 60 (22)	18	1	3	17	4	4	15	4	5
61+ (33)	30	1	2	30	2	2	26	9	0

NB: Some members selected more than one option

Of the 11 members indicating a preference for evening committee meetings, these can be broken down as follows:

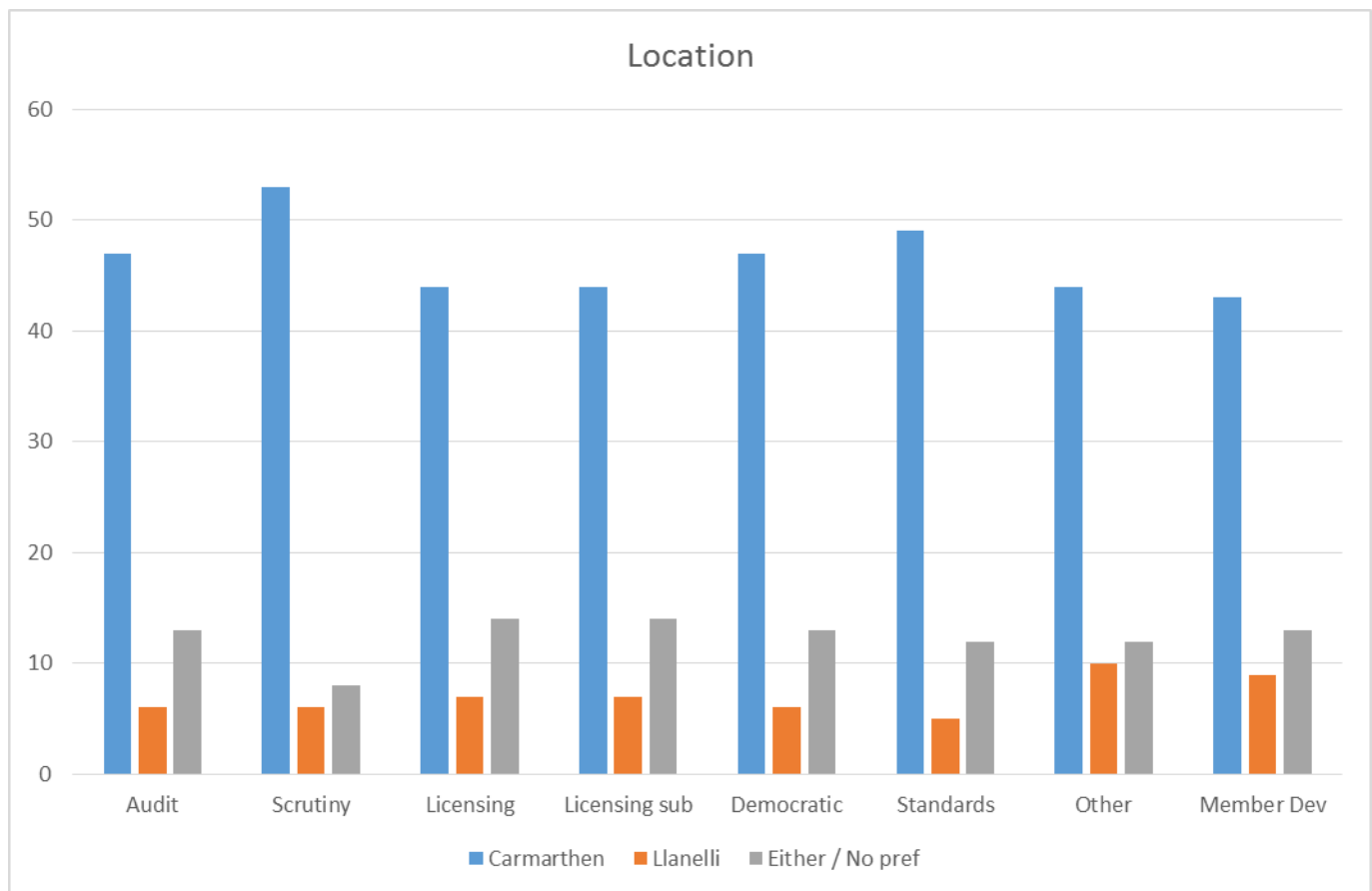
Committee Name	Total No of members (11)	Age group 20 – 40 (2)	Age Group 41 – 50 (3)	Age Group 51 – 60 (4)	Age Group 61+ (2)
Appeals Committee	1			1	
Appointments Committee A	1	1			
Appointments Committee B	2			2	
Audit Committee	4		1	1	2
Democratic Services Committee	1	1			
Education & Children's Scrutiny Committee	1	1			
Environmental & Public Protection Scrutiny Committee	1			1	
Executive Board	2			2	
Executive Board Member Decisions Meeting for Communities and Rural Affairs	1			1	
Executive Board Member Decisions Meeting for Housing	1			1	
Joint Scrutiny – Education & Children and Social Care and Health Scrutiny	2	1	1		
Joint Scrutiny Committee	3		1	2	
Licensing Committee	1		1		
Licensing Sub Committee A	1		1		
Members Appointments	1		1		
Planning Committee	2	1		1	
Policy & Resource Scrutiny Committee	5		2	1	2
Social Care & Health Scrutiny Committee	1		1		
Standards Committee	1			1	

## Location

Meeting	Carmarthen		Llanelli		Either location / No preference	
Audit Committee	47	67.14%	6	8.57%	13	18.57%
Scrutiny Committee	53	75.71%	6	8.57%	8	11.42%
Licensing Committee	44	62.86%	7	10.00%	14	20.00%
Licensing Sub Committee	44	62.86%	7	10.00%	14	20.00%
Democratic Services	47	67.14%	6	8.57%	13	18.57%
Standards Committee	49	70.00%	5	7.14%	12	17.14%
Other Committees	44	62.86%	10	14.28%	12	17.14%
Member Development Events	43	61.43%	9	12.85%	13	18.57%

### Examples of Comments:-

1. Should be central location and based on location of staff & facilities to save costs.
2. Carmarthen is central to the county.
3. AM in Carmarthen / PM in Llanelli
4. Carmarthen has always been the centre of administration and also has in place translation and webcasting facilities.

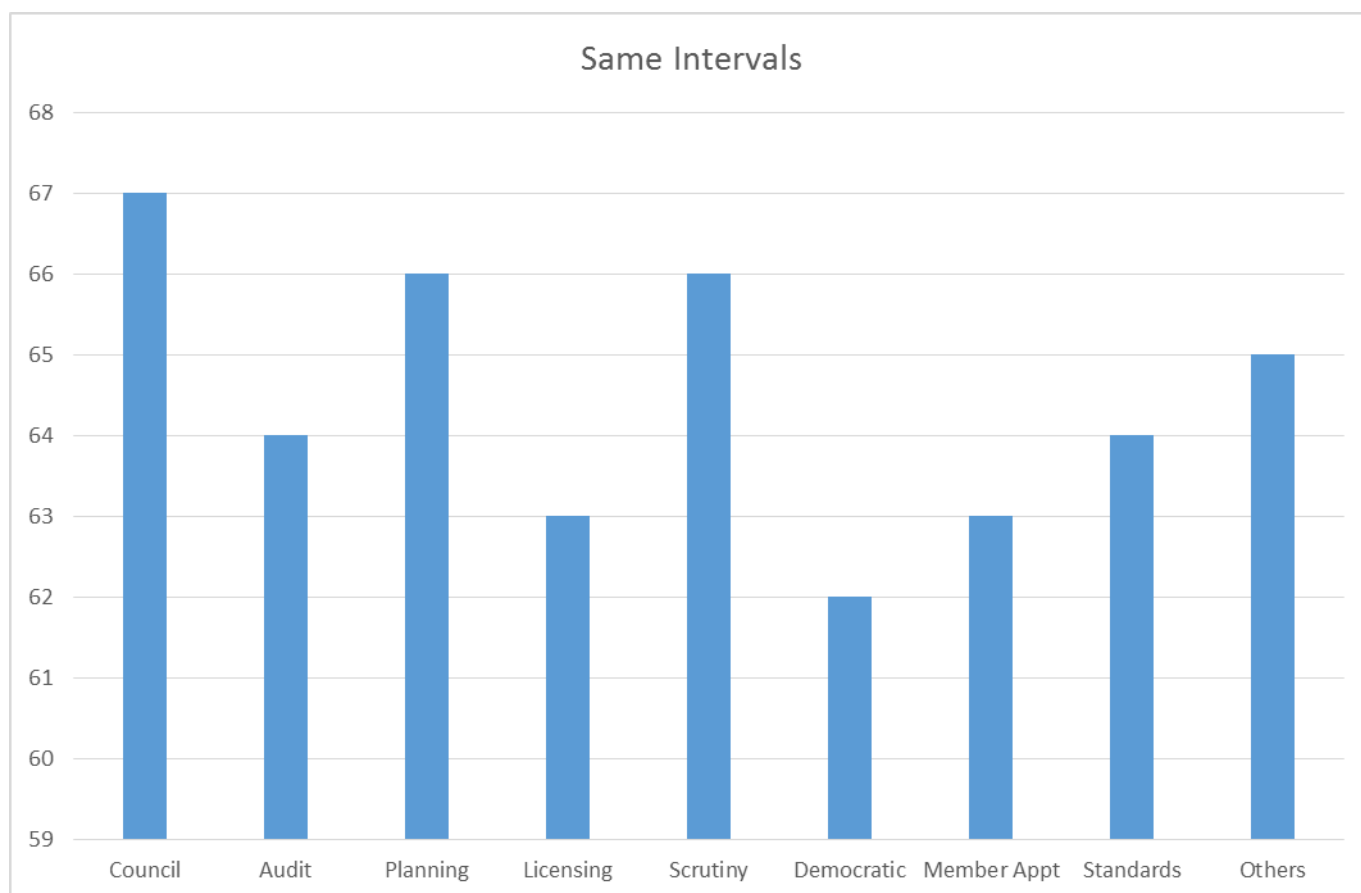


## Intervals

Meeting	Same		Alternative
<b>Council</b> - (Monthly)	67	95.71%	Every 3 weeks
<b>Audit</b> - (Quarterly)	64	91.42%	
<b>Planning</b> - (every 4 weeks)	66	94.28%	
<b>Licensing</b> - (every 6 weeks)	63	90.00%	
<b>Scrutiny</b> - (every 6-8 weeks)	66	94.28%	
<b>Democratic Services</b> - (Quarterly)	62	88.57%	Every 4-6 months
<b>Member Appointments</b> - (Quarterly)	63	90.00%	
<b>Standards</b> - (Quarterly)	64	91.42%	As required
<b>Other Meetings</b> - (scheduled weekly/monthly & held depending on business)	66	94.28%	As Required

Examples of Comments:-

1. Planning meetings every 4 weeks at present but they meet twice a month maybe 3.



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## SURVEY RESULTS 2017 – SUMMARY OF RESPONSES

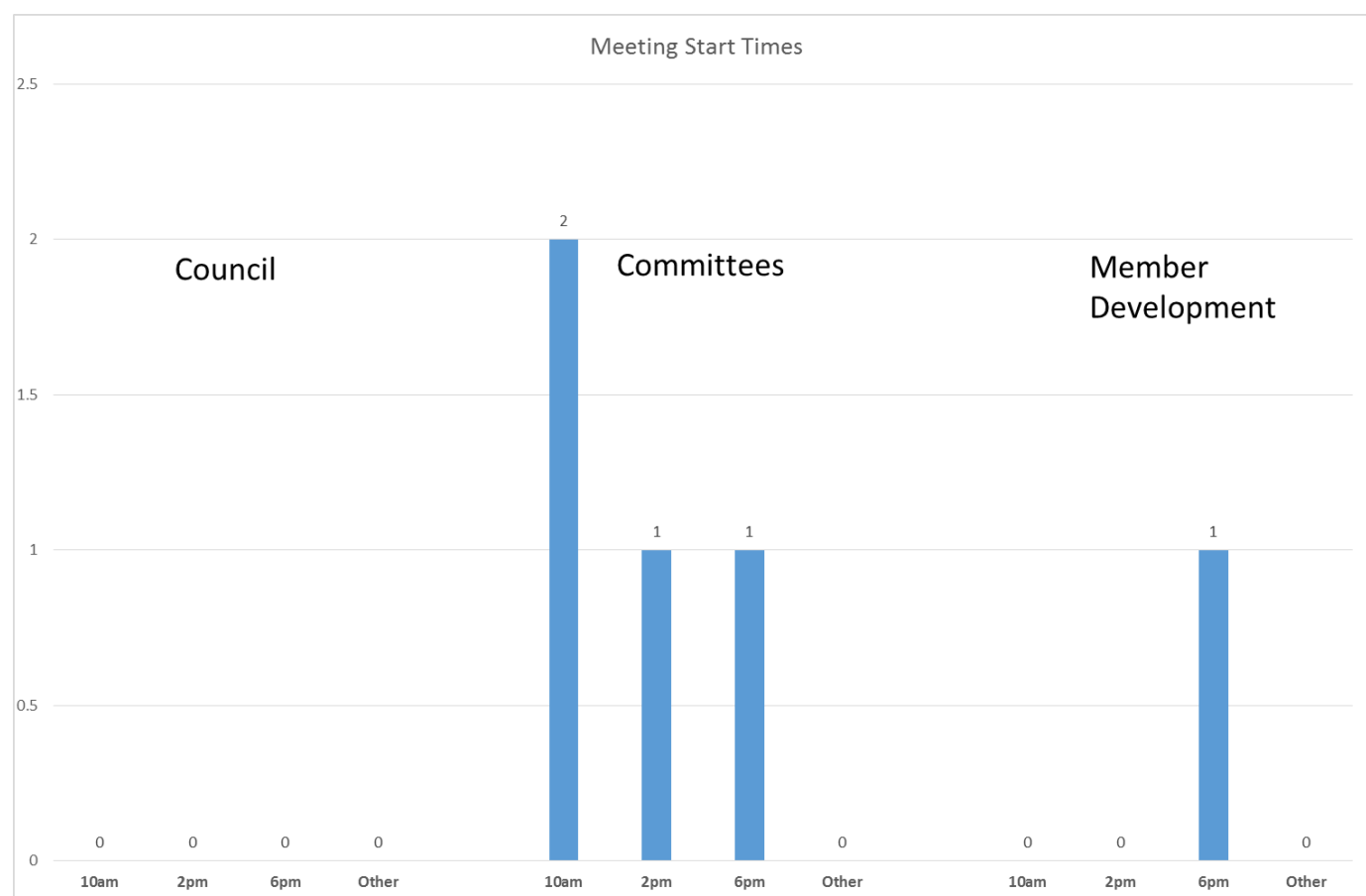
4 of 10 Co-opted Members responded

### Timing of meetings

Meeting	10.00 am (as at present)		2.00pm		6 pm		Alternative timings	
<b>Council</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Committees</b>	2	20%	1	10%	1	10%	N/A	N/A
<b>Member Developments Sessions</b>	N/A	N/A	N/A	N/A	1	10%	N/A	N/A

Examples of Comments:-

1. Advantageous to have meetings outside of working hours due to work and family commitments.
2. 10am is a good time although not on Tuesday's due to work commitments.

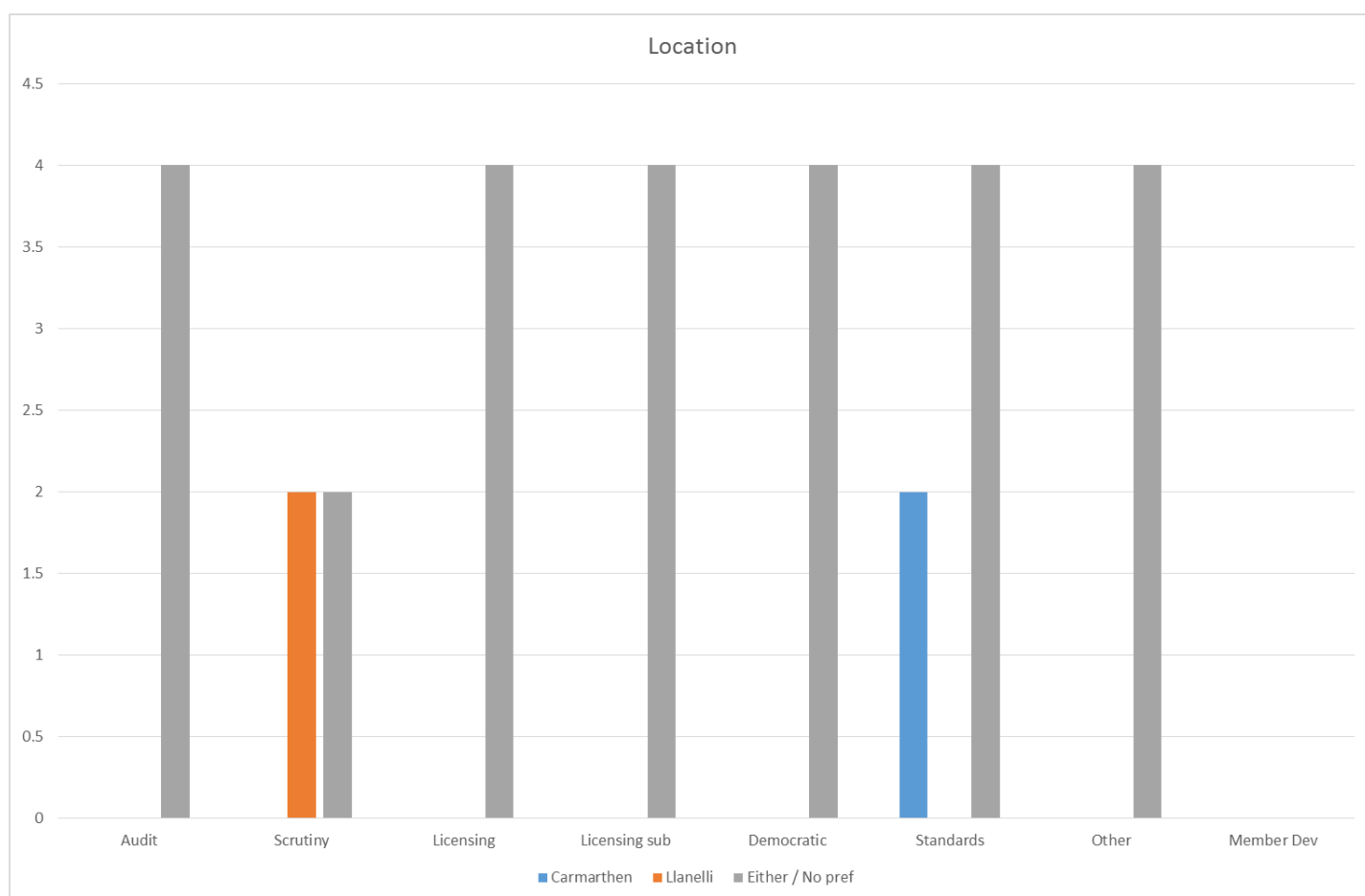


## Location

Meeting	Carmarthen		Llanelli		Either location / No preference	
Audit Committee						
Scrutiny Committee			2	20%		
Licensing Committee						
Licensing Sub Committee						
Democratic Services						
Standards Committee	2	20%				
Other Committees						
Member Development Events						

Examples of Comments:-

1. Llanelli preferred location but don't have a problem with going to Carmarthen.
2. County Hall
3. Either location ok.

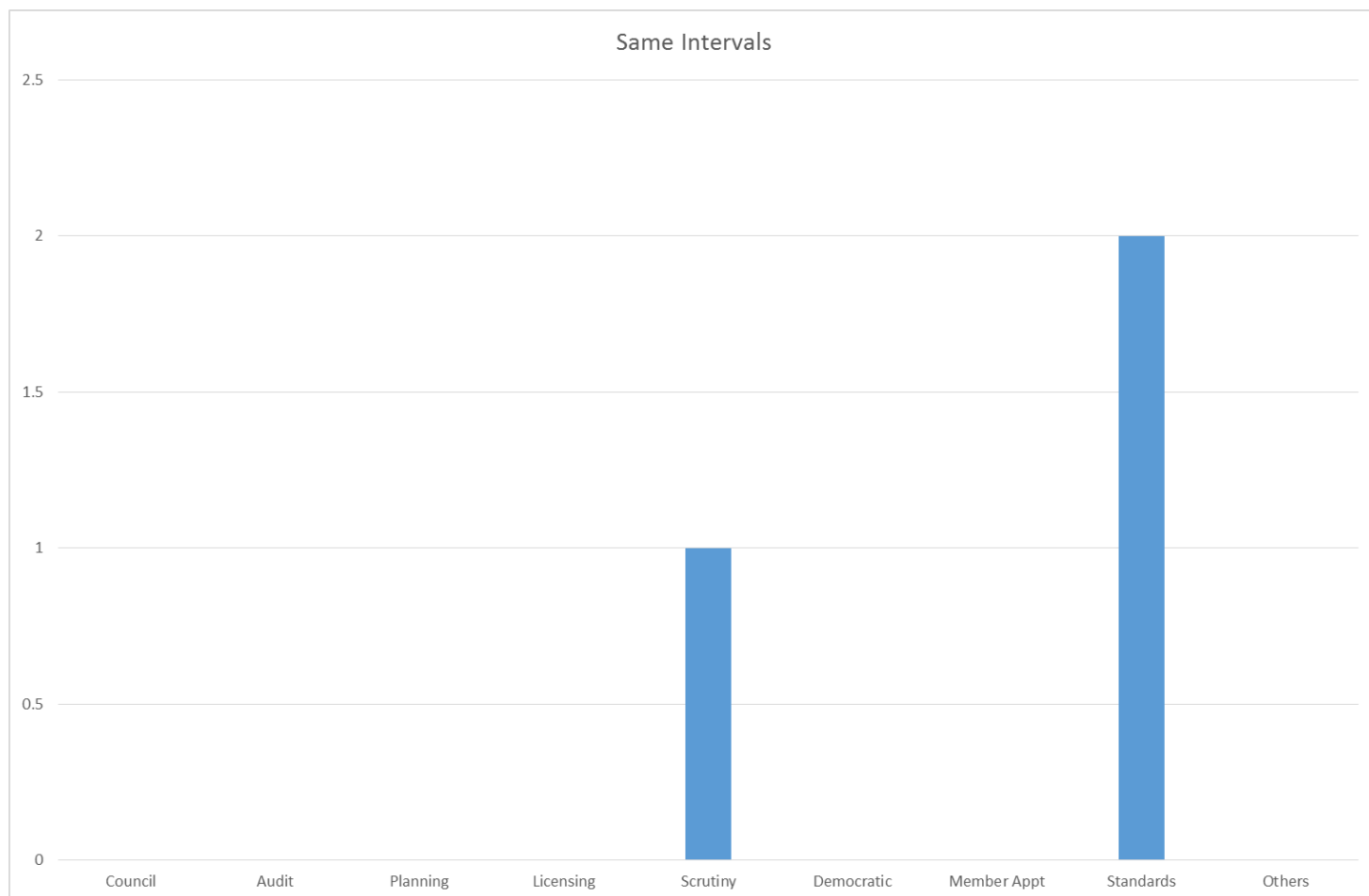


## Intervals

Meeting	Same		Alternative
<b>Council</b> - (monthly)			
<b>Audit</b> - (Quarterly)			
<b>Planning</b> - (every 4 weeks)			
<b>Licensing</b> - (every 6 weeks)			
<b>Scrutiny</b> - (every 6-8 weeks)	1	10%	8 – 10 weeks
<b>Democratic Services</b> - (Quarterly)			
<b>Member Appointments</b> - (Quarterly)			
<b>Standards</b> - (Quarterly)	2	20%	
<b>Other Meetings</b> - (scheduled weekly/monthly & held depending on business)			

Examples of Comments:-

1. Some meeting have been light on content. If they occurred less frequently it would be a better use of time.
2. Consistency of day and time of meetings would be best.



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## DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

### IT SURVEY

#### Recommendations / Key decisions required:

- To consider a draft survey on IT Provision to be circulated to elected members.

#### Reasons:

The Committee at its meeting held on the 8<sup>th</sup> September 2017 agreed to a suggestion from the Chair, that the forward work programme should include a report on IT provision for members. The Independent Remuneration Panel for Wales has determined that each authority, through its Democratic Services Committee, must ensure that all its 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.

Relevant scrutiny committee to be consulted:	NOT APPLICABLE
Executive Board Decision Required:	NO
Council Decision Required:	NO

The Democratic Services Committee has responsibility to determine the appropriate level of support for elected members to discharge their duties.

**Relevant Executive Board Member Portfolio Holder(s):** Cllr. Mair Stephens – Deputy Leader (portfolio holder for IT Services)

<b>Directorate:</b> Chief Executive's  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author:</b> Gaynor Morgan	<b>Designations:</b>  Head of Administration & Law  Head of Democratic Services	<b>Tel Nos. / E-Mail Addresses:</b>  01267 224010 <a href="mailto:lrjones@carmarthenshire.gov.uk">lrjones@carmarthenshire.gov.uk</a>  01267 224026 <a href="mailto:GMorgan@carmarthenshire.gov.uk">GMorgan@carmarthenshire.gov.uk</a>
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## EXECUTIVE SUMMARY

### DEMOCRATIC SERVICES COMMITTEE 29<sup>TH</sup> NOVEMBER 2017

#### IT SURVEY

The Committee will recall that at its last meeting it agreed to include IT provision within the Forward Work Programme.

Attached for the Committee's consideration is a draft survey, as suggested by the Chair of the Committee, to ascertain the views of all members on the IT provision they received following the recent elections.

The Committee is asked to comment on the draft survey and agree to its circulation, with a view to considering the findings of the survey at the next meeting in March.

**DETAILED REPORT ATTACHED?**

**Draft Survey**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

**Signed:**            **Linda Rees Jones**

**Head of Administration and Law**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>NOT AT THIS STAGE</b>	<b>NOT AT THIS STAGE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

### Legal

The IRPW (Independent Remuneration Panel for Wales) considers it is necessary for each elected member to have ready use of e-mail services, and to have electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent.

The IRPW has determined that each authority, through its Democratic Services Committee, must ensure that all its 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.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees Jones      Head of Administration & Law

1. Scrutiny Committee(s) N/A.
2. Local Member(s) – N/A
3. Community / Town Council – N/A
4. Relevant Partners – N/A
5. Staff Side Representatives and other Organisations – N/A

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
IRPW Draft Annual Report 2018	<a href="http://gov.wales/docs/dsjlg/publications/171004-irp-draft-report-en.pdf">http://gov.wales/docs/dsjlg/publications/171004-irp-draft-report-en.pdf</a>



Q1	In an effort to support you in your role as a Councillor, the Council offered an option of a laptop and tablet or a 'mixer'. Please state the option you chose?
	<input type="checkbox"/> Laptop & Tablet
	<input type="checkbox"/> 'Mixer'
Q2	Are you happy with the ICT provision offered?
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Q3	If not, please provide feedback or additional comments or observations regarding the ICT service,
	<input type="text"/>
Q4	Councils have the option to provide ICT devices, or create a reimbursement scheme, whereby you purchase your own devices and be reimbursed for the cost. Would you prefer Officers to choose a range of devices for Councillors or introduce a reimbursement scheme?
	<input type="checkbox"/> ICT Device
	<input type="checkbox"/> Reimbursement scheme
Q5	Please state on average the number of hours each month you spend on the telephone for Council-related matters?
	<input type="text"/>
Q6	Currently, Councillors receive a monthly payment for broadband usage. Would you prefer?
	<input type="checkbox"/> It amended to include an element for telephone calls
	<input type="checkbox"/> The Council provide mobile phones to Councillors

Q7	Carmarthenshire Council are committed to moving towards a paperless system, phasing out the provision of personal and printers for Councillors. What resources do you require to support the move towards a paperless system?
	<input type="text"/>
Q8	Councillors are not currently provided with a caseworker system do manage constituent complaints. Would you like to see the provision of a caseworker system for Councillors?
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Q9	Who do you believe should be responsible for choosing which caseworker system to use?
	<input type="checkbox"/> Officers
	<input type="checkbox"/> Groups
	<input type="checkbox"/> Individual Councillors (within reimbursement scheme)
	<input type="checkbox"/> Not Necessary
Q10	Do you require any specific ICT Learning and Development i.e. further training on your device, mod.gov and other apps etc.
	<input type="text"/>
Chair of the Democratic Services Committee	

**PWYLLGOR GWASANAETHAU  
DEMOCRATAIDD 29AIN TACHWEDD 2017**

**DEMOCRATIC SERVICES COMMITTEE  
29<sup>TH</sup> NOVEMBER 2017**

***Eglurhad am beidio â chyflwyno adroddiadau***

**Explanation for non-submission  
of report**

ITEM	RESPONSIBLE OFFICER(S)	EXPLANATION	REVISED SUBMISSION DATE
<p>RESOURCES TO DISCHARGE DEMOCRATIC SERVICES FUNCTIONS</p> <p>To receive the report of the Head of Democratic Services on the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions</p>	<p>Gaynor Morgan Head of Democratic Services</p>	<p>The report has been deferred to the next meeting as the Democratic Services Unit is currently part of the Transform, Innovate and Change programme (TIC) for 2017/18. The TIC review could result in recommendations to change some democratic services functions and resources.</p>	<p>March 18</p>

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Friday, 8 September 2017

**PRESENT:** Councillor R. James (Chair)

**Councillors:**

W.T. Evans, S. Najmi, D. Thomas and R.E. Evans (In place of T.J. Jones)

**The following Officers were in attendance:**

G. Morgan, Head of Democratic Services

H. Daniels, Learning & Development Advisor

M.S. Davies, Democratic Services Officer

**Chamber, County Hall, Carmarthen - 2.00 pm - 2.45 pm**

**1. APOLOGIES**

An apology for absence was received from Councillor T.J. Jones.

**2. DECLARATIONS OF PERSONAL INTERESTS**

There were no declarations of personal interest.

**3. MINUTES**

**RESOLVED** that the minutes of the meeting of the Democratic Services Committee held on the 14<sup>th</sup> March 2017 be signed as a correct record.

**4. DEMOCRATIC SERVICES COMMITTEE - FUNCTION**

The Committee considered a report outlining the statutory framework within which the Democratic Services Committee functioned together with its remit and powers as detailed in the Local Government (Wales) Measure 2011, the Local Government (Democracy)(Wales) Act 2013 and additional responsibilities approved by Council on the 17<sup>th</sup> April 2013.

**RESOLVED** that the provisions of the Local Government (Wales) Measure 2011 and the Statutory Guidance relating to the role of the Democratic Services Committee function be noted.

**5. APPOINTMENT OF MEMBER DEVELOPMENT CHAMPION**

The Committee considered a report detailing the necessity to appoint a new Member Development Champion and to confirm the Authority's commitment to the importance of Member Development. The Member Development Champion would work closely with the Member Development lead for the Executive Board and officers of the Learning and Development Team on identifying and promoting member development issues.

It was suggested that the Chair of the Democratic Services Committee should also be the Member Development Champion.

**RESOLVED TO RECOMMEND TO COUNCIL** that the role of Council's Member Development Champion be incorporated as a function of the Chair of the Democratic Services Committee.

## **6. SURVEY - TIMING OF MEETINGS**

The Committee considered a report detailing the initial results of a timing of meetings survey which the Council was required to undertake in accordance with the Local Government (Wales) Measure 2011. The results indicated that the majority of members would prefer meeting arrangements to remain as at present.

A report on the findings had been considered by the Constitutional Review Working Group [CRWG] which had requested that further analysis of the responses be undertaken to ascertain the age profile of those members favouring evening meetings and which Committees they sat on. CRWG had also recommended that the possibility of holding an evening member development session be explored.

### **RESOLVED**

**6.1 that a further report on the timings of meetings be submitted to the next meeting;**

**6.2 that the possibility of holding an evening member development session be explored.**

## **7. DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2016-2017**

The Committee considered the Democratic Services Committee Annual Report for the period 18<sup>th</sup> May 2016 – 24<sup>th</sup> May 2017. The report outlined the work of the Committee during that period.

**RESOLVED that the Report be received.**

## **8. UPDATE ON MEMBER INDUCTION PROGRAMME 2017**

Further to minute 4 of the meeting held on the 1<sup>st</sup> September 2016 the Committee received a progress report on the Member Induction Programme 2017 and was invited to comment thereon. In order to ensure that the Programme had been effective in providing members with sufficient knowledge and understanding feedback was also sought from members on a proposal to hold focus groups.

It was commented that one or two sessions had unfortunately clashed with committee meetings and that some sessions would have possibly benefitted by being held over two days. Officers stated that information linked to any sessions would be available online for members who had been unable to attend. A concern was expressed over the low attendance at some sessions particularly in view of the amount of preparation work by officers but it accepted that there was no legal requirement to attend. The Chair suggested that maybe this was an issue that the WLGA could take up.

### **RESOLVED**

**8.1 that the report be received;**

**8.2 that the possibility of rearranging the cancelled familiarisation tour of the north and west of the County for newly elected Members be followed up;**

**8.3 the proposal to hold focus groups be welcomed.**

## **9. DEMOCRATIC SERVICES COMMITTEE - FORWARD WORK PROGRAMME**

The Committee received and considered a forward work programme [FWP] for 2017/18 which provided Members with Agenda Items for the 2017/18 Democratic Committee Cycle.

The Chair suggested that the FWP could also include items on IT provision for members and personal development reviews/mentoring.

**RESOLVED that the Forward Work Programme be adopted subject to the inclusion of the above suggestions.**

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**CHAIR**

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**DATE**

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