

## **PART 6.1**

# **CARMARTHENSHIRE COUNTY COUNCIL COUNCILLORS' AND CO-OPTED MEMBERS' SALARIES AND ALLOWANCES SCHEME ~~2016/17~~ *2017/18***

**Adopted at the Annual Meeting of Council held on ~~18/05/2016~~ *24/05/2017***

# INDEX

	SECTION	Page
1.	<b>INTRODUCTION</b>	<b>5</b>
	1.1 Renunciation	6
	1.2 Right to Family Absence	6
2.	<b>SUSPENSION OF COUNCILLORS</b>	<b>6</b>
3.	<b>SUSPENSION OF CO-OPTED MEMBERS</b>	<b>7</b>
4.	<b>SALARIES &amp; APPROVED DUTIES</b>	
	4.1 Basic Salary	7
	4.2 Senior Salaries	8
	4.3 Civic Salaries	8
	4.4 Co-opted Members' Payments	8
	4.5 Approved Duties	8
	4.6 Executive Board Members Approved Duties	10
	4.7 Official openings, public launch events of new buildings/services/ facilities within the County	10
5.	<b>ALLOWANCES</b>	
	5.1. Care Allowance	10
	5.2 Travelling Allowances	10
	5.3 Subsistence Allowances	13
	5.4 Overnight Accommodation and "Out of County" Subsistence Allowances	13

# INDEX

	SECTION	Page
6.	<b>I.T. COMMUNICATIONS SERVICES, EQUIPMENT AND STATIONERY</b>	
	6.1 Data Services / Telephone Lines	14
	6.2. I.T. Equipment	14
	6.3 Office Supplies, Stationery and Postage	14
7.	<b>PENSION</b>	15
8.	<b>PAYMENTS</b>	15
	8.1. Duplicate Payments	15
	8.2 Recovery of Overpayments	16
9.	<b>INCOME TAX</b>	16
10.	<b>NATIONAL INSURANCE CONTRIBUTIONS</b>	17
11.	<b>SOCIAL SECURITY BENEFITS</b>	
	11.1 Benefits Unaffected by Councillors /Co-opted Members' Duties or Allowances	17
	11.2 Claiming Benefits - The Basic Rules	18
12.	<b>PUBLICITY OF ALLOWANCES</b>	20
13.	<b>ATTENDANCE AT MEETINGS</b>	20
14.	<b>ANNUAL REPORTS BY COUNCILLORS</b>	20
15.	<b>FURTHER INFORMATION</b>	20

# INDEX

	SECTION	Page
	<b>APPENDIX A</b> <b>RATES OF ALLOWANCES TO BE PAID IN <del>2016/17</del></b> <b><i>2017/18</i></b>	<b>21</b>
	<b>APPENDIX B</b> <b>COUNCILLORS AND VOTING CO-OPTED MEMBERS'</b> <b>CARE ALLOWANCE SCHEME <del>2016/17</del> <i>2017/18</i></b>	<b>29</b>
	<b>APPENDIX C</b>  <b>RIGHT TO FAMILY ABSENCE</b> <b>RIGHT TO SICKNESS ABSENCE FOR SENIOR SALARY</b> <b>HOLDERS</b>	<b>31</b> <b>32</b>
	<b>APPENDIX D</b>  <b>JOB PROFILES AND PERSON SPECIFICATIONS FOR</b> <b>COUNCILLORS AND CO-OPTED MEMBERS</b> <b>Note:</b>  <b>(The Job Profile and Person Specification for Co-opted</b> <b>Members of Scrutiny Committees are the same as that set out</b> <b>for Members of the Scrutiny Committees)</b>  <b>(The Role of the Lay Member of the Audit Committee is set out</b> <b>in Part 3 Responsibility for Functions [table 3 Committees of</b> <b>the Council] of the Council's Constitution and is the same as</b> <b>that set out for Members of the Audit Committee)</b>	<b>33</b>
	<b>APPENDIX E</b>  <b>SCHEDULE OF MEMBER REMUNERATION</b>	<b>87</b>

# 1. INTRODUCTION

The basic powers for paying salaries and allowances to Councillors are provided in the Local Government and Housing Act 1989, Section 100 of the Local Government Act 2000 and in Regulations made by the Wales Assembly Government namely The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002. These Regulations require the Council to make a scheme for the payment of salaries and allowances in respect of the current year and subsequent years.

The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales (IRPW) to review councillors' allowances in Wales. The Panel was established in January 2008 to prescribe the maximum levels of salaries and allowances payable by County and County Borough Councils in Wales. Following the approval of The Local Government (Wales) Measure 2011 the IRPW's remit has been extended to National Parks and Fire and Rescue Authorities in Wales and the Panel can also now prescribe the levels of allowances / salaries to be paid rather than recommend the maximum levels of allowances that could be paid.

The Council is required to publish its Members' Salaries and Allowances Scheme, any amendments thereto, and details of the amounts to be paid and that are paid to Councillors each year in respect of Basic, Senior and Civic Salaries and travelling, accommodation, subsistence and care allowances. Similarly it also has to publish details of the amounts to be paid and that are paid to Co-opted Members in fees and the amounts paid to them in travelling, accommodation, subsistence and care allowances.

The Council is required to produce within 4 weeks of the Council's Annual Meeting an annual Schedule of Member Remuneration outlining the payments it intends to make to its members and co-opted members during the forthcoming financial year. A copy of the schedule must be published and forwarded to the IRPW by the 31<sup>st</sup> July each year. By the 30<sup>th</sup> September each year the Council must also produce and publish a Schedule of Member Remuneration outlining the payments made to its members and co-opted members during the previous financial year

The schedule of proposed payments is appended to this scheme as **Appendix A** and will be reviewed by the Council at its Annual Meeting each year.

The Council's Care Allowance Scheme is appended to this scheme as **Appendix B**

Details of ~~Councillors and Co-opted Members'~~ rights to Family absence **and Sickness**

**Absence for Senior Salary Holders** are appended to this scheme as **Appendix C**

Details of Councillors' and Co-opted Members' job profiles and person Specifications are appended to this scheme as **Appendix D**

What is required to be published in the schedule of member remuneration by the 31<sup>st</sup> July each year is set out in **Appendix E**

## 1.1 Renunciation

Councillors may elect to forego any part of their entitlement to a salary or an allowance by giving written notice to the Chief Executive. However, ***Social Security rules take into account any income that is available to Councillors even if they choose not to take advantage of it. Thus, even though Councillors may elect to forego their allowances, the Benefits Agency or the Council's Housing Benefits Section can treat Councillors as if they had been paid the allowances and reduce their benefits accordingly. For further information please see section 10 below***

## 1.2 Right to Family Absence/*Sickness Absence for Senior Salary Holders*

A councillor must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of family absence, the councillor may be absent from meetings of the council during that period of family absence. This right will also be available to members of the Executive Board.

Family absence relates to the following:

- Maternity absence
- Newborn absence
- Adopters absence
- New adoption absence
- Parental absence

Details in respect of the above are set out in APPENDIX C of this scheme

During a period of Family absence a Councillor's basic or senior salary will continue to be paid in full.

In the event of a senior salaried member being on a period of family absence/*sickness absence* the Authority may decide to appoint a substitute member, in which case the substitute member will be eligible to be paid a senior salary if the Authority so decides.

## 2. SUSPENSION OF COUNCILLORS

Where a councillor is suspended or partially suspended from being a member of the Council (Part III of the 2000 Act refers) the Council will not make payment of the basic allowance or any allowances claimed for the duration of the suspension (Section 155(1) of the LG Measure). The payment of any allowances claimed during the period will also be withheld.

Where a councillor is suspended or partially suspended from being a member of the Council (Part III of the 2000 Act refers) and is in receipt of a senior salary, the Council will not make payments of the councillor's senior salary for the duration of the suspension (Section 155(1) of the LG Measure). If the partial suspension relates only to the specific responsibility element of the payment of senior salary, the councillor may retain the basic salary

Where any type of allowance has already been paid during a period when a councillor has been suspended or partly suspended from office, or he/she has ceased to be a councillor or is not otherwise entitled to receive an allowance, that allowance will be repaid. (See also paragraph 8 below regarding Payments).

### **3. SUSPENSION OF CO-OPTED MEMBERS**

Where a co-opted member is suspended or partially suspended from the Council (Part III of the 2000 Act refers) the Council will not make payment of a co-opted member fee or any allowances claimed for the duration of the suspension (Section 155(1) of the LG Measure).

### **4. SALARIES & APPROVED DUTIES**

Payments of Salaries and Fees will be made at the levels prescribed by the Independent Remuneration Panel for Wales.

Other than in the year of County Council Elections (referred to in paragraph 4.1 below) any increase / reduction in salaries or fees will be payable with effect from the date of the Annual Meeting of the Council approving the scheme for the following Municipal Year, unless prescribed otherwise by the IRPW.

Other than in the year of County Council Elections where Senior Salaries will be payable with effect from the date of appointment any increase/reduction in Senior Salaries will be payable with effect from the date of the Annual Meeting of the Council, unless prescribed otherwise by the IRPW.

#### **4.1 Basic Salary**

Basic salary is payable at the same rate to all Councillors. It is paid in recognition of the time devoted by Councillors to their work including incidental expenses, such as inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils., including the undertaking of approved duties(see para 3.2 below). This will be payable from the 4<sup>th</sup> day after the election to the council subject to the member having signed their declaration of acceptance of office in accordance with Section 83(1) of the Local Government Act 1972

Basic Salary also covers other incidental costs such as the use of their homes.

Members who are only in receipt of a basic salary are not precluded from receiving a second salary as a member of a Fire & Rescue or National Park Authority.

## **4.2 Senior Salaries**

A Senior Salary is paid to councillors appointed by the Council or Leader of the Council to specific positions i.e. Executive Board Members and Chairs of Committees. Senior salaries will be payable from the date of the Council's Annual meeting.

A Senior Salary must also be paid to the Leader of the largest opposition group (a political group other than a controlling group which has a greater number of members than any other political group in the Council) provided that the group's membership comprises 8 or more members (at least 10% of the Council's members [74]).

The number of Senior Salaries payable by the Council is limited to a total of 18 by the Independent Remuneration Panel for Wales. This maximum number of senior salaries may only 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.

The IRPW has based its remuneration of Council Leaders and Executive Members on the assumption that these roles are full time and this therefore precludes them from receiving a second salary as a member of a Fire & Rescue or National Park Authority.

## **4.3 Civic Salaries**

A Civic Salary is paid to the Chair and Vice Chair appointed by the Council and will be payable from the date of the Council's Annual meeting. The Chair and Vice Chair of the Council receive Civic Salaries under Sections 22 and 24 of the Local Government Act, 1972 to assist them with the expenses of their office.

The Civic Salary includes any out of pocket expenses not otherwise paid directly by the Council in support of the functions of the Chair and Vice Chair of Council.

## **4.4 Co-opted Members' Payments**

Co-opted Members with voting rights will receive payments in recognition of the time devoted to their work associated with and in attending meetings including incidental expenses. Payments will be made via a daily fee at the levels prescribed by the Independent Remuneration Panel for Wales.

Payments will also be made for attending authorised training events, conferences and preliminary meetings convened by Officers.

## **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.***)

\*Originally known as Liaison Meeting for Opposition Spokespersons – see Executive Board Meeting 30/11/2015 (Minute 18)

## **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.

## **5. ALLOWANCES**

Payments of allowances will be made at the levels prescribed by the Independent Remuneration Panel for Wales.

### **5.1. Care Allowance**

A copy of the Council’s adopted care allowance scheme is set out in Appendix B to this scheme

### **5.2 Travelling Allowances**

Councillors / Co-opted Members must notify the Democratic Services Unit of the Chief Executive’s Department as soon as possible of their impending journey in order that the most economical price can be negotiated where accommodation, rail or air travel will be required. These arrangements will be made by the Democratic Services Unit and paid for by using the corporate credit card which enables the Council to re-claim any VAT charges. The Independent Remuneration Panel for Wales’ view is that Council members should always be mindful of choosing the most cost effective method of travel. Where Councillors are required to travel on Council approved duties (see Section 3.2 above), the following rules will apply

### 5.2.1 Travel by Rail

All rail travel by councillors / co-opted members must be arranged, at the earliest opportunity, through the Democratic Services Unit in order to maximise savings to the Council. Travel by rail will normally be by standard second class ticket.

Members are permitted to travel by first class rail where work requirements justify such expenditure. (i.e. working on the train prior to attending a meeting the same day). First class apex tickets, or their equivalent, will be provided when they are available and it can be shown that these tickets would produce a saving to the Council over the standard second class rail fare. (Obtaining a first class apex ticket normally requires the ticket to be booked at least a week in advance of the rail journey.)

Rail tickets will be obtained by the Democratic Services Unit for all rail journeys.

### 5.2.2 Travel by Private Car

When travelling by private car the journey should be undertaken by the shortest route, allowance claims will be verified by the Democratic Services Unit of the Chief Executive's Department and payment made for the shortest route calculated for the journey.

*PLEASE NOTE: Members who use a personal vehicle to attend meetings and for approved duties will be required to declare this to their motor insurers and ensure they obtain Business Use. The Democratic Services Unit will ask members to produce their car insurance certificates and driving licence on an annual basis to ensure compliance.*

#### Travelling "in County"

The current travelling allowances paid to councillors and co-opted members for travel by private car, as outlined in Appendix A of this scheme will be payable for journeys within County.

#### Travelling "Out of County"

When travelling "out of County" councillors and co-opted members must travel by the most cost effective means to the Council, taking into account the cost of travel and time involved in a journey. This will usually be by rail and where rail facilities exist the rate for travel by a member's own car will be the equivalent of the Standard Day Return rail fare in lieu. Expenses incurred such as parking fees, ferry fees and tolls paid for bridges and roads will be refunded on the production of receipts.

However, where the Chief Executive or his representative agrees prior to the journey being made that travel by rail is inappropriate because of meeting start time or inappropriate rail services, the councillor concerned will be authorised to travel using one of the Council's leased cars (provided the Councillor has undertaken a driver assessment course and then authorised to use such a vehicle or, if unavailable, by private car at the travelling allowances outlined in Appendix A of this scheme.

In instances where more than one member is travelling to the same meeting / event outside the County and a member is authorised to travel by private car, then whenever possible, arrangements should be made to share car travel. .

#### 5.2.3 Travelling by Hired Car / Council Leased Car

Councillors may hire cars through the Democratic Services Unit if the total of the hire charge and the petrol used will be less than the Standard Class rail fare. If a car is hired, the hire charge is paid direct by the Council and a claim form has to be submitted for the fuel used. Expenses incurred such as parking fees, ferry fees and tolls paid for bridges and roads will also be refunded on the production of receipts. Prior to being authorised to have the use of a hire / council leased car a Councillor / Co-opted Member must undertake a driver assessment course and be authorised to use such a vehicle. The course will be arranged by the Democratic Services Unit of the Chief Executive's Department in conjunction with the Transport Manager of the Technical Services Department.

***(Recognised as good practice under the Council's Fleet Road Risk Policy)***

#### 5.2.4 Travel by Taxi / Bus

Where it is reasonable to do so, the actual fare may be claimed on the production of the relevant receipts

### 5.3 Subsistence Allowances

Claims for subsistence will be paid for the actual expenses incurred supported by the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme.

**Note:**

***Subsistence will not be paid to Councillors when conducting official business within the County of Carmarthenshire.***

***(This does not apply to Co-opted Members who live outside the County of Carmarthenshire.)***

***Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.***

For co-opted members that live outside the County the method of determining the payment of subsistence allowance when undertaking official business within the County, will be as follows:

<b>Breakfast</b> – more than 4 hours before 11.00 a.m.	<b>£4.00</b>
<b>Lunch</b> – more than 4 hours including the period 12 noon to 2.00 p.m.	<b>£8.00</b>
<b>Tea</b> – more than 4 hours including the period 3.00 p.m. to 6.00 p.m.	<b>£3.00</b>
<b>Dinner</b> – more than 4 hours ending after 7.00 p.m.	<b>£13.00</b>

### 5.4 Overnight Accommodation and “Out of County” Subsistence Allowances

All arrangements for overnight stays by elected members must be carried out by the Democratic Services Unit of the Chief Executive’s Department. Where an approved duty involves an overnight stay from the member's usual place of residence for a continuous period of absence of 24 hours or more outside the County, all reasonable subsistence expenses incurred will be paid on an actual basis ,subject to the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme

A reasonable level of accommodation will be arranged by the Democratic Services Unit (except where the accommodation is provided as part of a conference/seminar or event fee).

Where the accommodation does not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates as shown in Appendix A of this scheme.

Where Seminar/Conference or Event fees are paid direct by the Council and are inclusive of accommodation but do not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding in total the appropriate rates as shown in Appendix A of this scheme.

Overnight accommodation will not be arranged and paid for within the County of Carmarthenshire.

## 6 I.T. COMMUNICATIONS SERVICES, EQUIPMENT AND STATIONERY

In the same way that officers are provided with equipment and supplies to enable them to carry out their functions, the Council provides or facilitates the provision of a range of services directly to councillors to assist them with their office costs.

### 6.1 ~~Data Services / Telephone Lines~~ **Communications Allowance**

*The Council will provide all newly elected members with a Communications allowance of £20.00 per month to source their own broadband. Members who were elected prior to the elections in May 2017 will be permitted to continue with current standard broadband provision or alternatively choose to source their own broadband and receive the £20 communication allowance*

~~meet the full cost of installing a telephone line for new councillors of the Council who have no telephone and a second (broadband) line for the~~ **exclusive purpose of providing on line data services** (e.g. Intranet, Internet E-mail, etc.).

### 6.2. I.T. Equipment

The Council will provide each councillor with *a IT Device based on user preference - options to include a) Mix Tablet, b) Standard Laptop and i-pad* ~~a tablet device and laptop~~ to enable them to access the Council's internal systems and the internet ~~and a basic printer to print paper copies of correspondence.~~ Appropriate computer software and consumables will also be provided. Members will be able to access **printing facilities at Council offices;**

~~(To avoid costly printing of large documents at home, paper copies of large reports will be provided by the Democratic Services Unit of the Chief Executive's department, on request )~~

(It should be noted that only the Council's own encrypted devices can be linked to the Council's IT Equipment e.g. Memory Sticks, CD's. and that the equipment provided should only be used for Council business.)

Mobile telephones may also be provided free of charge to Executive Board Members if they are necessary to assist them in fulfilling their duties as determined by the Council.

~~The Council decided at its adjourned meeting held on 1<sup>st</sup> June, 2012 that that~~ **No** payments ~~will~~ **could** be made to Councillors and Co-opted members towards their telephone costs (line rental and call charges).

### 6.3 Office Supplies, Stationery and Postage

Office supplies, such as pens, pencils, postage, files, paper, envelopes, etc. will be provided to councillors at a reasonable level and also direct practical support from the Democratic Services Unit in the preparation of letters, surgery posters, newsletters, obtaining responses to councillor enquiries and so forth.

~~The Council decided at its adjourned meeting held on 1<sup>st</sup> June, 2012 that that~~ No payments ~~will~~ would be made to Councillors and Co-opted members towards their postage costs

## 7. PENSION

All councillors will be entitled to join the Local Government Pension Scheme (LGPS) and their Basic and where appropriate Senior Salaries will be pensionable.

## 8. PAYMENTS

The payment of Basic, Senior and Civic Salaries is incorporated into the monthly payroll system and will be paid automatically by Bank Credit Transfer without any action required by Councillors or Co-opted Members.

These payments are enhanced by the Care Allowance, Travelling and Subsistence Allowances claimed for the previous month. Claims should be submitted on the appropriate forms to the Democratic Services Unit of the Chief Executive's Department within one month of the meeting to which the allowance refers, together with appropriate receipts. Councillors and Co-opted Members are requested to submit regular monthly claims in order that the Council can maintain accurate financial profiles for budget management purposes.

Payment of Co-opted Members' Fees , Care Allowance, Travelling and Subsistence Allowances will be paid in the same way.

Payment is made on the 15<sup>th</sup> of each month, or the nearest banking day and the appropriate claim form for travelling and subsistence allowances should be submitted to the Democratic Services Unit by the twenty seventh (27<sup>th</sup>)-day of every calendar month

**Note:**

***Receipts provided must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.***

**Councillors and Co-opted Members will lose their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.**

**Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.**

### 8.1. Duplicate Payments

All claims made will be signed by Councillors and Co-opted members to signify that they have actually and necessarily incurred expenditure being claimed and will not make any other allowances claims under any enactment for the duties being claimed for. In addition the Democratic Services Unit of the Chief Executive's Department will adopt procedures to ensure that no duplicate payments are made.



## **8.2 Recovery of Overpayments**

Any overpayments made by the authority in error in respect of salaries, allowances, or fees, will be recovered either from the following month's payment or in instalments over a maximum period of 3 months' payments.

That in instances where payment has already been made in respect of any period which a councillor 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

Repayment of the sums involved will be sought immediately.

## **9. INCOME TAX**

Basic, Senior and Civic Salaries and Co-opted Members' Fees are taxable and members will be taxed under the normal PAYE system. Daily subsistence for a period of attendance at meetings away from the normal place of attendance (outside the County), tax is non-deductible.

Councillors, Independent and Co-opted Members should contact Her Majesty's Revenue and Customs (HMRC) if they feel they are entitled to allowances against this income. Typical tax deductible expenses which may be claimed by councillors include:-

**Travel by Car** - An arrangement applies where a member uses his/her own car in the performance of non approved duties which do not attract mileage allowance. This provides for an allowance, calculated using HMRC authorised mileage rates (45p per mile from 2015/16) Members will have to keep records of their mileage on non-approved duties in order to claim this allowance.

**Secretarial Expenses** - Where payments are made for necessary secretarial assistance involving, for example, drafting replies to letters, typing and filing, and such assistance is not provided by the Authority. Any amounts claimed must be reasonable in relation to the councillor's allowances and to the assistance given. The amounts must actually have been paid to the assistant on a regular basis. HMRC may wish to see evidence of such payments.

**Hire of Rooms** – The expenditure to be claimed should be limited to the amount incurred and should relate to hire for 'surgeries' or public meetings e.g. planning objections. A claim cannot be allowed in respect of the hire of rooms for party political purposes

Household Expenses - Where additional household expenses are incurred (light, fuel, heating etc.) relating to those parts of councillors' homes that are used for council duties, HMRC will accept a standard deduction (an amount agreed between the Association of Councillors and HMRC) to cover this. If a room is used exclusively for council business, a claim may also be made for the proportion of Council Tax, heat and light relative to that room.

Other Expenses - Members with expenses not covered by the above should itemise them on their tax return. HMRC may require evidence and details of the expenditure.

## **10. NATIONAL INSURANCE CONTRIBUTIONS**

If a Councillor or Co-opted member is under state-pension age and receives taxable allowances equalling or exceeding the current lower earnings limit, there is a liability for Class 1 National Insurance contributions at the standard rate.

Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor or Co-opted Member may have another job or is self-employed.

However, there is an annual maximum for contribution liability and in certain instances a Councillor or Co-opted Member may be entitled to a refund. An explanatory leaflet (NP28 People with more than one job) is available from Social Security Offices. In addition leaflet NP 18 is available for people who pay Class 4 contributions and are also self employed.

## **11. SOCIAL SECURITY BENEFITS**

### **11.1 Benefits Unaffected by Councillors /Co-opted Members' Duties or Allowances**

The following benefits should be unaffected by being a Councillor or by any payments they receive for undertaking their duties -

Child benefit and one parent benefit.

Retirement or widow's pension.

Personal Independence Payments or Department for Work and Pensions attendance allowance.

Industrial disablement or war disablement benefit paid because of being assessed as having a percentage disability.

If a Councillor / Co-opted Member is single, and these are the only benefits which they are claiming in their own right, then these benefits are unlikely to be affected by their salaries or fees.

If a Councillor/Co-opted Member receives a married woman's retirement pension or if a their partner claims benefits which include an amount for the Councillor/Co-opted Member as their dependant , then these benefits can be affected by the Councillor's allowances.

Advice should therefore be sought from the Department for Work and Pensions regarding partners under each of the separate benefits available.

## **11.2 Claiming Benefits - The Basic Rules**

The following rules apply if -

Claiming any benefit, other than those listed above; or

A partner claims a means-tested benefit; or

A partner claims an extra amount or retirement pension, unemployment benefit, incapacity benefit, severe disablement allowance, maternity allowance or invalid care allowance for the Councillor / Co-opted Member as his or her dependant.

A Councillor/Co-opted Member must notify the Department for Work and Pensions Office from which they receive the benefits that he/she is an elected Councillor or Co-opted Member. If a partner claims a means-tested benefit or claims for the Councillor/Co-opted Member as his or her dependant, he or she must also tell the relevant benefit offices about their partner's Council duties.

**Some Councillors / Co-opted Members may think that if they refuse to accept their Salaries / Fees, this will mean their benefits will not be affected. This is not true. In most cases, the social security rules take into account any income that is available to you, even if you choose not to take advantage of it.**

The treatment of different allowances varies from benefit to benefit. For some benefits, the very fact that the Councillor/Co-opted Member is undertaking Council duties (whether or not they get aid for them) can affect their rights to claim. In other cases, it is the level of income from the allowance that affects entitlement.

***Social Security benefits is an area of complexity and detailed specialist advice should be obtained from the local office of the Benefits Agency or online at [www.gov.uk](http://www.gov.uk)***

## **12. INSURANCE - PERSONAL ACCIDENT COVER**

The Council maintains a Personal Accident Policy to provide benefits for Councillors and Co-opted Members who sustain injuries or who suffer an assault in the course of their duties as a Council Member or a Co-opted Member of a Committee of the Council

The Policy will operate during the time the Member is engaged on Council business, including:

- service on behalf of the Council on Committees of other Authorities or bodies, provided no other cover applies in respect of such service, and

- direct travel in connection with the above.

The Policy is extended to cover Members' spouses while travelling on official journeys on Council business

The range of benefits are:-

Death	£50,000
Permanent Total Disablement	£50,000 applied on Continental scale
Temporary Total Disablement	£100 per week
Temporary Partial Disablement	£50 per week
Hospitalisation	£20 per day after first day
Convalescence Benefit	£20 per day after first day

N.B. the maximum combined benefit period for hospitalisation and convalescence is 31 days.

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the Hospitalisation and Convalescence Benefit are not affected.

The Council also maintains a Business Travel Policy to provide benefits for Members participating in official journeys outside the U.K.

This policy is also extended to cover Members' spouses.

The range of benefits are:-

Death	£150,000
Permanent Total Disablement	£150,000 applied on Continental scale
Medical and other expenses	£1,000,000 per person less £25 excess
Baggage and Personal Effects	£1,500 subject to £250 maximum any one item and £25 excess
Money	£400 any one person and £25 excess
Cancellation, loss of deposit, etc.	£3,000 any one person
Personal Legal Liability	£1,000,000

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the medical expenses, baggage and personal effects, money, cancellation etc., and personal liability benefits are not affected.

## 13. PUBLICITY OF ALLOWANCES

As soon as practicable after determining its Schedule of Councillors and Co-opted Members' payments for the year the Council will no later than 31 July of the year to which the Schedule refers, make arrangements for the schedule's publication within the County.

As soon as practicable and no later than 30 September following the end of a financial year (1<sup>st</sup> April – 31<sup>st</sup> March), the Council will make arrangements for the publication within the County, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, care, travel and subsistence allowances.

Also in the same timescale and in the same manner, the Council will make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. ( i.e. Fire and Rescue Authority, National Park Authority)

## 14. ATTENDANCE AT MEETINGS

Details of Councillors' and Co-opted Members' attendance at meetings of the Council and its Committees and Sub Committees will be maintained by the Democratic Services Unit of the Chief Executive's Department.

## 15. ANNUAL REPORTS BY COUNCILLORS

The Council will make arrangements for each member of the Council to make an annual report regarding his/her activities as a member of the Council. Copies of annual reports produced by Councillors will be available to view on their web pages on the Council's website:

<http://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-mps-meps/>

## 16. FURTHER INFORMATION

*For further information in respect of this scheme please contact:*

<i>Linda Rees-Jones, Head of Administration and Law</i>	<i>Tel. 01267 224010</i>
<i>Kevin Jenkins, Payroll Manager</i>	<i>Tel. 01267 224680</i>
<i>Gaynor Morgan, Democratic Services Manager</i>	<i>Tel. 01267 224026</i>
<i>Eira Evans, Principal Democratic Services Officer</i>	<i>Tel. 01267 224060</i>

### RATES OF ALLOWANCES TO BE PAID IN ~~2016/17~~ 2017/18

The amounts of Salaries Fees and Allowances to be paid to Councillors and Co-opted Members are prescribed by the Independent Remuneration Panel for Wales. It should be noted that members in receipt of Senior and Civic Salaries do not receive the Basic Salary in addition to those salaries. Also a Councillor cannot be paid more than one Senior Salary or a Senior Salary and a Civic Salary

Any Councillor or Co-opted Member may also elect to forego any part of their entitlement to a salary, allowance or fee.

**1. Basic Salary** is payable at the same rate to all Councillors and the prescribed amount for ~~2016/17~~ 2017/18 is £13,340 p.a. Basic salary will remain payable during a period of "Family Absence" (Councillors receiving a Senior Salary or a Civic Salary do not also receive a Basic Salary)

**2. Senior Salary** is paid to councillors appointed by the Council or Leader of the Council to specific positions (e.g. Chairs of Committees, Executive Board Members) and is limited to a total of 18 senior salaries by the Independent Remuneration Panel for Wales. Senior salary will remain payable during a period of "Family Absence".

A Senior Salary must also be paid to the Leader of the largest opposition group (a political group other than a controlling group which has a greater number of members than any other political group in the Council) provided that the group's membership comprises 8 or more members (at least 10% of the Council's members[74]).

MEMBERS ENTITLED TO BASIC SALARY (54)			ANNUAL AMOUNT OF BASIC SALARY
<p>The following named elected members of the authority who are not entitled to senior/civic salary <b>*(this list is subject to changes made earlier at the meeting):-</b></p> <div> <div> 1. Fozia Akhtar 2. Sue Allen 3. Liam Bowen 4. Kim Broom 5. Cefin Campbell  6. Mansel Charles 7. Deryk Cundy 8. Suzy Curry 9. Alun Davies 10. Anthony Davies 11. Arwel Davies  12. Ann Davies  13. Glynog Davies 14. Handel Davies 15. Ieuan Davies 16. Joseph Davies 17. Sharen Davies 18. Emlyn Dole  19. Jeff Edmunds 20. Penny Edwards 21. Colin Evans 22. Hazel Evans 23. Linda Evans 24. Rob Evans 25. Tyssul Evans 26. Amanda Fox </div> <div> 27. Jeanette Gilasbey 28. Deian Harries 29. Carl J. Harris 30. Tina Higgins 31. Ken Howell  32. Peter Hughes-Griffiths 33. Philip Hughes 34. Andrew James 35. John James 36. Rob James 37. David Jenkins  38. John Jenkins  39. Gareth John 40. Carys Jones 41. Betsan Jones 42. Dot Jones 43. Gary Jones 44. Irfon Jones  45. Jim Jones 46. Alun Lenny 47. Jean Lewis 48. Ken Lloyd 49. Kevin Madge 50. Shirley Matthews 51. Andre McPherson </div> <div> 52. Giles Morgan 53. Eryl Morgan 54. Shahana Najmi 55. Dai Nicholas 56. Aled Vaughan Owen 57. Dorian Phillips  58. Susan Phillips 59. Darren Price 60. John Prosser 61. Louvain Roberts 62. Emlyn Schiavone 63. Hugh Shepardson 64. Alan Speake 65. Mair Stephens 66. Bill Thomas 67. Dai Thomas 68. Edward Thomas 69. Gwyneth Thomas 70. Gareth Thomas 71. Jane Tremlett 72. Elwyn Williams 73. Dorian Williams 74. Eirwyn Williams </div> </div>			£13,400

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)* <b>(this list is subject to changes made earlier at the meeting):-</b>		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader		£48,100
2.	<b>1 x Deputy Leader, or alternatively</b>  <b>2 x Deputy Leader (&amp; 8 EBM's)</b>	This list will be populated after the Annual Meeting	£33,600  £31,350

	<b>SENIOR SALARIES ENTITLEMENTS</b> <b>(includes basic salary)* (this list is subject to changes made earlier at the meeting):-</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
3.	Executive Board Member	“	£29,100
4.	Executive Board Member	“	£29,100
5.	Executive Board Member	“	£29,100
6.	Executive Board Member	“	£29,100
7.	Executive Board Member	“	£29,100
8.	Executive Board Member	“	£29,100
9.	Executive Board Member	“	£29,100
10.	Executive Board Member	“	£29,100
11.	Chair of Planning Committee	“	£22,100
12.	Chair of Licensing Committee	“	£22,100
13.	Chair of Communities Scrutiny Committee	“	£22,100
14.	Chair of Education & Children Scrutiny Committee	“	£22,100
15.	Chair of Environmental & Public Protection Scrutiny Committee	“	£22,100
16.	Chair of Policy & Resources Scrutiny Committee	“	£22,100
17.	Chair of Social Care & Health Scrutiny Committee	“	£22,100
18.	Leader of the Largest Opposition Group	“	£22,100
A maximum of 18 senior salaries for Carmarthenshire County Council may be paid and this has not been exceeded.			

<b>ENTITLEMENT TO CIVIC SALARIES</b> <b>(includes Basic Salary)</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Chair)	This list will be populated after the Annual Meeting	£21,600
Deputy Civic Head (Chair)	“	£16,100

<b>ENTITLEMENT AS STATUTORY CO-OPTES</b>		<b>AMOUNT OF CO-OPTES ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	



ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	C. Downward	£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, Education & Children's Services Committee, Audit Committee	<u>Standards Committee:</u> <ul style="list-style-type: none"> <li>• M. Dodd</li> <li>• M.A. Morgan</li> <li>• A. Williams</li> <li>• Vacancy</li> <li>• <i>Vacancy T&amp;CC rep</i></li> </ul> <u>Education &amp; Children Scrutiny Committee</u> <ul style="list-style-type: none"> <li>• J. Voyle Williams</li> <li>• V.L. Kenny</li> <li>• E. Hayes</li> <li>• K. Hill</li> <li>• A. Pickles</li> </ul> <u>Audit Committee</u> <ul style="list-style-type: none"> <li>• Julie James</li> </ul>	£198 Daily Fee £99 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£226 Daily Fee £113 ½ Day Fee

The co-optee allowance will also be payable for attending authorised training events, conferences and preliminary meetings convened by Officers.

For the purposes of claiming:

A half day meeting is defined as up to 4 hours

A full day meeting is defined as over 4 hours

- Reasonable time for pre meeting preparation is eligible to be included in claims made for daily fees by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
- Travelling time to and from the place of the meeting can be included in the claims made for daily fees by co-opted members (up to the maximum of the daily rate).
- The appropriate officer within the authority will 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.

- Meetings eligible for the payment of a daily fee include other committees and working groups (including task and finish groups) or any other formal meeting to which co-opted members are requested to attend. (pre meetings with officers, training and attendance at conferences are already eligible for payment).

- 

These payments are also capped at a maximum of the equivalent of 10 full days a year (20 half days a year) for each committee to which an individual may be co-opted. (The setting of the cap for the maximum number of daily fees payable within a municipal year will be reviewed annually)

Co-opted Members of Committees that do not have voting rights will not be entitled to a daily fee for attending meetings although they will be able to claim travelling and subsistence allowances at the same rates as that paid to councillors, Independent and co-opted members with voting rights

**(Independent and Co-opted Members of the Council's Committees will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred)**

<b>MEMBERS ELIGIBLE TO RECEIVE <i>REIMBURSEMENT OF COSTS OF CARE</i> CARE ALLOWANCE</b>		
All Members		Up to a maximum of £403 per month
<i>Amounts reimbursed to named members detailed below:-</i>		
	<b><i>MEMBER</i></b>	<b><i>AMOUNT OF ALLOWANCE</i></b>

# APPENDIX A

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

### 5.1 Chair of a JOSC

The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 Level 2 senior salary that remunerates a committee chair of a principal authority, £6,700 p.a.

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

### 5.2 Chair of a JOSC Sub Committee

The chair of a sub committee of a Joint Overview and Scrutiny Committee is eligible for a salary of £1,675

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

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

### 5.2 Chair of a JOSC Sub Committee

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).

A deputy chair of a JOSC or sub committee is not eligible for payment.

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. (entitled to vote)

The remuneration of Chairs of JOSCs (or a sub-committee of a JOSC) 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 awarded, it must be at the level set out above.

**At present the authority has not established any Joint Overview Scrutiny Committees with other authorities and the above level of payments are for noting and inclusion within the Council's Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2016/17 2017/18 in the event that the Council should decide to establish JOSC's during the 2016/17 2017/18 Municipal Year and to pay a salary.**

**6. Travelling Allowances** are payable to Councillors and Co-opted Members undertaking approved duties and will be paid at the following rates for 2016/17  
2017/18

All vehicle sizes of private motor vehicle:

Up to 10,000 miles – 45p per mile

Over 10,000 miles – 25p per mile

Private motor cycles – 24p per mile

Pedal cycles – 20p per mile

Passenger supplement – 5p per passenger per mile

All other forms of travel including Bus/Taxi fares will only be reimbursed at the actual expense incurred and must be accompanied by appropriate receipts.

PLEASE NOTE. Members who use a personal vehicle to attend meetings and for approved duties will be required to declare this to their motor insurers and ensure they obtain Business Use. The Democratic Services Unit will ask members to produce their car insurance certificates and driving licence on an annual basis to ensure compliance.

**Councillors and Co-opted Members should always be mindful of choosing the most cost-effective method of travel**

***Note: The Council decided at its adjourned meeting held on 1<sup>st</sup> June, 2012 that travelling allowance would not be paid to Councillors for undertaking official business in connection with constituency or ward responsibilities where they arose out of the discharge of the functions of the Council***

### **7. Subsistence Allowances**

The maximum daily rate of subsistence allowance of £28.00 per day covers a 24 hour period and will become payable from the time that the Councillor / Co-opted member leaves home to undertake their journey on official business. The maximum daily rate reimbursable covers a 24 hour period and can be claimed for meals during this period, provided such a claim is supported by receipts.

Where an overnight stay is involved and includes breakfast as part of overnight accommodation a day subsistence rate of £24.00 will be made available.

Re-imbursement of alcoholic drinks is not permitted.

It should be noted that subsistence allowances will not be payable for official business which takes place within the County. (This does not apply in respect of co-opted members who live outside the County)

**Claims will be paid on the basis of actual expenditure supported by receipts and the maximum allowance in each case will be paid only if actual expenditure equals or exceeds it.**

**8. Overnight Accommodation** will be arranged and paid for by the Democratic Services Unit of the Chief Executive's Department. The overnight accommodation costs will not exceed the following amounts for 2016/17 **2017/18**:

Overnight Costs in London	£150- <b>200</b>
Overnight Costs elsewhere	£ 95

An allowance of £25.00 per night if staying with friends or relatives

**Overnight accommodation will not be arranged and paid for within County.**

**9. Care Allowance** is paid to Councillors and Co-opted Members with voting rights in respect of such expenses in arranging for the care of children or dependants (Aged 15years and over) as are necessarily incurred in the carrying out of their duties.

The maximum level of care allowance payable for 2016/17 **2017/18** is £403 per month and claims will be paid on the basis of actual expenditure supported by receipts, the maximum allowance will be paid only if actual expenditure equals or exceeds it.

It should be noted that the allowance is a contribution to actual monthly costs which cannot be annualised.

Care provided by Registered Carers will be reimbursed at cost

Care provided by family members or friends will be reimbursed at the following appropriate current minimum wage rate per hour:

£7.2**50** per hour the New National Living Wage rate for workers aged 25 and over

£6.70 **7.05** per hour the main rate for workers aged between 21 and 24

£5.3**60** per hour the main rate for workers aged 18 – 20 years of age

£3.87 **4.05** per hour the rate for workers above school leaving age but under 18 (16-17 years of age)

Siblings of 14 and 15 years of age providing care will be reimbursed at the Council's agreed rate of £3.30 per hour

These allowances will be payable for 2016/17 **2017/18**:

***Receipts from registered carers must be formal documents, showing the name of the business/person, the date period of time and the nature of the supply.***

***In cases where care is provided by a Councillor's / Co-opted Member's family member or friends the Councillor / Co-opted Member will make a declaration providing specific details of the nature of the care service provided to the child or dependent, the specific time period and the date.***

***The Chief Executive was delegated authority by Council at its adjourned annual meeting held on 1<sup>st</sup> June, 2012 to increase the reimbursement of care provided by family members and friends, in line with increases in the appropriate minimum wage rate per hour and the Council's prescribed rate paid to "responsible siblings" by the same percentage level.***

**10. Scrutiny Participants** who are formally invited to contribute to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling allowance at the same rates as that paid to councillors.

**11. IT Equipment, Office Supplies,** will be provided free of charge to councillors at an appropriate level.

## APPENDIX B

### **REIMBURSEMENT OF COSTS OF CARE ~~CARE ALLOWANCE~~ SCHEME COUNCILLORS AND VOTING CO-OPTED MEMBERS'**

In accordance with the requirements of the Independent Remuneration Panel for Wales (IRPW) the Council provides for the payment to Councillors and Co-opted Voting Members of a **reimbursement of costs of care** ~~Care Allowance~~ in respect of such expenses of arranging for the care of children or dependants as are necessarily incurred in the carrying out of that Councillor's duties.

**It is a matter for councillors and co-opted members to satisfy the council that it is reasonable and appropriate for them to receive a care allowance**

Payment will not be paid:

- in respect of the care of any child aged 15 years or over or dependent(s) unless the councillor / co-opted voting member satisfies the Council that the child or dependant required supervision which has caused him or her to incur expenses that were necessary for the carrying out of his/her duties as a member of the Council.
- to more than one councillor / co-opted voting member in relation to the care of the same child or dependent
- in respect of more than one care allowance to any councillor / co-opted voting member who is unable to demonstrate to the reasonable satisfaction of the Council that he / she has to make separate arrangements for the care of different children or dependants.
- In respect of a sibling providing care who is less than 14 years of age.

The total amount of allowance payable will not exceed the monthly maximum prescribed by the IRPW.

Subject to the above maximum payment the reimbursement of the costs of providing care will be made as follows:

- Care provided by Registered Carers will be reimbursed at cost.
- Care provided by family members or friends will be reimbursed at the appropriate national minimum wage rate per hour:
- Care provided by a responsible sibling will be reimbursed at the Council's prescribed rate per hour

Care allowance is a contribution to actual monthly costs which cannot be annualised.

To be considered for the payment of care allowance, councillors and co-opted voting members will have to complete an application form providing relevant details and will also have to re-apply for the allowance at the beginning of each financial year. Applications for the care of children or dependents aged 15 years of age or over requiring supervision must be supported by a letter from a GP setting out the reasons for supervision.

Applications will be considered and approved by the Chief Executive who may, if necessary, seek the views of the authority's Occupational Health Physician in respect of the need for supervision of children or dependents aged 15 years of age or over.



Claims for care allowance will be submitted to the Chief Executive or his nominated representative by the 25<sup>th</sup> day of each month and will be accompanied by relevant receipts for payments made showing the name of the registered carer, the date, period of time and nature of the care service provided together with details of the Council duties undertaken by the councillor/co-opted member during that time.

***Receipts from registered carers must be formal documents, showing the name of the business/person, the date period of time and the nature of the supply.***

In cases where care is provided by a Councillor's / Co-opted Member's family member or friends, the Councillor / Co-opted Member must provide specific details of the nature of the care service provided to the child or dependent, the specific time period and the date.

***If there are any changes in councillors' or co-opted voting members' eligibility for the allowance then they must immediately notify the Chief Executive of the changes.***

***Councillors will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.***

*(Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.)*

**Abuse of this scheme will be considered as a breach of the provision in the Members Code of Conduct concerning the stewardship of public funds**

### **NOTE: Responsible Siblings**

*In view of the fact that an informal carer can include an extended family member, such as a responsible sibling of the child/dependent, and care arrangements can encompass a situation in which a councillor / co-opted voting member requires supervision for his/her child/dependent, even though they would be working from home. It was felt that as a "Corporate Parent" the Council should define what it considered to be a "responsible sibling".*

*It is very hard to be definitive in respect of a responsible sibling as a lot will be to do with the maturity of the young person, irrespective of age. There is no statutory guidance as to when a child becomes "responsible", however, if the younger sibling that is being cared for is a baby, or a toddler, it is questionable whether a 12 year old would be sufficiently mature to do so. It is also recognised that in some cases 12 year olds can be sufficiently mature to look after a younger sibling.*

*Following discussions between the legal services division and senior colleagues in the Children's Services Division it was recommended to Council that the age limit for a responsible sibling should as outlined above be set at 14 years of age which would avoid issues of uncertainty. **This recommendation was adopted by Council at its adjourned annual meeting held on 1<sup>st</sup> June, 2012***

## ***APPENDIX C***

### **RIGHT TO FAMILY ABSENCE**

A councillor must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of family absence, the councillor may be absent from meetings of the council during that period of family absence. This right will also be available to members of the Executive Board.

Family absence relates to the following:

#### **Maternity absence**

a period of maternity absence is not to exceed 26 weeks

#### **Newborn absence**

a period of newborn absence in respect of a child must not exceed two weeks  
period must be a period of at least 56 days beginning with the date of the child's birth.

#### **Adopters absence**

a period of new adopters absence in respect of a child must not exceed two weeks

#### **New adoption absence**

for a period of adopter's absence in respect of a child not to exceed two weeks  
period must be a period of at least 56 days beginning with the date of the child's placement for adoption.

#### **Parental absence**

parental absence in respect of a child must not to exceed a period, or a total period, of three months.

Consideration of applications received will follow the guidance provided in respect of The Local Government (Wales) Measure 2011

## ***RIGHT TO SICKNESS ABSENCE FOR SENIOR SALARY HOLDERS***

*Specific arrangements for long term sickness of Senior Salary Holders are 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 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.*

*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.*

*A Senior Salary Holder must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of sickness absence , the councillor may be absent from meetings of the council during that period.*

# **JOB PROFILES & PERSON SPECIFICATIONS COUNCILLORS, CO-OPTED MEMBERS AND OFFICE HOLDERS OF CARMARTHENSHIRE COUNTY COUNCIL**

## **1. COUNTY COUNCILLOR**

### **1.1 Accountability**

To the full Council

To the electorate of their ward

### **1.2 Role Purpose and Activity**

#### **Representing and supporting communities**

To effectively represent the interests of the electoral division and their individual constituents.

Where appropriate to refer a local crime and disorder matter (as defined by Section 19 of the Police and Justice Act 2006) to the Social Justice, Crime and Disorder Scrutiny Committee as an agenda item for discussion at a meeting of the Committee.

To be an advocate for the Council in the ward and the communities they serve. To contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making by the council and its partnerships  
To be a channel of communication to the community on council strategies, policies, services and procedures

To represent individual constituents and local organisations at the Council and undertake casework on their behalf, serving all fairly.

To liaise with Executive Board Members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported.

To promote tolerance and cohesion in their local communities

To forward service performance or policy issues raised at meetings of Community Networks to the appropriate Executive Board Member.

To maintain the highest standards of conduct and ethics.

#### **Making decisions and overseeing council performance**

Participating in the governance and management of the council by contributing to the decision-making process at meetings of the council and its committees and securing informed and balanced decisions.

Collectively, to be the ultimate policy-makers and carry out a number of strategic and corporate management functions including overseeing performance

To adhere to the principles of democracy and collective responsibility in decision making

To promote and ensure efficiency and effectiveness in the provision of council and other public services.

### **Representing the Council**

To represent and be an advocate for the Council on local outside bodies.

To represent and be an advocate for the Council on local partnership bodies, promoting common interest and co-operation for mutual gain

To represent and be an advocate for the Council on national bodies and at national events

### **Internal governance, ethical standards and relationships**

Members must observe the Council's code of conduct whenever they:

- conduct the business of the authority

- undertake the role of member to which they were elected or appointed; or

- act as representatives of the authority

Thereby:

- Promoting and supporting good governance of the Council and its affairs

- Providing community leadership and promoting active citizenship

- Promoting and supporting open and transparent government

- Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

- Adhering to the Member's Code of Conduct, the Protocol on Member/Officer relations and maintaining the highest standards of conduct and ethics in public office

### **Personal and role development**

To participate in opportunities for development provided for members by the Council

### **Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency

- Honesty and integrity

- Tolerance and respect

- Equality and fairness

- Appreciation of cultural difference

- Sustainability

By applying human rights principles as a framework for resolving differences between social groups and reforming service delivery

By promoting policies that encourage contact on equal terms between disabled and non-disabled people: at work, in school and through training, and by setting a personal example by identifying opportunities to do the same

By ensuring that social care policy increases choice and control and is not diluted by being risk-averse

By ensuring participation of all members of the community in shaping decisions

By being open about personal experiences of impairment of long-term health conditions and providing positive role models to encourage others and help tackle low expectations

By supporting mentoring schemes to help disabled people attain leadership positions

By understanding and promoting the value of good quality early years education for disabled children and the need for continuing learning opportunities throughout life

### **1.3. Person specification for a Councillor**

To fulfil his or her role as laid out in the job profile, an effective member requires the following:

#### **A) Representing and supporting communities**

Good advocacy skills

Interpersonal skills

Integrity and the ability to set aside own views and act impartially

The ability to present relevant and well reasoned arguments

Good communication skills

#### **B) Making decisions and overseeing council performance**

Knowledge and understanding of the council's constitution, rules and conventions

An understanding of strategic, policy and service contexts for decisions

The ability to challenge ideas and contribute positively to policy development

#### **C) Representing the Council**

Good public speaking skills

Good presentation skills

The ability to persuade others and act with integrity

#### **D) Internal governance, ethical standards and relationships**

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

### **E) Personal and role development**

An ability to assess personal and role development needs

Desire and skills to participate in development

### 2. CHAIR OF THE COUNCIL

#### 2.1 Accountability

To full Council

#### 2.2 Role Purpose and Activity

##### **Act as a symbol of the Council's democratic authority**

As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council

The Chair exercises an ambassadorial role for all citizens of the County and as such it is crucial that the dignity of the office is upheld at all times and the protocols in place are closely followed.

To represent the Council at civic and ceremonial functions

To promote public involvement in the council's activities.

To attend such civic and ceremonial functions as the council and she/he determines appropriate.

##### **Chair Council meetings**

To preside over meetings of the Council, so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.

To ensure that the Council conducts its meetings in line with the Council's Standing Orders

To ensure that the council meeting is a forum for the debate of matters of concern to the local community and the place at which councillors are able to hold the executive board and committee chairs to account.

##### **Uphold and promote the Council's Constitution**

To uphold and promote the purposes of the Council's Constitution at meetings of the Council and, if necessary, to rule on the interpretation of the Constitution

##### **Internal governance, ethical standards and relationships**

To promote and support good governance of the Council and its affairs

To provide community leadership and promote active citizenship

To promote and support open and transparent government

To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.



### **Work programming**

To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

### **Values**

To be committed to the values of the Council and the following values in public office:

Openness and transparency  
Honesty and integrity  
Tolerance and respect  
Equality and fairness  
Appreciation of cultural difference  
Sustainability

### **2.3 Person specification for the Chair of the Council**

***To fulfil his or her role as laid out in the role description, an effective member requires the following:***

#### **Act as a symbol of the Council's democratic authority**

Good public speaking skills  
An in-depth understanding of role of Chair of the Council and protocols

#### **Chair Council meetings**

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate  
An understanding of the Council's Constitution and Standing Orders

#### **Uphold and promote the Council's Constitution**

An understanding of the Council's Constitution  
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

#### **Internal governance, ethical standards and relationships**

An understanding of the roles of officers, members and different agencies  
Respect for, and desire to work with, different groups and individuals  
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol  
A knowledge and commitment to the values of the Council

### **Work programming**

The ability and discipline to plan and manage work programmes

### 3. VICE CHAIR OF THE COUNCIL

#### 3.1 Accountability

Chair of Council  
Full Council

#### 3.2 Role Purpose and Activity

To fulfil the duties of the Chair in his or her absence  
To assist the Chair in specific duties as required

*(See also the Chair of Council's Role, Purpose and Activity)*

#### 3.3 Person specification for the Vice Chair of the Council

***To fulfil his or her role as laid out in the role description, an effective member requires the following:***

##### **Act as a symbol of the Council's democratic authority**

Good public speaking skills  
An in-depth understanding of role of Chair of the Council and protocols

##### **In the absence of the Chair to chair Council meetings**

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate  
An understanding of the Council's Constitution and Standing Orders

##### **Uphold and promote the Council's Constitution**

An understanding of the Council's Constitution  
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

##### **Internal governance, ethical standards and relationships**

An understanding of the roles of officers, members and different agencies  
Respect for, and desire to work with, different groups and individuals  
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol  
A knowledge and commitment to the values of the Council

##### **Work programming**

The ability and discipline to plan and manage work programmes

### 4. LEADER OF THE COUNCIL \*

#### 4.1 Accountability

To Full Council  
To nominating group  
To the electorate

#### 4.2 Role Purpose and Activity

##### **Provide political leadership to the Council**

To exercise political leadership of the Authority and to act as the principal political spokesperson for the Council with particular reference to policy and budgetary matters  
To actively promote best value in service delivery and to encourage opportunities for working in partnership  
To provide leadership in building a political consensus around council policies  
To form a vision for the Council and community  
To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery to the Council and its management.  
To exercise oversight of the Council's performance generally, to be accountable to the Council and the community at large, for general standards of service delivery.  
To determine any issues referred by the Chief Executive and Directors pursuant to the Council's general scheme of delegation to officers.  
To act as the Council Member nominated to sign the Annual Statement of Internal Control following formal approval by the Audit Committee.

##### **Portfolio to include:**

Corporate Leadership and Strategy  
Chairing meetings of the Executive Board  
Representing the Council on the Welsh local government Association's Council and Co-ordinating Committee ~~Executive Board~~  
Being the Political Advocate for Council  
Liaising with the Chief Executive

##### **Appoint the Councillors to serve on the Executive Board and draw up their portfolios**

Appoint Councillors to serve as Executive Board Members to each portfolio taking into consideration their abilities, with power to review appointments and/or allocation of portfolios.  
Appoint up to two Deputy Leaders who will undertake such functions set out in their job profiles and the job profile of the Leader of the Council as may be requested by the Leader in circumstances where he/she is unable to exercise them.

### **Representing and acting as an ambassador for the Council**

Representing the council to a high standard, providing a strong, competent and eloquent figure both within the County and at meetings with external bodies.

Representing the council on the WLGA coordinating committee and the WLGA regional partnership board and other bodies determined by the council.

Providing leadership and support to local partnerships and organisations.

Representing the council in regional and national bodies as appropriate.

### **Provide leadership within the portfolio**

Fulfilling the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive board member

### **Manage and lead the work of the Executive Board and chair meetings**

Ensuring the effective running of the executive board by managing the forward work programme and ensuring its continuing development.

Ensuring that the work of the Executive Board meets national policy objectives.

Advising and mentoring other executive board members in their work.

Chairing meetings of the executive board in line with the council's constitution whilst also promoting the practice and principles of collective decision making.

In the Leader's absence a nominated Executive Board Member Strategy Co-ordination Deputy Leader(s) will fulfil this role.

### **Participate and lead in the collective decision making of the Executive Board**

To work closely with other Executive Board Members in ensuring:

- the development of effective council policies
- the budgetary framework for the Council
- the delivery of high quality services to local people.

To accept collective responsibility and support decisions made by the Executive Board.

### **To work with officers in leading the Council**

To act as the principal point of councillor contact with the Chief Executive and Corporate Management Team

To liaise with the Chief Executive, and other appropriate officers, on a regular basis

To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

### **Leading partnerships and community leadership**

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and to be a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

### **Internal governance, ethical standards and relationships**

Promoting and supporting good governance of the Council and its affairs

Providing community leadership and promoting active citizenship

Promoting and supporting open and transparent government

Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

Adhering to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **Councillor Learning & Development**

To consider and approve applications by members to attend conferences / seminars / training courses following consideration of a report prepared by the Chief Executive including:

- 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.

### **Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

### 4.3 Person specification for the Leader of the Council

**To fulfil his or her role as laid out in the role description, an effective Leader requires:**

#### **Provide political leadership to the Council**

Knowledge of community strengths, areas of improvement and key issues  
An understanding of the relationship between national and local politics  
Have a good strategic awareness of issues facing the Council  
An understanding of the Council's strategy, policies and operations

#### **Appoint Councillors to serve on the Executive Board**

An understanding of the rules for the appointment of Executive Board Members and Deputy Leaders  
An ability to recognise talent amongst members  
An ability to negotiate the most advantageous appointments within and across political groups  
To appraise, guide and mentor senior members

#### **Representing and acting as ambassador for the Authority**

High level of communication skills to communicate to the media, local community and wider audience.  
Good public speaking skills

#### **Provide leadership within the portfolio**

The skills necessary for an executive board member to fulfil their role.

#### **Manage and lead the work of the Executive Board and chair meetings.**

An understanding of the Council's constitution and procedure rules  
Skills to Chair meetings, including encouraging participation from all members.  
A knowledge and understanding of national policy objectives  
An overview of the work being carried out by all executive board members.

#### **Participate in the collective decision making of the Executive Board**

The ability to constructively challenge decisions and suggest alternatives

### **To work with officers to lead the organisation**

An understanding of the roles and responsibilities of the Chief Executive and other officers

### **Leading partnerships and community leadership**

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

### **Internal governance, ethical standards and relationships**

An understanding of the roles of officers, members and different agencies

Respect for and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

### 5. DEPUTY LEADER (S) OF THE COUNCIL

#### 5.1 Accountability

To the Leader of the Council  
To the Executive Board (through collective responsibility)  
To Full Council  
To the electorate

#### 5.2 Role Purpose and Activity

The Leader of the Council will designate up to two members of the Executive Board to act as Deputy Leaders:

Each Deputy Leader will undertake such functions as set out in their job profile and the job profile of the Leader of the Council as set out in section 4 above as may be requested by the Leader in circumstances where he/she is unable to exercise them e.g. Chairing Meetings of the Executive Board, or representing the Leader at events and meetings both within the County and at a regional or national level, subject to any decisions falling within the remit of a relevant executive board member being exercised by those members.

To exercise overarching responsibility for the significant policy areas as identified above and to ensure that cross cutting issues are effectively handled at a political level by ensuring that appropriate liaison is undertaken with Executive Board Members with specific service portfolios.

#### **Where 2 Deputy Leaders are appointed they are to jointly:**

Co-ordinate the activities of the Executive Board so that policies and practices reflect the principle of collective decision making and that the interests of the Council as a whole are at the forefront of the approach to the business of the Executive Board.

Co-ordinate the Council's strategies via the democratic structure and to take responsibility for those issues which impact on more than one executive board portfolio/service area.

Identify "cross cutting" issues and to ensure that the mechanisms for policy formulation including advisory panels recognize and address such issues having regard at all times to the pursuit of best value.



### **5.3 Person specification for Deputy Leader(s)**

**To fulfil his or her role as laid out in the role description, an effective Deputy Leader requires:**

#### **Provide support to the political leadership of the Council**

Knowledge of community strengths, areas of improvement and key issues  
An understanding of the relationship between national and local politics  
Have a good strategic awareness of issues facing the Council  
An understanding of the Council's strategy, policies and operations  
Full understanding of the executive's remit and role, and terms of reference for their own, leader's and others' portfolios.  
To work within the guidance of the Leader

#### **Representing and acting as ambassador for the Authority**

High level communication skills to communicate to the media, local community and wider audience.  
Good public speaking skills

#### **Provide leadership within the portfolio**

The skills necessary for an executive board member to fulfil their role.

#### **Manage and lead the work of the Executive Board and chair meetings in the absence of the Leader.**

An understanding of the Council's constitution and procedure rules  
Skills to Chair meetings, including encouraging participation from all members.  
A knowledge and understanding of national policy objectives  
An overview of the work being carried out by all executive board members.

#### **Participate in the collective decision making of the Executive Board**

The ability to constructively challenge decisions and suggest alternatives

#### **To work with officers to lead the organisation**

An understanding of the roles and responsibilities of the Chief Executive and other officers

#### **Leading partnerships and community leadership**

Adaptive leadership skills  
Negotiation and brokerage skills  
Creative and lateral thinking skills; the ability to see ahead and be predictive

### Portfolios of the Deputy Leaders\*

#### 1. Deputy Leader (Resources)

Finance & Budget; ICT; Property / Asset Management; Procurement; Benefits; Revenues; Armed Forces Champion; and Chairs Executive Board in Leader's absence

#### 2. Deputy Leader (Communities)

Council Business Manager; Community Champion; Police Liaison; Community Safety; Community Planning; Anti-Poverty Champion; Sustainability; Bio-diversity; Youth Ambassador; Rural Affairs and Chairs Executive Board in Leader's absence

### Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

## **6. EXECUTIVE BOARD MEMBERS**

### **6.1 Accountability**

To the Leader of the Council

To the Executive Board (through collective responsibility)

To Full Council

To the electorate

### **6.2 Role Purpose and Activity**

#### **Portfolio Leadership**

To take the lead in giving politically accountable direction to the range of Council services within each portfolio, working in liaison with the Directors, Heads of Service and other professional officers responsible for the management and operation of those services.

Gaining the respect of officers within the portfolio; providing support to officers in the implementation of portfolio programmes

Providing leadership in the portfolio

Liaising with the appropriate scrutiny chair and receiving scrutiny reports as required

To assess policy implications and provide political input to issues on which consulted for decision either by the relevant officer or collectively with other Executive Board Members

To be accountable for choices and performance in the portfolio

Through the appropriate officers to have an overview of the performance management, efficiency and effectiveness of the portfolio

To promote the achievement of best value

To answer for service delivery performance politically to fellow members and the community

To consider service performance or policy issues drawn to their attention by non-executive councillors following meetings of Community Networks.

Make executive decisions relating to all the functions of the County Council relating to the portfolio that they hold, subject to:

- (a) the exercise of powers delegated to Officers
- (b) those functions not being exercised in a way which would

- (1) change approved policies or strategies,
- (2) create new policies or strategies,
- (3) take decisions on the withdrawal or modification of a public service,
- (4 )decide on significant new powers or duties arising from new legislation

- (c ) those decisions being taken at Executive Board Member Decision Meetings formally convened and recorded by the Chief Executive

### **Contribute to the setting of strategic agenda and work programme for the portfolio**

To take responsibility for formulating in consultation with officers both strategic and statutory policy documents within their portfolio.

To secure Executive Board /Council approval for those matters and to oversee their implementation.

Provide assistance in working up and carrying through a strategic work programme both political and statutory.

Carry out consultations with stakeholders as required.

Make sure that the portfolio's forward work programme is kept up to date and accurate.

To encourage ways of improving and enhancing service provision through changes within the portfolio or through joint activity with other portfolios or relevant external agencies and encourage appropriate research through the policy review processes

### **Provide representation for the portfolio**

Providing a strong, competent and persuasive figure to represent the portfolio by way of interviews, press releases or consultation meetings.

To be a figurehead in meetings with stakeholders.

To represent the Council on such outside bodies, in association with other authorities, or in partnership with other agencies as from time to time decided by the Council/Executive Board

### **Reporting and accounting**

To report as appropriate to the Leader, Full Council, Executive Board, appropriate chair of scrutiny, regulatory bodies and the media.

To be the principal political spokesperson for the portfolio.

To appear as and when required before scrutiny committees in respect of matters within the portfolio.

### **Take an active part in executive board meetings and decision making**

To show an interest in and support for the portfolios of others

To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

### **Leading partnerships and community leadership**

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and act as a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

### **Internal governance, ethical standards and relationships**

To promote and support good governance of the Council and its affairs  
To provide community leadership and promote active citizenship  
To promote and support open and transparent government  
To support, and adhere to respectful, appropriate and effective relationships with employees of the Council  
To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### **Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

### **Portfolios of Executive Board Members\***

#### **Executive Board Member Education and Children**

Schools; Children Services; Special Education Needs; Safeguarding; Respite Homes; Regional School Improvement Service; Lead Member for Children and Young People; Eisteddfod Ambassador

#### **Executive Board Member (Housing)**

Housing – Public; Housing – Private; Equalities; Older People

#### **Executive Board Member Technical Services**

Refuse; Street Cleansing; Grounds Maintenance; Building Services; Catering Services; Caretaking; Building Cleaning; Transport Services; Emergency Planning; Flooding

#### **Executive Board Member Regeneration & Leisure**

Economic Development; West Wales European Centre; Community Development; Sports; Leisure Centres; Museums; Libraries; Country Park

*(Granted delegated authority by the Council (09/02/05) to approve grant awards of £5,001 and above to community projects)*

**Executive Board Member Environmental & Public Protection**

Environmental Enforcement; Litter; Unlicensed Waste; Dog Fouling; Parking Services; Planning Enforcement; Trading Standards; Environmental Health.

**Executive Board Member Human Resources, Efficiencies & Collaboration**

Human Resources; Training; Simpson Compact; Priority Based Budgeting (PPB); Corporate Efficiencies; Welsh Language Champion; Town and Community Councils Ambassador.

**Executive Board Member Social Care & Health**

Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Carers' Champion; Disability Ambassador; Dementia Care Champion; 50+ Champion.

**6.3 Person Specification for an Executive Board Member.**

**To fulfil his or her role as laid out in the role description, an effective Executive Board Member requires:**

**Portfolio leadership**

An understanding of the Council's strategy, policies and operations  
Leadership skills

**Contribute to the setting of strategic agenda and work programme for the portfolio**

The ability to present to others  
The ability to exercise strategic awareness and judgement  
Knowledge of relevant issues and who to involve in decision making  
The ability to persuade others  
Knowledge of Council and national objectives

**Provide representation for the Portfolio**

Public speaking skills  
Good presentation skills

**Report as appropriate**

High level communication skills

**Take an active part in Executive Board meetings and decisions**

The ability to constructively challenge decisions and suggest alternatives  
The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

### **Leading partnerships and community leadership**

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

### **Internal governance, ethical standards and relationships**

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

*\* Any alternations made at the Annual Meeting will be inserted after the meeting.*

### 7. CHAIR OF A SCRUTINY COMMITTEE

#### 7.1. Accountability

Full Council  
To the electorate

#### 7.2 Role Purpose & Activity

##### **Provide leadership and direction**

Provide confident and effective management of the committee  
Promote the role of scrutiny within and outside the council, liaising effectively both internally within the council and externally with the council's partners  
Develop in consultation with the Executive Board and Officers a balanced forward work programme for the committee, which should include policy development and review, investigative scrutiny, and performance monitoring  
Ensure that the forward work programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues  
Demonstrate an objective and evidence based approach to scrutiny  
Evaluate the impact and added value of scrutiny activity and identify areas for improvement  
Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

##### **Manage the work programme**

Ensure that the work programme is delivered  
Report on progress against the work programme to Council, and others as appropriate  
Liaise with officers, other members and community representatives to resource and deliver the work programme

##### **Holding the Executive to account**

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

##### **Effective meeting management**

Set agenda containing clear objectives and outcomes for the meeting  
Manage the progress of business at meetings, ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to  
Ensure that the necessary preparation is done beforehand  
Ensure that all participants have an opportunity to make an appropriate contribution



### **Community leadership**

Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function

Build understanding and ownership of the scrutiny function within the community

Identify relevant community based issues for scrutiny

Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

### **Involvement and development of committee members**

Encourage high performance from all committee members in both committee and task and finish groups

Assess individual and collective performance within the committee and facilitate appropriate development

### **Values**

To be committed to the values of the Council and the following values in public office:

Openness and transparency

Honesty and integrity

Tolerance and respect

Equality and fairness

Appreciation of cultural difference

Sustainability

### **7.3 Person specification for the Chair of a Scrutiny Committee**

**To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires the following:**

#### **Provide leadership and direction**

Understanding of the council's role and functions

Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements

Understanding of scrutiny support functions

Understanding of council priorities and risks

Ability to develop work programmes

Understanding of community issues

Objectivity

Negotiation and consensus building

Ability to build constructive and 'critical friend' relationships with the Executive

### **Manage the work programme**

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

### **Holding the executive to account**

- Understanding the Council's arrangements for call in

### **Effective meeting management**

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

### **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

### **Involvement and development of committee members**

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

### 8. VICE CHAIR OF A SCRUTINY COMMITTEE

#### 8.1 Accountability

To Full Council  
To the Chair of the Scrutiny Committee  
To the members of the Scrutiny Committee  
To the electorate

#### 8.2 Role Purpose and Activity

##### **Provide leadership and direction**

Assist the Chair in providing confident and effective management of meetings and facilitate inclusivity and participation  
Assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders  
Assist the Chair in promoting the role of scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners  
Demonstrate an objective and evidence based approach to scrutiny.  
Evaluate the impact and added value of scrutiny activity and identify areas for improvement  
Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

##### **Manage the work programme**

Assist the Chair in ensuring that the work programme is delivered  
Assist the Chair in liaising with officers, other members and community representatives to resource and deliver the work programme

##### **Holding the Executive to account**

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

##### **Effective meeting management**

Assist the Chair in setting agenda containing clear objectives and outcomes for the meeting  
Assist the Chair in managing the progress of business at meetings; ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to  
Assist the Chair in ensuring that the necessary preparation is done beforehand  
Assist the Chair in ensuring that all participants have an opportunity to make an appropriate contribution

### **Community leadership**

Assist the Chair in acting as a focus for liaison between the council, community and external bodies in relation to the scrutiny function  
Build understanding and ownership of the scrutiny function within the community.  
Identify relevant community based issues for scrutiny  
Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

### **Involvement and development of committee members**

Assist the Chair in encouraging high performance from all committee members in both committee and task and finish groups  
Assist the Chair in assessing individual and collective performance within the committee and facilitate appropriate development

### **Values**

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

## **8.3 Person specification for the Vice Chair of a Scrutiny Committee**

**To fulfil his or her role as laid out in the role description, an effective member requires the following:**

### **In the absence of the Chair to chair committee meetings**

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate  
An understanding of the Council's Constitution and Standing Orders

### **Provide leadership and direction**

Understanding of the council's role and functions  
Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements  
Understanding of scrutiny support functions  
Understanding of council priorities and risks  
Ability to develop work programmes  
Understanding of community issues  
Objectivity  
Negotiation and consensus building

### **Manage the work programme**

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

### **Holding the executive to account**

- Understanding the Council's arrangements for call in

### **Effective meeting management**

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

### **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

### **Involvement and development of committee members**

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

### 9. SCRUTINY COMMITTEE MEMBER

#### 9.1 Accountability

Chair of the appropriate scrutiny committee  
Full Council  
To the electorate

#### 9.2 Role Purpose & Activity

To participate fully in the activities of the Scrutiny Committee, assist in the delivery of its work programme and the work of any associated task and finish groups

##### **Reviewing and developing policy**

Assist in the creation, development, improvement and refinement of Council policy  
Challenge policies on a sound basis of evidence for example against legislation or local political priority  
Assess impact of existing policy

##### **Monitoring performance and service delivery**

Monitor the performance of internal and external providers against standards and targets  
Contribute to the identification and mitigation of risk  
Investigate and address the causes of poor performance

##### **Promoting the work of scrutiny**

Promote the role of scrutiny within and outside the Council, developing effective internal and external relationships  
Demonstrate an objective and evidence based approach to scrutiny  
Add value to the decision making and service provision of the Authority through effective scrutiny

##### **Community leadership**

Use scrutiny as a means to address community issues and engage the public  
Encourage stakeholders to participate in the work of the authority  
Develop locally viable and acceptable policy solutions  
Build a dialogue around priorities, objectives and performance, among communities and stakeholders

##### **Meeting participation**

Make adequate and appropriate preparation for meetings through research and briefings  
Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements  
Request that any matter relevant to the remit of their committee is placed on the agenda and discussed.

### **Holding the Executive to account**

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

### **Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **9.3 Person specification for a Member of a Scrutiny Committee**

**To fulfil his or her role as laid out in the role description, an effective scrutiny member and is required to:**

#### **Participate fully in the activities of the scrutiny function**

- Have a full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Have an understanding of scrutiny support functions
- To work within the guidance of the chair

#### **Be involved in reviewing and developing policy**

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national, regional and local legislative and policy context

#### **Be involved in monitoring performance and service delivery**

- Understanding of the Wales Programme for Improvement (WPI)
- Understanding of the principles and practice of performance management
- Understanding of the Council's performance management arrangements
- Ability to analyse data and challenge performance
- Be involved in promoting the work of scrutiny

- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

### **Be involved in community leadership**

An understanding of the community leadership role

Knowledge of local issues and expectations

Ability to work effectively with all members of the community and build understanding and ownership of scrutiny

Knowledge of the individuals and organisations in the community especially those traditionally excluded

### **Meeting participation**

Ability to interpret information and data from a range of sources

Understanding and application of meeting protocols, Code of Conduct, Standing Orders and other constitutional requirements

Ability to participate in meetings including effective listening, questioning and speaking

### **Holding the Executive to account**

Understanding of the Council's arrangements for call in



### **10. CHAIR OF A REGULATORY COMMITTEE (Planning & Licensing Committees)**

#### **10.1 Accountability**

To Full Council

To the members of the regulatory committee

#### **10.2 Role Purpose and Activity**

##### **Provide leadership and direction**

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Standing Orders

Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

##### **Promoting the role of the regulatory committee and quasi-judicial decision making**

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

##### **Internal governance, ethical standards and relationships**

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

### Values

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

### **10.3 Person specification for the Chair of a Regulatory Committee (Planning & Licensing Committees)**

**To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:**

#### **Providing leadership and direction**

- Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
- Understanding of the Council's role and ability to ensure that stake holders are made aware of that role
- Communication skills
- Knowledge of local issues
- Knowledge of law, policy and procedures for that regulatory/quasi judicial area
- Ability to manage the work of the committee
- Ability to support and develop necessary skills in fellow members of the committee

#### **Promoting the role of the regulatory committee and quasi-judicial decision making**

- To have an understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

#### **Internal governance, ethical standards and relationships**

- Knowledge and understanding of the council's constitution, code of conduct and protocols
- Knowledge of and commitment to the values of the Council

### 11. VICE CHAIR OF PLANNING COMMITTEE

#### 11.1 Accountability

To Full Council

To the Chair of the Planning Committee

To the members of the Planning Committee

#### 11.2 Role Purpose and Activity

##### **Provide leadership and direction**

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders

Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

##### **Promoting the role of the regulatory committee and quasi-judicial decision making**

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

##### **Internal governance, ethical standards and relationships**

Develop the standing and integrity of the committee and its decision making..

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

### **Values**

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

### **11.3 Person specification for the Vice Chair of the Planning Committee**

**To fulfil his or her role as laid out in the role description, an effective member requires the following:**

#### **Act as a symbol of the Council's democratic authority**

- Good public speaking skills
- An in-depth understanding of role of Chair of the Council and protocols

#### **In the absence of the Chair to chair committee meetings**

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution and Standing Orders

#### **Uphold and promote the Council's Constitution**

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

#### **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

#### **Work programming**

- The ability and discipline to plan and manage work programmes

## **12. VICE CHAIR OF THE LICENSING COMMITTEE**

### **12.1 Accountability**

To Full Council

To the Chair of the Licensing Committee

To the members of the Licensing Committee

### **12.2 Role Purpose and Activity**

#### **Provide leadership and direction**

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders

Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

#### **Promoting the role of the regulatory committee and quasi-judicial decision making**

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

#### **Internal governance, ethical standards and relationships**

Develop the standing and integrity of the committee and its decision making..

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

### **Values**

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

### **12.3 Person specification for the Vice Chair of the Licensing Committee**

**To fulfil his or her role as laid out in the role description, an effective member requires the following:**

#### **Act as a symbol of the Council's democratic authority**

- Good public speaking skills
- An in-depth understanding of role of Chair of the Council and protocols

#### **In the absence of the Chair to chair committee meetings**

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution and Standing Orders

#### **Uphold and promote the Council's Constitution**

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

#### **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

#### **Work programming**

- The ability and discipline to plan and manage work programmes

### **13. MEMBER OF A REGULATORY COMMITTEE (Planning & Licensing Committees)**

#### **13.1 Accountability**

To Full Council  
To the Chair of the regulatory committee

#### **13.2 Role purpose and activity**

##### **Understanding the nature of the regulatory committee and quasi-judicial decision making**

To be aware of the quasi-judicial nature of regulatory committee decision making  
To gain sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee  
To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

##### **Participating in meetings and making decisions**

To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making  
To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal and the council's constitutional and policy requirements

##### **Internal governance, ethical standards and relationships**

To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements  
To promote and support good governance by the Council  
To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

##### **Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability.

**13.3 Person specification for a Member of a Regulatory Committee  
(Planning & Licensing Committees)**

**To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:**

**Understanding the nature of the regulatory committee and quasi-judicial decision making**

Integrity and the ability to set aside own views and act impartially  
Knowledge of law, policy and procedures for that regulatory/quasi judicial area  
Maintenance of knowledge  
Objectivity and judgement

**Participating in meetings and making decisions**

Ability to listen and to consider and respect the views of other contributors  
Good public speaking skills  
Good advocacy skills

**Internal governance, ethical standards and relationships**

Knowledge and understanding of the council's constitution, code of conduct and protocols  
Knowledge of and a commitment to the values of the Council



### 14. CHAIR OF APPEALS COMMITTEE

#### 14.1 Accountability

Accountable to Full Council

Accountable to the members of the Appeals Committee

#### 14.2 Role Purpose and Activity

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Procedure Rules

Ensure that appellants and other interested parties are satisfied as to the transparency of the appeals process

Demonstrate integrity and impartiality in decision making which accord with the law and the Council's constitutional and policy requirements

Facilitate understanding of the role of the Committee and ensure that the Committee and its members act within the legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the individual cases before them

#### Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the committee's area of responsibility

Promote and support good governance by the Council.

#### Values

To be committed to the values of the council and the following values in public office:

Openness and transparency

Honesty and integrity

Tolerance and respect

Equality and fairness

Appreciation of cultural differences

Sustainability

### 14.3 Person specification Chair of Appeals Committee

**To fulfil his or her role as set out in the job description, an effective Appeals Committee Chair requires:**

#### **Providing leadership and direction**

Ability to conduct meetings to ensure that appellants feel that they have been dealt with fairly and fully even if their appeal is refused

Understanding of the Council's role and ability to ensure that stake holders are made aware of that role

Communication skills

Knowledge of law, policy and procedures for the areas that the Committee deals with

Ability to manage the work of the committee

Ability to support and develop necessary skills in fellow members of the committee

#### **Promoting the role of the committee**

To have an understanding and appreciation of the regulatory framework

Ability to inspire and enthuse committee members for the work of the committee

Integrity and the ability to set aside own views and act impartially

Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

#### **Internal governance, ethical standards and relationships**

Knowledge and understanding of the council's constitution, code of conduct and protocols

Knowledge of and commitment to the values of the Council

## **15. Chair of Democratic Services Committee – Role Description**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To lead the committee in its role in:
    - Designating the head of Democratic Services
    - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
    - Make annual reports to the full council in relation to the above
    - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
    - Considering reports prepared by the Head of Democratic Services
    - Developing the Authority's member support and development strategy
    - Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
    - Ensuring that the budget for member development is sufficient
    - Ensuring that members have access to personal development planning and annual personal development reviews
  - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- **To be the Council's Member Development Champion**
  - To promote and develop Authority's member support and development strategy
  - To promote the role of members and necessary support and development.
  - To ensure as far as possible that members fully take up their opportunities to attend member development events and access personal development planning and annual personal development reviews

- **Promoting the role of the Democratic Services Committee**

- To act as an ambassador for the DS committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

- **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council.

### 3 Values

- To be committed to the values of the council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural differences
  - Sustainability

## **16. Member of the Democratic Services Committee – Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Democratic Services committee

### **2 Role purpose and activity**

- **Understanding the nature of the democratic services committee:**
  - To be aware of and effectively undertake the role of the committee in:
    - Designating the head of Democratic Services
    - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
    - Make annual reports to the full council in relation to the above
    - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
    - Considering reports prepared by the Head of Democratic Services
    - Developing the Authority's member support and development strategy
    - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
    - Ensuring that the budget for member development is sufficient
    - Ensuring that members have access to personal development planning and annual personal development reviews
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Participating in meetings and making decisions**

- To participate effectively in meetings of the Democratic services committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

### 3 Values

- To be committed to the values of the Council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability

## **17. Member Development Champion - Role Description**

### **1. Accountabilities**

To Democratic Services Committee.  
To Council.

### **2. Role Purpose and Activities**

Key responsibilities are :

- to work alongside the Head of Democratic Services and the Corporate Learning Development Manager in drawing up the Councillor Development Programme and to ensure that appropriate support is available to deliver the programme to members.
- to lead on and actively promote the relevance and importance of the Programme within the Council;
- with the assistance of Members of the Democratic Services Committee to raise the profile of member development within the Council and to actively encourage Councillors to attend training and development events organised for them;
- to consult with colleagues in other authorities and identify areas of good practice;
- to engage with the Welsh Local Government Association who take the lead and support authorities in providing development opportunities for Councillors.
- to informally monitor Councillors' views of the development program and the opportunities provided and attended;
- in liaison with the Head of Democratic Services and the Corporate Learning Development Manager, to monitor the performance, resourcing, relevance and, quality of the development opportunities provided
- To act as an ambassador for the DS committee, facilitating understanding of the Committee's role in member development

Desirable skills include:

- the ability to think strategically;
- good interpersonal skills;
- the ability to communicate effectively;
- a commitment to enhance and extend knowledge and skills across subject areas and cross-cutting issues;
- skills in the use of ICT, including electronic communication;



## **18. Chair of Standards Committee Role Description**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
  - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
  - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To lead the committee in its role in:
    - promoting and maintaining high standards of conduct by Councillors and co-opted members
    - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
    - advising the Council on the adoption or revision of the Members' Code of Conduct;
    - monitoring the operation of the Members' Code of Conduct;
    - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
    - granting dispensations to Councillors and co-opted members
    - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- the exercise of these functions in relation to community councils and the members of those community councils.
- Receiving annual reports on the operation of The Council's complaints procedure and whistle blowing policy.

### **3 Values**

- To be committed to the values of the council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural differences
  - Sustainability

## **19. Member of a Standards Committee Role Description**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Standards Committee

### **2 Role purpose and activity**

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
  - promoting and maintaining high standards of conduct by Councillors and co-opted members
  - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
  - advising the Council on the adoption or revision of the Members' Code of Conduct;
  - monitoring the operation of the Members' Code of Conduct;
  - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
  - granting dispensations to Councillors and co-opted members
  - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
  - The exercise of these functions in relation to town and community councils within the County and their members
  - Receiving annual reports on the operation of the Council's complaints procedure and whistle blowing policy
- To have sufficient knowledge to contribute fairly and correctly to the function of the committee.
- To reach decisions on the basis of the merits of the circumstances involved and in the public interest having regard to relevant advice provided by officers
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the Standards committee,
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

### **3 Values**

- To be committed to the values of the Council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability

## **20. Chair of Audit Committee Job Profile**

### **1 Accountabilities**

- To Full Council

### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To agree the agendas for Audit Committee meetings
  - To lead the Committee in its role in:
    - reviewing and scrutinising the authority's financial affairs
    - Making reports and recommendations in relation to the authority's financial affairs
    - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority
    - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
    - Overseeing the authority's internal and external audit arrangements
    - Reviewing the financial statements prepared by the authority and approving them when powers are delegated.
    - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
    - Developing a forward work programme designed to deliver the Audit Committee's functions
    - Reviewing and self assessing the performance of the Committee and its Members
- **Promoting the role of the Audit Committee**
  - To act as an Ambassador for the Audit Committee, facilitating understanding of the role

- To act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- **Internal governance, ethical standards and relationships**
  - Understanding the financial risks associated with corporate governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it
  - To develop the standing and integrity of the Committee and its decision making
  - To understand the respective roles of Members, Officers and External Parties operating within the Audit Committee's area of responsibility
  - To promote and support good governance by the Council.

### **3 Values**

- To be committed to the values of the Council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural differences
  - Sustainability

## **21. Member of Audit Committee Job Profile**

### **1 Accountabilities**

- To Full Council
- To the Chair of the Audit Committee

### **2 Role purpose and activity**

- **Understanding the role of the Audit Committee and undertaking its functions:**
  - Reviewing and scrutinising the Authority's financial affairs
  - Making reports and recommendations in relation to the authority's financial affairs
  - Reviewing and assessing the Risk Management, Internal Control and Corporate Governance arrangements of the Authority,
  - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
  - Overseeing the Authority's Internal and External Audit arrangements
  - Reviewing the Financial Statements prepared by the Authority.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the Audit Committee; questioning and seeking clarification on matters falling within the Committee's remit
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
  - Understanding the financial risks associated with Corporate Governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it
  - To ensure the integrity of the Committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other Constitutional and Legal Requirements

- To promote and support good governance by the Council
- To understand the respective roles of Members, Officers and External Parties operating within the Audit Committee's area of responsibility

### **3 Values**

- To be committed to the values of the Council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability

### **4 Skills and Qualities Required of the External Voting Member of the Audit Committee**

The External Voting Member of Audit Committee will:-

- be able to demonstrate some knowledge of financial control and management in a Local Authority or a large public organisation
- have an interest in local affairs and the development of the local community
- be an effective communicator
- have an ability to analyse facts and evidence
- be able to form sound judgements, based purely on the merits of the facts and evidence and in the public interest
- have a strong belief in upholding ethical standards in public life
- be someone who acts with discretion and personal integrity and has good standing in the local community
- have disclosed to the Council all matters relevant to their background, such that the Council would not have cause to reconsider the appointment if the matter were to become public



The Council will **not** consider applications from persons included in the list below:-

	<b>Category of Individuals Prevented from Applying for the Role</b>	<b>Reason</b>
1.	Employees of Carmarthenshire County Council	The role requires someone who is independent from the Council.
2.	Elected Members of Carmarthenshire County Council or persons who were elected members of the Council within the previous 12 months	The role requires someone who is independent from the Council.
3.	Persons who hold membership of a Political Party / Group	The role requires someone who is not aligned to any Political Party or Group.
4.	Persons having any substantial business relationships with the authority	The role requires an independent person and should not allow the promotion of an individual's business interests.
5.	Persons who have been adjudged bankrupt	To ensure that high standards of business dealings can be demonstrated and maintained.
6.	Persons who have been sentenced to a term of imprisonment for a period of 3 months or more within the past 5 years	To ensure that high standards of integrity can be maintained. <i>The External Voting Member is subject to a Criminal Records Bureau Check</i>

## ***APPENDIX E***

### **Schedule of Member Remuneration**

In accordance with the requirements of the Independent Remuneration Panel for Wales and The Local Government (Wales) Measure 2011 a schedule of member remuneration will be published by the Council by 31<sup>st</sup> July each year and will contain:

Named members who are to receive only the Basic Salary

Named members who are to receive senior salaries as Leader and Deputy Leaders of the Council the portfolio held and the amount to be paid

Named members who are to receive senior salaries as members of the Executive Board the portfolio held and the amount to be paid

Named members who are to receive senior salaries as Chairs of Committees and the amount to be paid.

Named member who is to receive a senior salary as the Leader of the largest opposition group and the amount to be paid

A statement regarding the specific limit set for the number of Senior Salaries to be paid by the Council and the number of senior salaries actually paid. (To also include a temporary Senior Salary Office Holder providing temporary cover for the family absence of the appointed Office Holder.)

Details of any temporary Senior Salary Office Holder providing temporary cover for the family absence of the appointed office holder

Named members who are to receive Civic Salaries, the office held and the amount to be paid

Named members who are to receive the Co-opted Member fee and whether they are a chair or an ordinary member

Arrangements for the payment of salaries, allowances and fees to all members and co-opted members

Arrangements for making claims for care, travel and subsistence expenses

Arrangements for the avoidance of duplication and arrangements for re-payment of salaries allowances and fees.

Details of the duties for which members and co-opted members are able to claim travel, subsistence and care allowances.

Confirm that role descriptors of the basic responsibility of a Councillor are in place

Confirm that role descriptors of senior salary office holders in place

Confirm that records are kept of Councillor attendance

Confirm that records are kept of any Councillor activity

Confirm that annual reports are prepared by councillors and published on the Council's website