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**TUESDAY, 28 NOVEMBER 2023**

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

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 9.15 AM ON TUESDAY, 5TH DECEMBER, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Julie Owens</b>
<b>Telephone (direct line):</b>	<b>01267 224088</b>
<b>E-Mail:</b>	<b>juowens@carmarthenshire.gov.uk</b>
<b>This is a multi-location meeting. Committee members can attend in person at the venue detailed above or remotely via the Zoom link which is provided separately.</b>	
<b>The meeting can be viewed on the Authority's website via the following link:- <a href="https://carmarthenshire.public-i.tv/core/portal/home">https://carmarthenshire.public-i.tv/core/portal/home</a></b>	

Wendy Walters Prif Weithredwr, *Chief Executive*,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
*County Hall, Carmarthen. SA31 1JP*

## DEMOCRATIC SERVICES COMMITTEE

### **PLAID CYMRU GROUP - 2 Members**

Cllr. Tyssul Evans (Vice-Chair)  
Cllr. Russell Sparks (Committee Member)

### **LABOUR GROUP - 1 Member**

Cllr. Philip Warlow (Committee Member)

### **INDEPENDENT GROUP - 1 Member**

Cllr. Fiona Walters (Committee Member)

### **UNAFFILIATED**

Cllr. Michael Cranham (Chair)

# **A G E N D A**

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF PERSONAL INTERESTS.**
3. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 7TH SEPTEMBER 2023** 5 - 8
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## DEMOCRATIC SERVICES COMMITTEE

THURSDAY, 7 SEPTEMBER 2023

**PRESENT:** Councillor W.T. Evans (Vice Chair in the Chair) (In Person)

**Councillors (Virtually):**

H.A.L. Evans

F. Walters

P.T. Warlow

**Also Present (In Person):**

Councillor AG. Morgan (Invited to attend in his capacity as Chair of both the Chairs and Vice Chairs of Scrutiny Forum)

**The following officers were in attendance (In Person)**

J. Owens, Democratic Services Officer [note taker]

M. Runeckles, Members Support Officer [webcasting]

**The following officers were in attendance (Virtually):**

G. Morgan, Head of Democratic Services

M. Evans Thomas, Principal Democratic Services Officer

**Chamber - County Hall, Carmarthen. SA31 1JP and remotely - 10.00 - 10.10 am**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTERESTS**

There were no declarations of personal interest.

**3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 9TH JUNE 2023**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> June 2023 be signed as a correct record.

**4. DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2022/23**

The Committee received for consideration a report which outlined the work of the Committee during the 2022/23 municipal year. The report detailed the key issues considered, together with the associated outcomes in respect of the role and function of the Committee, member induction programme, multi-location meeting policy, timing of meetings survey and the Committee's forward work programme. The report highlighted that whilst the Democratic Services Committee had met only once, members of the Committee did meet informally during the reporting period to view and input into a revised and updated member portal for elected

Note: These minutes are subject to confirmation at the next meeting.

member enquiries, with members' feedback forming the final report being placed before the Committee in June 2023.

**UNANIMOUSLY RESOVLED that the report be received and made available to members of Council for information.**

## **5. CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION - ANNUAL REPORT 2022/23**

The Committee considered the Carmarthenshire County Council's Scrutiny Function – Annual Report 2022/23 which provided an overview of the Council's Scrutiny Function incorporating specific reference to the work undertaken by the five scrutiny committees pertaining to:

- Corporate Performance and Resources
- Communities, Homes and Regeneration
- Education, Young People and the Welsh Language
- Place, Sustainability and Climate Change
- Health and Social Services

The report highlighted scrutiny's key role in promoting accountability in the decision making process of local authorities, being a valuable tool in ensuring council policies reflected current priorities, as well as promoting efficiency and encouraging partnership working with external agencies.

The Chair of the Chairs and Vice Chairs of Scrutiny Committee reported that the Scrutiny Committee remits had been updated by the Council following the May 2022 elections whereby each Scrutiny Committee became responsible for the overview and scrutiny of specific Cabinet Portfolios and their respective services.

Furthermore, in order for Scrutiny Committees to take on greater ownership of their own work programmes, a pre-decision method of scrutiny was introduced during the course of the municipal year which enabled Scrutiny Committees to be proactive in their interaction with the Cabinet Forward Work Plan, and to scrutinise relevant matters from their inception.

Reference was also made to the Audit Wales review of the Council's overview and scrutiny arrangements published in July 2022 which had recommended processes to be put in place to enable the assessment of the effectiveness and impact of overview and scrutiny. Accordingly, a move towards a more outcome focussed approach was being implemented by the Council.

**UNANIMOUSLY RESOLVED that the report be received.**

Note: These minutes are subject to confirmation at the next meeting.

CHAIR

DATE

Note: These minutes are subject to confirmation at the next meeting.

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## DEMOCRATIC SERVICES COMMITTEE 5<sup>TH</sup> DECEMBER 2023

### INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT 2024/25

#### Recommendations / key decisions required:

1. To consider and comment on the determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for 2024/25.
2. To authorise the Chair of the Committee to submit a response to the IRPW on behalf of the Committee.

#### Reasons:

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

Cabinet Decision Required	NO
Council Decision Required	NO

#### CABINET MEMBER PORTFOLIO

Cllr Darren Price – Leader/Cllr Alun Lenny – Cabinet Member for Resources

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

# EXECUTIVE SUMMARY

## INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT 2024/25

Each year the Independent Remuneration for Wales (IRPW) determines the rates of payment which are made to elected and co-opted Members of Welsh Local Authorities for the following year and has powers to make recommendations on proposed variations to the remuneration of Chief Executives and Chief Officers of Principal Councils in Wales.

The IRPW Draft Annual Report was published on 13 October 2023 and details its proposals on the payment of remuneration and allowances from 1st April 2024.

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

In respect of Principal Councils, for 2024/25 the IRPW proposes:-

- that the annual Basic Salary in 2024/25 for elected members of principal councils in Wales shall be increased from £17,600 to £18,666.
- the basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3 and 4 (Leader, Deputy Leader, Executive Members and Leader of the largest opposition Group) Where a Band 5 is paid (Leader of other political groups – not paid in Carmarthenshire), there is no increase to the role element as this remains temporarily frozen. The increase in the basic salary will apply.
- in terms of co-opted member payments the introduction of an hourly rate for meetings and suggests local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate for co-opted member payments where it is sensible to aggregate a number of short meetings.
- Civic Head salary of £27,999 (£26,400 in 2023/24) and Deputy Civic Head £22,406 (£21,340 in 2023/24)

No further changes are made to the payments and benefits paid to elected members of Principal Authorities therefore all other decisions from 2023/2024 still stand and they should be applied to 2024/25.

It should also be noted that the report refers to matters relating to National Park Authorities; Fire and Rescue Authorities and Town and Community Councils, but this is not elaborated upon in this report.

The Democratic Services Committee is asked to consider the report and the consultation document and provide comments in order to form a response to the Independent Remuneration Panel's draft report consultation.

**DETAILED  
REPORT  
ATTACHED ?**

Appendix 1 – Copy of the IRPW Draft Annual Report for 2024/25.

Appendix 2 – Consultation Document

# IMPLICATIONS

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

**Signed:**

**Linda Rees Jones**

**Head of Administration and Law**

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

## 1. Legal

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

When the Panel's Annual Report is issued, Principal Councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the Council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a Principal Council.

## 2. Finance

The IRPW draft determinations will result in a Salaries increase of £97,476

The total cost including NI, Pension Contribution, Communications Allowance and the contingency for Carers Allowance results in an increase of £117,546.

The current anticipated budget for 2024/25 based on the current validation figures is enough to cover this total increase.

# CONSULTATIONS

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

**1. Scrutiny Committee**

Not Applicable

**2. Local Member(s)**

Not Applicable

**3. Community / Town Council**

The draft report has been circulated by the IRPW to all Fire and Rescue Authorities, National Park Authorities and Town & Community Councils, for their observations.

**4. Relevant Partners**

Not Applicable

**5. Staff Side Representatives and other Organisations**

Not Applicable

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

**THESE ARE DETAILED BELOW:-**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
IRPW Draft Report		<a href="https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2024-2025">https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2024-2025</a>
Local Government Wales Measure		<a href="http://www.legislation.gov.uk/mwa/2011/4/contents/enacted">http://www.legislation.gov.uk/mwa/2011/4/contents/enacted</a>



# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

October 2023

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# Foreword

Welcome to the draft report of the Independent Remuneration Panel for Wales, setting out our proposals on pay, expenses and benefits for elected members of Principal Councils, Town and Community Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2024.

This has been a year of change for the Panel, with 1 longstanding member leaving us and the appointment of 2 new members. I would like to thank Helen Wilkinson for her contribution over the years to the Panel and wish her well for the future.

Last year we were down to only 3, which is the minimum for a Panel meeting to be quorate. Earlier this year we were able to appoint 2 new members to bring our current complement up to 5. I welcome Dianne Bevan and Kate Watkins to the Panel and thank Saz Willey, Vice Chair, and Bev Smith for their continued contribution throughout the year. You can find out more about our Panel members on our website.

The Local Government (Wales) Measure 2011, Part 8 (The Measure), which gives the statutory authority for the Panel's work, allows the appointment of a minimum of 3 and up to 7 members.

This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.

The Consultation period ends on 8 December and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2024.

Frances Duffy

Chair

## Panel Membership

- Saz Willey, Vice Chair
- Bev Smith
- Dianne Bevan
- Kate Watkins

Detailed information about the members, our strategic plan, our deliberations and supporting research and evidence can be found on the [Panel website](#).

## Introduction

This year we published our first strategic plan. This covers the period from 2023 until 2025 and sets the framework for our deliberations and wider context for our decisions. The key elements are set out below under Roles and Responsibilities of the Panel.

With a strengthened Panel, we were able to focus on building our research and evidence plan to support our discussions on our remuneration framework. Our evidence plan will be published on our website inline with our aim to be open and transparent in all our decision making.

Our goal continues to be to ensure that levels of remuneration are fair and reasonable. We agreed to continue to align levels of remuneration for elected members of Principal Councils, National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual



Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

The Measure states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. The Panel considered evidence on public sector finances and the impact on Principal Authorities’ budgets. Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel were mindful of the heightened economic and fiscal strain on Principal Councils.

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

In line with our commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Council. We continue to receive queries regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We will update our guidance on this issue which should ensure clarity for local clerks.

We are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for some of the expenses they necessarily incur whilst carrying out their duties.

Currently each council must annually report to the Panel, and publish on its website, the details and names of each councillor in receipt of any expenses. In previous years we agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors,

and that it would be sufficient to simply list the total amounts paid and the total number of recipients.

The Panel feels that it would be appropriate to extend this to the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims. This will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to.

We will therefore provide a new template report for use from September 2024 and will continue to monitor the level of payments made.

The final area that the Panel considered this year, was the method of calculating payments made to co-opted members of Principal Councils, National Park and Fire and Rescue Authorities.

Following feedback on last year's annual report and queries raised through the year by some co-opted members and by several Heads of Democratic Services, the Panel took evidence from the correspondents on the impact of both the increase in numbers of co-opted members and the changing nature of working patterns. This showed that the current arrangement of either a half day rate for anything up to 4 hours and a full day rate for anything over, was insufficiently flexible to reflect the patterns of working now more normally in place, mainly due to more online or hybrid working.

The Panel therefore proposes that the local relevant officer should have the flexibility to decide when it will be appropriate to apply a day or a half day rate and when to use an hourly rate where it is sensible to aggregate a number of short meetings.

The Panel is aware of feedback that our website can be difficult to navigate and that finding the right Determination to deal with a specific issue is not always straightforward, especially for new elected members or officials. We will

therefore update the links on the website and created a new link to a page setting out all the current Determinations that should be applied. It will be updated every year when the final annual report is issued, and we hope this will be easier to navigate than having to refer to every year's report.

We are also reviewing our guidance (previously called the Regulations) and frequently asked questions pages.

## Role and responsibilities of the Panel

### Our Role

The Panel is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:

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

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

We make determinations on:

- the salary structure within which members are remunerated
- the type and nature of allowances to be paid to members
- whether payments are mandatory or allow a level of local flexibility
- arrangements in respect of family absence

- arrangements for monitoring compliance with the Panel's decisions

## Our aim

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

## Our goals

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

## Our strategic objectives

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

## The Panel

- Frances Duffy (Chair)

- Saz Willey (Vice Chair)
- Dianne Bevan (Member)
- Bev Smith (Member)
- Kate Watkins (Member)

Further information on Panel members can be found on the [Panel's website](#).

## Methodology

As set out in our strategic objectives the Panel has committed to making evidence-based decisions. This year we prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2024 to 2025 financial year. This included:

- data on average UK and Wales weekly earnings, including ASHE the Annual Survey of Hours and Earnings
- annual CPIH and CPI inflation rates
- benchmarks, including councillor remuneration in Scotland
- research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
- findings of Senedd Cymru Equality, Local Government and Communities Committee (2019)
- data collected on the take up of remuneration and benefits packages by councillors
- data on local authority finances

The full set of evidence and research considered, will be published on our [website](#).

The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and its Heads of Democratic Services committee, One Voice Wales, the Society for Local Council Clerks and North and Mid Wales Association of Local Councils. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The Panel helped facilitate sessions at the Welsh Government's "Diversity in Democracy" events earlier this year. This gave us the opportunity to hear the direct experiences of a range of elected members, prospective candidates and organisations working to broaden representation in local government. We have drawn on that information to inform this report and to explore areas for future consideration.

This year this focused on 3 main issue, affordability, payments made to co-opted members and reporting requirements for Community and Town Councils. The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

The Panels' proposals will now be consulted on and following consideration of views received in response to this consultation the Panel will make its final determinations and issue the 2024 to 2025 final report, in February 2024.

# Deliberations and determinations for 2024 to 2025

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

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of t3 days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2024 to 2025.

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our aims and objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

The Panel also noted that in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) and a significant uplift was therefore required in 2022.

The Panel has therefore determined that for the financial year 1 April 2024 to 31 March 2025 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE, the latest figure available at drafting. This will be £18,666.

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

The limit on the number of senior salaries payable (“the cap”) will remain in place.

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.

The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3 and 4. Where a Band 5 is paid, there is no increase to the role element as this remains temporarily frozen. The increase in the basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £69,998. All other payments have been decided in reference to this and are set out in Table 1.

### Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea



## Table 1: salaries payable to basic, senior, civic and presiding members of principal councils (Group A)

Description	Amount
Basic salary	£18,666
Band 1 Leader	£69,998
Band 1 Deputy Leader	£48,999
Band 2 Executive Members	£41,999
Band 3 Committee Chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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## Group B

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

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

Description	Amount
Basic salary	£18,666
Band 1 Leader	£62,998
Band 1 Deputy Leader	£44,099
Band 2 Executive Members	£37,799
Band 3 Committee Chairs (if remunerated)	£27,999

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Description	Amount
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

## Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Isle of Anglesey

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

Description	Amount
Basic salary	£18,666
Band 1 Leader	£59,498
Band 1 Deputy Leader	£41,649
Band 2 Executive Members	£35,699
Band 3 Committee Chairs (if remunerated)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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

There have been no changes made to allowances for:

- travel and subsistence
- care and personal assistance
- sickness absence
- corporate joint committees
- assistants to the executive
- additional salaries and job-sharing arrangements

## **Salaries for Joint Overview and Scrutiny Committee: Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,333.

The salary of a vice-chair is set at 50% of the Chair and will be £4,667.

There are no other changes.

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

The 3 national parks in Wales, Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. **The Environment Act 1995** led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The 3 fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

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

The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. This means the role element of their pay will continue to be temporarily frozen. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 2.

## Table 2: payments to national parks authorities

National parks authorities	Amount
Basic salary for ordinary member	£5,265
Chair	£14,598
Deputy chair (where appointed)	£9,005
Committee chair or other senior post	£9,005

## Table 2: payments to fire and rescue authorities

Fire and rescue authorities	Amount
Basic salary for ordinary member	£2,632
Chair	£11,965
Deputy chair (where appointed)	£6,372
Committee chair or other senior post	£6,372

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

## Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities: Determination 5

The current Determination (made in the 2022 to 2023 Annual Report) states that co-opted members of the relevant bodies should be remunerated on a day or half day basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine, that has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings. The panel also received feedback from Heads of Democratic Services raising this issue.

The Panel considered moving to an hourly rate instead. This would better reflect new ways of working and hours actually worked. However, the Panel recognised that this may not always be appropriate, especially to cover in person meetings scheduled to last several hours.

The Panel therefore proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings, as outlined in Table 3.

**Table 3: payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

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



## **Community and Town Councils**

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

### **Mandatory payments: Determination 6**

#### **Payment for extra costs of working from home**

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

#### **Set payment for consumables**

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

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

## Compensation for financial loss: Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Reporting requirements: Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

## Payments to community and town councils

Type of payment	Group	Requirement
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	1 (Electorate over 14,000)	£156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	1 (Electorate over 14,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
Senior role payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Mayor or Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Deputy Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance Allowance	1 (Electorate over	Optional

	14,000)	
Financial loss	1 (Electorate over 14,000)	Optional
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care	1 (Electorate over 14,000)	Mandatory
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	2 (Electorate over 10,000 to 13,999)	£156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	2 (Electorate over 10,000 to 13,999)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working from home
Senior role payment	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member: optional up to 5

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Mayor or chair of Council	2	Optional: up to a maximum of £1,500
	(Electorate over 10,000 to 13,999)	

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Deputy Mayor or Deputy Chair of Council	2	Optional: up to a maximum of £500
	(Electorate over 10,000 to 13,999)	

---

Attendance allowance	2	Optional
	(Electorate over 10,000 to 13,999)	

---

Financial loss	2	Optional
	(Electorate over 10,000 to 13,999)	

---

Travel and subsistence	2	Optional
	(Electorate over 10,000 to 13,999)	

---

Costs of care	2	Mandatory
	(Electorate over 10,000 to	

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13,999)

---

Reimbursement for time spent on CTC matters (previously known as Basic Payment) 3 (Electorate over 5,000 to 9,999) £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home

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Reimbursement for office consumables whilst working from home 3 (Electorate over 5,000 to 9,999) £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home

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Senior role payment 3 (Electorate over 5,000 to 9,999) Optional up to 3 members

---

Mayor or Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £1,500

---

Deputy Mayor or Deputy Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £500

---

Attendance allowance 3 (Electorate over 5,000 to 9,999) Optional

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---

Financial loss 3 Optional  
(Electorate  
over 5,000  
to 9,999)

---

Travel and subsistence 3 Optional  
(Electorate  
over 5,000  
to 9,999)

---

Costs of care 3 Mandatory  
(Electorate  
over 5,000  
to 9,999)

---

Reimbursement for time spent on CTC matters (previously known as Basic Payment) 4 £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home  
(Electorate over 1,000 to 4,999)

---

Reimbursement for office consumables whilst working from home 4 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home  
(Electorate over 1,000 to 4,999)

---

Senior role payment 4 Optional up to 3 members  
(Electorate  
over 1,000  
to 4,999)

---

Mayor or Chair of Council 4 Optional: up to a maximum of £1,500  
(Electorate  
over 1,000)

---

---

to 4,999)

---

Deputy Mayor or  
Deputy Chair of  
Council

4 Optional: up to a maximum of £500  
(Electorate  
over 1,000  
to 4,999)

---

Attendance  
allowance

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Financial loss

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Travel and  
subsistence

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Cost of care

4 Mandatory  
(Electorate  
over 1,000  
to 4,999)

---

Reimbursement for  
time spent on CTC  
matters (previously  
known as Basic  
Payment)

5 £156 mandatory for all members. All councils must  
(Electorate pay their members £156 a year (equivalent to £3 a  
less than week) towards the extra household expenses  
1,000) (including heating, lighting, power and broadband) of  
working from home

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Reimbursement for office consumables whilst working from home	5 (Electorate less than 1,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
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Senior role payment	5 (Electorate less than 1,000)	Optional: up to 3 members
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Mayor or Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £1,500
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Deputy Mayor or Deputy Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £500
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Attendance allowance	5 (Electorate less than 1,000)	Optional
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Financial loss	5 (Electorate less than 1,000)	Optional
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Travel and subsistence	5 (Electorate less than 1,000)	Optional
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Cost of care	5 Mandatory (Electorate less than 1,000)
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There have been no changes made to payments for undertaking senior roles; allowances for travel and subsistence; care and personal assistance or attendance allowance.

All current Determinations will be published on our website.

## Summary of Determinations 2024 to 2025

### Determination 1

The basic level of salary for elected members of principal councils will set at £18,666.

### Determination 2

The salary of a leader of the largest (Group A) council will be £69,998. All other payments have been decided in reference to this. All payments are set out in Table 1.

### Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,333.

The salary of vice-chair will be £4,667.

## **Determination 4**

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2.

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

## **Determination 5**

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

## **Determination 6**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

## Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Determination 8

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2023 to 2024 [Annual Report](#) of the Panel remain valid and should be applied.

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Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2024-2025-html> for the latest version.

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## Ymgynghoriad ar Adroddiad Drafft 2024 i 2025

Rydym yn croesawu adborth ar yr Adroddiad drafft hwn ac rydym wedi cynnwys rhai cwestiynau ychwanegol lle y byddem yn gwerthfawrogi clywed eich barn. Daw'r cyfnod ymgynghori i ben ar **8 Rhagfyr 2023** a gallwch naill ai anfon eich sylwadau dros e-bost neu gwblhau'r ffurflen ar ein [gwefan](#).

Mae croeso hefyd ichi gyflwyno sylwadau ysgrifenedig i'r cyfeiriad isod.

I ofyn am fersiynau printiedig o'r Adroddiad, anfonwch e-bost atom neu ysgrifennwch at:

Mae croeso hefyd ichi anfon sylwadau ysgrifenedig i'r cyfeiriad isod.

I ofyn am fersiynau printiedig o'r Adroddiad, gallwch anfon [e-bost](#) atom neu ysgrifennu at:

Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol  
Trydydd Llawr - Dwyrain  
Adeiladau'r Goron  
Parc Cathays  
Caerdydd  
CF10 3NQ

### **Cwestiwn 1 - Cynyddu cynabyddiaeth ariannol drwy ddefnyddio'r Arolwg Blynyddol o Oriau ac Enillion (ASHE)**

Mae'r Panel yn gwbl ymwybodol o'r cyfyngiadau presennol ar gyllid cyhoeddus ac effaith ei benderfyniadau ar gyllidebau Prif Awdurdodau. Mae'r Panel hefyd yn ystyriol o'n Nodau a'n Hamcanion i gynnig pecyn cynabyddiaeth ariannol teg a rhesymol i gefnogi aelodau etholedig ac annog amrywiaeth mewn cynrychioliaeth. Felly, rydym yn cynnig y dylid cynyddu eu cynabyddiaeth ariannol yn seiliedig ar enillion cyfartalog eu hetholwyr.

**A ydych chi'n credu bod y Panel wedi taro'r cydbwysedd cywir rhwng fforddiadwyedd a chynabyddiaeth ariannol ddigonol i gynrychiolwyr? Os nad ydych yn cytuno, a oes gennych unrhyw awgrymiadau eraill?**

Ydw

Nac ydw

Dim barn


Unrhyw sylwadau ychwanegol

--

## Cwestiwn 2 – Hyblygrwydd lleol ar gyfer taliadau i unigolion cyfetholedig

Mae'r Panel wedi cael tystiolaeth y byddai'n fwy costeffeithiol ac yn decach i roi hyblygrwydd o ran talu'r rhai sy'n aelodau cyfetholedig o bwyllgorau Prif Gyngorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub.

Felly, mae'r Panel yn cynnig y dylai fod hyblygrwydd lleol i'r swyddog perthnasol benderfynu pryd y bydd yn briodol cymhwyso cyfradd diwrnod neu hanner diwrnod neu ddefnyddio cyfradd yr awr lle mae'n gwneud synnwyr cyfuno nifer o gyfarfodydd byr.

**A ydych yn cytuno â'r cynnig hwn? Os nad ydych yn cytuno, a oes gennych unrhyw awgrymiadau eraill?**

Ydw  
Nac ydw  
Dim barn


Unrhyw sylwadau ychwanegol

--

### Cwestiwn 3 – Annog teithio cynaliadwy

Hoffai'r Panel sicrhau ein bod yn cefnogi cynaliadwyedd amgylcheddol yn ein penderfyniadau ynglŷn â chydabyddiaeth ariannol. Rydym yn ymwybodol bod cynlluniau mewn llawer o gyrff yng Nghymru sy'n annog teithio cynaliadwy ac rydym wedi cyngori y dylai aelodau etholedig, os oes modd, gael eu hannog i gymryd rhan yn y cynlluniau hyn.

**A oes gennych unrhyw enghreifftiau da o arferion da neu syniadau eraill ynglŷn â sut y gallem ddefnyddio ein pwerau i annog mwy o deithio cynaliadwy ymhlith aelodau?**

Oes

Nac oes

Dim barn


Unrhyw sylwadau ychwanegol

--



#### Cwestiwn 4 – Ymwybyddiaeth o hawliau cynrychiolwyr

Mae'r Panel wedi gweld tystiolaeth o ddiffyg ymwybyddiaeth ymhlith aelodau etholedig lleol o'r taliadau y maent yn gallu eu hawlio. Hoffem glywed a yw hyn yn problem sylweddol, ac os felly, byddwn yn anelu at godi ymwybyddiaeth ymhellach, drwy dargedu meysydd lle y gall hyn fod yn broblem.

**Nodwch pa fath o gorff rydych yn ei wasanaethu (dewiswch bob un sy'n gymwys):**

Prif Gyngor	<input type="checkbox"/>
Cyngor Cymuned neu Gymuned Tref	<input type="checkbox"/>
Awdurdod Tân ac Achub	<input type="checkbox"/>
Awdurdod Parc Cenedlaethol	<input type="checkbox"/>

**Beth yw eich statws?**

Aelod	<input type="checkbox"/>
Aelod Cyfetholedig	<input type="checkbox"/>
Arall	<input type="checkbox"/>

**A ydych chi'n gwybod bod gennych hawl i rai neu bob un o'r canlynol?**

- Cydnabyddiaeth ariannol am eich rôl

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Pensiwn (prif gynghorau yn unig)

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Ad-daliad am dreuliau

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Ad-daliad am gyfrifoldebau gofalu

Ydw

Nac ydw


- Taliadau absenoldeb teuluol (Prif Gynghorau yn unig)

Ydw

Nac ydw


**Pa gamau y mae eich cyngor neu'ch awdurdod yn eu cymryd i sicrhau bod ei aelodau etholedig a'i aelodau cyfetholedig yn ymwybodol o'r symiau y mae ganddynt hawl iddynt?**

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## **Cwestiwn 5 – Cyhoeddi symiau wedi'u cyfuno ar gyfer Cyngorau Cymuned a Thref**

Mae'n ofynnol i Gyngorau Cymuned a Thref gyflwyno datganiad blynyddol o daliadau i'r Panel erbyn 30 Medi bob blwyddyn, a chyhoeddi hyn ar eu gwefan hefyd. Mae'r Panel wedi darparu templed o ffurflen i glercod ei defnyddio. Mae'r Panel wedi trafod ac ystyried newid y gofynion ar gyfer Cyngorau Cymuned a Thref wrth gyflwyno eu ffurflen datgan taliadau. Nod y Panel yw symleiddio gweinyddiaeth ac annog Cyngorau i sicrhau bod yr holl daliadau gorfodol yn cael eu gwneud i aelodau unigol.

Mae'r Panel yn cynnig, o fis Medi 2024, bod angen i'r ffurflenni ddangos cyfanswm y symiau a dalwyd mewn perthynas â'r taliadau gorfodol a grybwyllwyd uchod. Dyna'r cyfraniad o £156 at gostau gweithio gartref, y lwfans traul cyfradd sefydlog o £52 a'r costau teithio a chynhaliadaeth a dalwyd.

Mae hyn yn dod â'r rhain yn unol ag adrodd costau gofal a lwfansau cymorth personol.

A ydych chi'n cytuno y gall y ffigurau hyn gael eu cyhoeddi fel cyfanswm i'r holl aelodau yn hytrach nag yn unigol?

Ydw

Nac ydw

Dim barn

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Beth yw'r rhesymau dros eich barn?

## Cwestiwn 6 – Cyhoeddi symiau wedi'u cyfuno ar gyfer cyrff eraill

Mewn adroddiadau yn y dyfodol, rydym yn ystyried caniatáu cyfuno costau teithio a chynhaliadau aelodau prif gynghorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub, a byddai gennym ddiddordeb yn eich barn.

**A ydych chi'n cytuno y gall y ffigurau hyn gael eu cyhoeddi fel cyfanswm i'r holl aelodau yn hytrach nag yn unigol?**

Ydw

Nac ydw

Dim barn


Beth yw'r rhesymau dros eich barn?

## Consultation on Draft Report 2024 to 2025

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the **8 December 2023**, and you can either [email us](#) your comments or complete the form on our [website](#).

You are also welcome to submit comments in writing to the address below.

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

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

**Question 1 - Uplift of remuneration using the Annual Survey of Hours and Earnings (ASHE)**

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation. We therefore propose to uplift their remuneration based on the average earnings of their constituents.

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

Yes

No

No Opinion


Any additional comments

--

## **Question 2 - Local flexibility for payments to co-opted individuals**

The Panel has received evidence that it would be more cost effective and fairer to provide for flexibility in paying those who are co-opted to serve on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities.

The Panel has therefore proposed there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings.

**Do you agree with this proposal? If not, do you have any suggested alternatives?**

Yes

No

No Opinion

Any additional comments

### **Question 3 - Encouraging sustainable travel**

The Panel would like to ensure that we support environmental sustainability in our decisions about remuneration. We are aware that there are schemes in many bodies in Wales which encourage sustainable travel and we have advised that, if possible, elected members should be encouraged to participate in these schemes.

**Do you have any examples of good practice or other ideas of ways in which we might use our powers to encourage more sustainable travel among members?**

Yes

No

No Opinion

Any additional comments



#### Question 4 - Awareness of the entitlements of representatives

The Panel has seen evidence of a lack of awareness amongst local elected members of the payments to which they are entitled. We would like to find out if this is a significant issue, and if so, we will aim to raise awareness further, targeted at areas where this may be a problem.

**Please identify which type of body you serve (select all that apply):**

Principal Council	<input type="checkbox"/>
Community or Town Council	<input type="checkbox"/>
Fire and Rescue Authority	<input type="checkbox"/>
National Park Authority	<input type="checkbox"/>

What is your status?

Member	<input type="checkbox"/>
Co-opted Member	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Did you know that you may be entitled to some of or all the following?**

- Remuneration for your role

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Pension (Principal Councils only)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Reimbursement of expenses

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Reimbursement for caring responsibilities

Yes

No


- Family absence payments (Principal Councils only)

Yes

No


**What steps does your council or authority take to make its elected members and co-opted members aware of their entitlements?**

--

### **Question 5 - Publication of consolidated sums for Community and Town Councils**

Community and Town Councils are required to submit an annual statement of payments to the Panel by 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use. The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home, the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

#### **Do you agree that these figures may be published as a global total rather than individually?**

Yes

No

No View

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

What are the reasons for your view?

**Question 6 - Publication of consolidated sums for other bodies**

In future reports, we are thinking of allowing consolidation of the travel and subsistence expenses of members of principal councils, National Park Authorities and Fire and Rescue Authorities and would be interested in your views.

**Do you agree that these figures may be published as a global total rather than individually?**

Yes

No

No View

What are the reasons for your view?

## DEMOCRATIC SERVICES COMMITTEE 5<sup>TH</sup> DECEMBER 2023

### MULTI-LOCATION MEETING POLICY

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the current policy, make any suggestions for improvement and recommend any proposed changes to Council.

#### REASONS:

To review and ensure that the Multi location meeting policy is appropriate.

<b>CABINET DECISION REQUIRED</b>	<b>NO</b>
<b>COUNCIL DECISION REQUIRED</b>	<b>YES</b>

Cabinet Member Portfolio Holder(s): Cllr Linda Evans (Deputy Leader)  
Other:- Cllr Michael Cranham (Chair of Democratic Services Committee)

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

# EXECUTIVE SUMMARY

## DEMOCRATIC SERVICES COMMITTEE

### MULTI-LOCATION MEETING POLICY

With the implementation of “The Local Government and Elections (Wales) Act 2021 the Welsh Government has provided Councils the power and freedom to convene multi-location meetings which will enable greater accessibility and public participation in local government decision making.

Meetings must be capable of being held virtually, but each authority can decide whether their meetings will be held fully virtually or multi-location (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as ‘hybrid meetings’). Authorities cannot hold purely physical meetings (apart from the Dyfed Powys Police & Crime Panel which is subject to separate regulation).

The Authority’s Multi location meeting policy was approved by Council on the 12<sup>th</sup> October 2022 (Minute 4.1 refers) and took into account the interim statutory guidance issued by Welsh Government. Welsh Government published the final guidance on the 7<sup>th</sup> July 2023 and it is now an appropriate time to review the policy based on our experience of multi-location meetings to-date.

Proposed amendments to the policy, as highlighted in red, include greater guidance on the use of cameras. Some members have not responded when called to speak by the Chair, therefore greater emphasis has been placed on the requirement for members to remain in the meeting throughout debates and during voting, this is particularly important in order to maintain the integrity of the decision-making process and to reduce the opportunity for legal challenge of any decision. Members who need to leave the meeting early or temporarily (i.e. to take a phone call) should notify the Democratic Services Officer that they are no longer present.

**DETAILED REPORT  
ATTACHED?**

**YES.**

## IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

### Legal

This Policy has been drafted having regard to the provisions of the Local Government and Elections (Wales) Act 2021 and the Welsh Government Statutory and Non Statutory Guidance on democracy within principal councils and particularly guidance on multi-location meetings.

## CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

1. **Scrutiny Committee** Not applicable
2. **Local Member(s)** Not applicable
3. **Community / Town Council** Not applicable
4. **Relevant Partners** Not applicable
5. **Staff Side Representatives and other Organisations** Not applicable

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Canllawiau Llywodraeth Cymru		<a href="https://www.llyw.cymru/sites/default/files/pdf-versions/2023/8/1/1692615160/statutory-and-non-statutory-guidance-democracy-within-principal-councils-contents.pdf">https://www.llyw.cymru/sites/default/files/pdf-versions/2023/8/1/1692615160/statutory-and-non-statutory-guidance-democracy-within-principal-councils-contents.pdf</a>
WG Guidance		<a href="https://www.gov.wales/sites/default/files/pdf-versions/2023/8/1/1691417050/statutory-and-non-statutory-guidance-democracy-within-principal-councils-contents.pdf">https://www.gov.wales/sites/default/files/pdf-versions/2023/8/1/1691417050/statutory-and-non-statutory-guidance-democracy-within-principal-councils-contents.pdf</a>
Council Constitution		<a href="https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/">https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/</a>

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# **Carmarthenshire County Council**

## **Democratic Services Multi-location Policy**

Multi-Location Meetings (otherwise known as Hybrid meetings) came into force as part of the Local Government & Elections (Wales) Act 2021 – Section 47, with the aim of increasing accessibility and improved participation in Local Government.

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## ***Introduction***

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The purpose of this policy is to provide guidance to Councillors, Officers and the public as to how we manage and conduct multi-location (hybrid) Committee meetings.

Multi-location meetings (sometimes known as hybrid meetings) are a combination of face to face meetings and virtual meetings, whereby some Councillors, officers and the public attend the Council Chamber or other venue, and some attend remotely.

During Multi-location meetings, it is a legal requirement that **participants of meetings that are broadcast are able to “speak to and be heard by each other” and “to see and be seen by each other”**. ~~all participants will be able to see and hear each other and.~~

**Welsh to English**-translation facilities will be available for all.

As a Local Authority we have a duty to make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings.

**Multi-location meetings will operate as close as possible to the Council’s usual meeting practice and all Constitution rules apply.**

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## ***Broadcasting of Meetings***

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As a Council we will ensure that all formal meetings are broadcast live and available for Archive viewing for a period of 6 months. Any discussion in relation to exempt items will not be broadcast. Section 46 of the Local Government & Elections (Wales) Act 2021 requires us to make this provision so that members of the public not in attendance at the meeting can see and hear the proceedings. This section specifically applies to meeting which are open to the public.

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## ***Notice of a Meeting***

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We will ensure that each Agenda sets out how Committee Members, Officers and the Public can attend the meeting, and these will be published at least 3 clear days before the meeting is held. The Local Government & Elections (Wales) Act 2021 requires that notices of meetings and electronic information relating to meetings must remain available in an electronic format and be available for a minimum of six years following the date of the meeting.

Agendas, Reports and minutes of formal meetings are published on the Authority's website. A ~~small number of hard copy agendas will also be available to members of the public attending physically.~~

Agendas, report and minutes can be viewed [here](#)

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## ***Physical attendance***

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~~Due to Covid 19, the number of persons allowed to attend in person will be determined in by the Chief Executive and takes into account the latest Covid 19 Guidance or regulations.~~

~~As of 16<sup>th</sup> June 2022 it has been agreed that there will be no limit on the number of people permitted in the Chamber, however~~ **Physical attendance of participants cannot be mandated, and there is no restriction on participants should they wish to physically attend any or all meetings.** The Authority's commitment to net Zero Carbon **however** is one of our primary corporate objectives. Multi-location (hybrid) meetings can contribute to the Council's net Zero objective, and attending remotely helps by limiting the travelling and commuting we do and is essential to achieving this .

Attend remotely if you can.

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## ***Remote attendance***

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- Committee members and officers can join meetings remotely via Zoom if they so wish.
- Committee Members and Officers should consider their personal appearance and background, check what people can see behind and in front of you, be careful not to allow exempt or confidential papers to be seen in the video-feed.
- When attending remotely you should remember once on camera everyone can see your surroundings, try to ensure you are in a room by yourself with no distractions (i.e. family members or pets will be seen in the background). **We ask members not to eat, move around or hold a conversation either on the phone or in person whilst on camera.** If possible, arrange for a non-descript background.
- To maintain confidentiality and ensure you abide by the Code of Conduct, **members attending remotely must be alone when exempt reports are considered.**

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## *Preparing for a Multi-location meeting*


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- Join the multi-location meeting no later than 15 minutes before the start to allow the Democratic Services Officers to gain an accurate list of people in attendance and the opportunity to resolve any equipment issues for those attending remotely.
- Make sure your equipment is fully charged or plugged in to a mains socket as remote meetings can use a lot of battery. Your iPad and laptop will be needed. We recommend that you use your iPad to read the paperwork via the Modern.gov app and your laptop to connect to Zoom if attending remotely. Also make sure your mobile phone is switched off or on silent.
- Make sure you have read the paperwork before the meeting. Prepare thoroughly as the Chair will assume that everyone has read the reports, any contributions are necessary and the debate is focussed.

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## *During the meeting*

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- The Democratic Services Officer will note the participants. Physical attendees should sign the attendance register.
- The Chair will welcome everyone to the meeting and outline how the meeting will work.
- To aid the meeting arrangements, if you know in advance that you wish to speak, please notify the Chair or the Democratic Services Officer before the meeting starts. If you wish to speak, please use the 'raise your hand facility' on Zoom or raise a physical hand if attending in person.
- If attending remotely and you require Welsh to English simultaneous translation, you should click on the interpreter button and select 'English'. If attending in person, headphones are available at the rear or the Chamber and should be plugged into the microphone unit. Please choose the headphone icon  and select English from the list. ~~Leave the headphone on the desk at conclusion of the meeting so that the headsets can be cleaned and isolated for 72 hours before re-use.~~
- Only speak when invited to by the Chair. Speakers should announce their name **before making a comment**. When referring to a specific report, page, or slide, mention the page number so that all members have a clear understanding of what is being discussed at all times.
- To speak remotely please switch on the microphone button and your camera on the bottom toolbar on your screen. To speak in the Chamber, press the microphone button on the device before you

For physical attendees, If the red light above the microphone button comes on, the microphone is activated and you can speak. If the green (flashing) light above the microphone button comes on, your request-to-speak is accepted and you are placed in the waiting list:

- **Green on:** In the waiting list.
  - **Green flashing:** First in the waiting list.
  - You cannot speak until the **red light** above the **microphone** button comes **on**
- Only one person may speak at any one time.
  - Multi-location meetings will operate as close as possible to the Council's usual meetings practice and normal constitution rules apply.
  - Where members of the public are exercising speaking rights at the meeting either in person or via remote attendance, the Chair will as part of their introduction explain the procedure for their participation which will reflect those relevant elements of the above. Members of the public must adhere to this procedure.
  - Remember, the meeting may be open to the public or webcast so it is important to conduct yourself as you would in any public meeting.
  - **When attending Councillors need to ensure that they remain in the meeting throughout debates and during voting in order to maintain the integrity of the decision-making process and to reduce the opportunity for legal challenge of any decision. If a Councillor needs to leave the meeting temporarily they should make sure they notify the Chair or Democratic Services Officer in person or via the chat function within Zoom. The chat function will only be available between an individual member and the host/co-host for the purposes of managing the meeting and attendance thereat.**
  - Given the nature of hybrid meetings, the Chair will use his/her absolute discretion as to the order in which Members are given the opportunity to contribute to the debate on a specific item. The Chair will ensure that every member has the opportunity to participate in the meeting.
  - **Participants of meetings that are broadcast must be able to "speak to and be heard by each other" and "to see and be seen by each other". The ability to see and be seen predominantly applies when a participant is speaking. To encourage participation and engagement all members are asked to ensure their cameras are on during meetings, this is particularly important during quasi-judicial meetings such as Planning and Licensing Committee. For other meetings the Chair may use their discretion whether participants are to keep their cameras on when not speaking, the default position however is that cameras should be on at all times. It is inevitable that there will be occasions when a remote participant may need to disable their camera due to poor connection/internet issues. If this occurs the participant should use the chat function to inform the meeting Chair and democratic services staff of the issue. Due to connectivity issues it may not be possible for all cameras to remain on during full**

council meetings, however all members are expected to switch on their cameras when speaking.

- If Members lose connection during the live meeting, they should make every effort to re-connect, however the meeting will continue as long as the meeting is quorate. If a Member joins the meeting at a later time they must make themselves known immediately to the Chair or Democratic Services Officer, and comment and vote only on those complete agenda items remaining. This can be done using the chat function within Zoom.
- If the numbers present fall below the quorum required, the meeting will end immediately.

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## ***Declarations of Interest***

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If a Councillor or officer declares a Prejudicial Interest at a Multi-Location meeting, that person should withdraw from the meeting unless a specific dispensation has been granted by the Standards Committee.

For remote attendees, the Councillor or Officer will be removed from the meeting by the Democratic Services Officer and placed in the 'waiting room' for the duration of the relevant item. If attendees are in the chamber, they will physically leave the chamber for the duration of the item. On conclusion of that item that person will be invited back into the meeting, once the item relating to the prejudicial item has concluded. Should that person not respond to the call to re-join, the meeting will continue without them providing it is quorate.

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## ***Voting***

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Voting shall be decided by a simple majority of those voting and present at the meeting. **Persons attending physically will be expected to vote with their physical hand, persons attending remotely should vote via the 'raise hand' function on Zoom, and the number of votes will be combined.** ~~This will be carried out by a show of hands via the Zoom app for large meetings, or for smaller committees a mix of physical and virtual hand. For full Council meetings, members attending in person will be asked to bring their laptops to the meeting with the camera and microphone switched off. All members will be asked to vote using the 'raise hand' function on Zoom.~~ If a recorded vote is requested, a roll-call of all Members present will be undertaken (this means that the name of each member will be called and they will be asked if they are for, against or abstaining from the vote). **Options for a combined electronic vote system are being considered and the voting method will be updated as and when necessary.**

The Chair or Democratic Services will announce whether the vote has been carried or rejected. No voting numbers will be announced unless a recorded vote has been called - (CPR 16.5) or a member has asked for their individual vote to be recorded CPR 16.6).

As is normal procedure, details of how Members voted will not be kept or minuted unless a Recorded Vote is called.

Voting on Staff Appointments will be by ballot.

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### ***Exempt Items***

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If a Committee agenda includes an exempt report and following any decision to move into private session the broadcast will be stopped. Individuals who are not entitled to be present during the item will physically leave the Chamber, those attending remotely will be removed from the virtual meeting by the Democratic Services Officer. No attendee is permitted to film, photograph or audio record any part of the proceedings which are exempt ('in camera').

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### ***Attendance by members of the public***

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The public gallery will be open as normal with a maximum capacity of 50 persons. Member of the public can also choose to **attend physical meetings from the public gallery or** view proceedings [online](#)

Members of the public who are making representations/asking questions or presenting a petition will be given the option to either attend the meeting in person or remotely. If attending remotely, the Authority's Remote attendance guidance will apply. If attending in person arrangements for physical attendance will be provided by the Democratic Services Team.

Press will be asked to **attend physically at the meeting venue or** view the [livestream](#) of the meeting.

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## DEMOCRATIC SERVICES COMMITTEE 5<sup>TH</sup> DECEMBER 2023

### UPDATE ON MEMBER DEVELOPMENT PLAN 2023/24

**Purpose:**

To update on any proposed areas for development identified to date and invite the views of DSC on any additions, deletions, or amendments to proposal.

**Recommendations / key decisions required:**

Update on the progress of the development plan 2023/24.

**Reasons:**

To contribute to Member Development Plan 2023/24

Relevant scrutiny committee to be consulted N/A

Cabinet Decision Required N/A

Council Decision Required N/A

Cabinet Member Portfolio Holder(s): Cllr Linda Evans (Deputy Leader)

**Directorate:**

Chief Executive's

**Name of Head of Service:**

Paul R Thomas

**Report Author:**

Dirk Neuman

Designations: Lead Business Partner (Learning & Development)

Tel Nos / E Mail Addresses:

01267 246186  
DNeuman@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY  
DEMOCRATIC SERVICES COMMITTEE  
5<sup>TH</sup> DECEMBER 2023**

**CONSULTATION ON MEMBER DEVELOPMENT PLAN**

This report provides an update to the Democratic Services Committee on the Member Development Plan for 2023/24.

**DETAILED REPORT ATTACHED?**

**YES**

## IMPLICATIONS

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

Signed: **P.R. Thomas** **Assistant Chief Executive**

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

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

Signed: **P.R. Thomas** **Assistant Chief Executive**

**(Please specify the outcomes of consultations undertaken where they arise against the following headings)**

**1. Scrutiny Committee: N/A**

**2. Local Member(s)**

**Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.**

**3. Community / Town Council – N/A**

**4. Relevant Partners – N/A**

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

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

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

**THERE ARE NONE** (Delete as applicable)

Title of Document	File Ref No.	Locations that the papers are available for public inspection

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# DEMOCRATIC SERVICES COMMITTEE

## 5<sup>TH</sup> DECEMBER 2023

### UPDATE ON MEMBER DEVELOPMENT PLAN 2023/24

#### **Member Induction Programme**

Following the report on the Members Induction Programme in the Democratic Services Committee meeting on the 9<sup>th</sup> of June 2022 and paying due regard to the comments made in the evaluation of the Induction, the future access to recordings of sessions will be enabled via the Learning Management System coming online in January 2024.

The new system will enable members to have access to recorded sessions at any time and a clear listing of all relevant topics that were covered as part of the Induction programme.

#### **Member Annual Development Plan**

Additional sessions for Geo-discovery training have been booked for 30<sup>th</sup> November 2023 and 7<sup>th</sup> December 2023, delivery dates and invites have been shared with members. This topic will form part of the catalogue of topics available via the Learning Management System in the future.

Democratic Services have agreed with Learning & Development to carry out an annual Personal Development Review with Council Leaders and their members to inform the annual Development Plan further.

An e-mail has been circulated to the group leaders providing the resources to complete the reviews before the end of December. A member of the Learning and Development Team will collate the feedback which will be incorporated in the Annual Development Plan (2024/25) and presented at the next meeting.

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## Member Annual Development Plan 2023-2024

Topic	Target group	Lead person	Delivery	Date
Geo Discoverer	All Members	Julia Harris	Online	30/11/23, 7/12/23
Code of Conduct refresher	All Members	Linda Rees Jones	Hybrid	24/04/23
Overview of Delta Wellbeing	All Members	Samantha Watkins – Delta	tbc	
KPI Overview	All Members	tbc	tbc	
Section 106	All Members	tbc	tbc	
Mod.gov refresher		L&D	Online	
Communication Skills – dealing with the public	All Members	WLGA	eLearning	
Disability Awareness	All Members	tbc	tbc	
Mental Health & Wellbeing	All Members	Wellbeing Team	Hybrid	
Overview of Crimestoppers Wales	All Members	Hayley Fry – Crimestoppers Wales	Online	
Scrutiny Refresher	All Members	WLGA	Online	
Corporate Joint Committees	All Members	Linda Rees Jones	Hybrid	
Equalities & Diversity / Introduction into Racism	All Members	WLGA	Online	Jan/Feb 2024

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