

CARMARTHENSHIRE COUNTY COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION 2023-24

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority or Co-opted Member; or
 - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all allowances will be made by the *Director of Corporate Services* by *direct bank credit* in instalments of one-twelfth of the Member's annual entitlement on the 15th of each month.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards Costs of Care and Personal Assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and the Local Government Elections (Wales) Act 2021 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 The number of days in any one year for which co-opted members may be paid will reflect the work programme of the relevant committee.

- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Monitoring Officer or his/her deputy is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Monitoring Officer or his/her deputy can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by HM Revenue & Customs for the use of private cars, motorcycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class. However members are permitted to travel by first class rail when work requirements justify such expenditure (i.e. working on the train prior to attending a meeting the same day). First class tickets 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 fare.

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbusement will be upon receipt only.

12.3 Air Fare

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Chief Executive or his/her representative is required and tickets will be purchased by Democratic Services.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by Chief Executive or his/her representative. Democratic Services will arrange travel and accommodation.

12.5 Other Travel Expenses

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Chief Executive or his/her representative.
- 13.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14 Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).
- 14.2 No provision is made for subsistence claims within the County.

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made in writing by the 1st of the month (or the previous working day if falling on a Saturday, Sunday or Bank Holiday) and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Director of Corporate Services by direct bank credit.

16. Pensions

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17 Supporting the work of Authority Members

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

- 17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

Note:

Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.

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.

In order to be able to manage the Authority's budget in an orderly manner it is good practice to submit claims in a timely fashion i.e. no longer than 3 months old per claim.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2023-2024

MEMBERS ENTITLED TO BASIC SALARY*						ANNUAL AMOUNT OF BASIC SALARY
The following named elected members of the authority:						
1	Sue Allen	23	Deian Harries	45	Jacqueline Seward	
2	Liam Bowen	24	Jason Hart	46	Hugh Shepardson	
3	Kim Broom	25	Tina Higgins	47	Edward Skinner	
4	Peter Cooper	26	Ken Howell	48	Russell Sparks	
5	Michael Cranham	27	Peter Hughes Griffiths	49	Dai Thomas	
6	Suzy Curry	28	John James	50	Gareth Thomas	
7	Andrew Davies	29	Meinir James	51	Michael Thomas	
8	Anthony Davies	30	John Jenkins	52	Fiona Walters	
9	Arwel Davies	31	Betsan Jones	53	Philip Warlow	
10	Bryan Davies	32	Dot Jones	54	Elwyn Williams	
11	Crish Davies	33	Gary Jones	55	Janet Williams	
12	Karen Davies	34	Hefin Jones			£17,600
13	Lewis Davies	35	Jean Lewis			
14	Llinos Mai Davies	36	Neil Lewis			
15	Sharen Davies	37	Anthony Leyshon			
16	Terry Davies	38	Dai Nicholas			
17	Michelle Donoghue	39	Denise Owen			
18	Alex Evans	40	Martyn Palfreman			
19	Colin Evans	41	Dorian Phillips			
20	Nysia Evans	42	Emyr Rees			
21.	Rob Evans	43	Sean Lucas Rees			
22	Shelly Godfrey-Coles	44	Emlyn Schiavone			

	SENIOR SALARIES ENTITLEMENTS* (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Darren Price	£59,400
2.	Deputy Leader & Cabinet Member for Homes	Linda Evans	£41,580
3.	Cabinet Member for Rural Affairs and Planning Policy	Ann Davies	£35,640
4.	Cabinet Member for Education & Welsh Language	Glynog Davies	£35,640
5.	Cabinet Member for Organisation & Workforce	Philip Hughes	£35,640
6.	Cabinet Member for Regeneration, Leisure, Culture and Tourism	Gareth John	£35,640
7.	Cabinet Member for Resources	Alun Lenny	£35,640
8.	Cabinet Member for Climate Change, Decarbonisation and Sustainability	Aled Vaughan Owen	£35,640
9.	Cabinet Member for Transport, Waste and Infrastructure Services	Edward Thomas	£35,640
10.	Cabinet Member for Health and Social Services	Jane Tremlett	£35,640
11.	Chair of Planning Committee	Tyssul Evans	£26,400
12.	Chair of Licensing Committee	Mansel Charles	£26,400
13.	Chair of Communities, Homes and Regeneration Scrutiny Committee	Deryk Cundy	£26,400
14.	Chair of Education, Young People and the Welsh Language Scrutiny Committee	Carys Jones	£26,400
15.	Chair of Place, Sustainability and Climate Change Scrutiny Committee	Kevin Madge	£26,400
16.	Chair of Corporate Performance and Resources Scrutiny Committee	Giles Morgan	£26,400
17.	Chair of Health and Social Services Scrutiny Committee	Hazel Evans	£26,400
18.	Leader of the Largest Opposition Group	Rob James	£26,400
A maximum of 18 senior salaries for Carmarthenshire County Council may be paid and this has not been exceeded.			

*Postholders will be confirmed at the Annual Meeting

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor / Chair)	Louvain Roberts	£26,400
Deputy Civic Head (Deputy Mayor / Chair)	Handel Davies	£21,340

*Postholders will be confirmed at the Annual Meeting

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards Committee	Mary Dodd.	£268 Daily Fee £134 ½ Day Fee
Chairperson of Governance and Audit Committee	To be confirmed at the first meeting of the Audit Committee 23/24	£268 Daily Fee £134½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Governance & Audit Committee, Crime and Disorder OVSC	Standards Committee: <ul style="list-style-type: none"> • C. Davies • D. Evans • F. Phillips • J. James • P. Rogers (T&CC rep) Education, Young People & Welsh Language Children Scrutiny Committee <ul style="list-style-type: none"> • Rev. D. Richards • V.L. Kenny • A. Enoch • F Healey-Benson • Vacancy Governance & Audit Committee <ul style="list-style-type: none"> • J. James • M. MacDonald • D. MacGregor • K. Jones 	£210 Daily Fee £105 ½ Day Fee
Statutory Co-optees - ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£238 Daily Fee £119 ½ Day Fee

Contribution towards Costs of Care and Personal Assistance	
<p>All Members</p> <p>(For clarification, care costs cannot be paid to someone who is a part of a members' household).</p>	<ul style="list-style-type: none"> • Formal (registered with the care inspectorate Wales) care costs to be paid as evidenced • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred
Members Support – what is provided in terms of telephone, internet or email (see Determination 6)	
Telephone Support for Cabinet Members	All Cabinet Members receive an Authority issued phone for calls, texts and data.
Telephone Support for Chairs of Committees	All Members can make calls on their iPads
Telephone Support for all other Members	All Members can make calls on their iPads
Access to Email for Executive Members	All members are issued with corporate email addresses together with an iPad and basic laptop
Access to Email for Chairs of Committees	All members are issued with corporate email addresses together with an iPad and basic laptop
Access to Email for all other Members	All members are issued with corporate email addresses together with an

	iPad and basic laptop
Internet Support for Cabinet Members	All members are issued with an iPad and basic laptop which provides access to the Internet
Internet Support for Chairs of Committees	All members are issued with an iPad and basic laptop which provides access to the Internet
Internet Support for all other Members	All members are issued with an iPad and basic laptop which provides access to the Internet
All Councillors receive a Communication Allowance as a contribution towards their telephone and broadband costs associated with Council business.	£20 per month

Carmarthenshire Council operates a paperless meeting environment and members are provided with a tablet device for this purpose. Members who have an evidence based need for paper copies will only receive a laptop for email and internet access.

Co-optees Support

All co-opted members receive a tablet device and corporate @carmarthenshire.gov.uk email address to access their emails and Committee paperwork.

SCHEDULE 2

Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
 - 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 Cabinet;*
(All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Cabinet 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 Cabinet 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 Executive or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Executive 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 Cabinet 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 Cabinet 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) Attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair at meetings of the Cabinet;*
- o) Attendance by a Councillor at meetings or events to which the Councillor has been formally appointed or nominated by the Council in a Champion or Ambassador role;*
- p) 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 Cabinet 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).

Cabinet Members Approved Duties

The following duties are also "approved duties" for the Leader and Cabinet Members:

Attendance at Meetings of the Council, the Cabinet, Committees and Advisory Panels;

Attendance at Meetings of Cabinet 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 Cabinet Member;

Attendance by members of the Cabinet 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.

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 (or his/her representative) to attend;

The attendance of the Leader and relevant Cabinet 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.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motorcycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

Subsistence Allowance

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

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

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

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the Council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the Council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the Council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The Authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member/Co-opted Members attendance at meetings of Council, Cabinet and Committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the Council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

Note – Appendix A to this document (as per link below) includes the Job Profiles & Person Specifications for Councillors, Co-opted Members and Office Holders of Carmarthenshire County Council.

<https://www.carmarthenshire.gov.wales/media/1231879/part-61-soa-appendix-a-job-profiles-may-2022-gac.pdf>