

Pecyn Dogfen Gyhoeddus



Swyddog Cyswllt:
Maureen Potter 01352 702322
maureen.potter@flintshire.gov.uk

At: Cyng Ted Palmer (Cadeirydd)

Y Cynghorwyr: Chris Bithell, Helen Brown, Clive Carver, Bob Connah, Jean Davies, Rob Davies, David Healey, Gladys Healey, Ray Hughes, Joe Johnson, Paul Johnson, Mike Peers, Michelle Perfect, Vicky Perfect, Neville Phillips, Ian Smith, David Williams, David Wisinger a Arnold Woolley

Dydd Iau, 21 Tachwedd 2019

Annwyl Gynghorydd,

Fe'ch gwahoddir i fynychu cyfarfod Pwyllgor y Cyfansoddiad a Gwasanaethau Democrataidd a fydd yn cael ei gynnal am 2.00 pm Dydd Mercher, 27ain Tachwedd, 2019 yn Ystafell Bwyllgor Delyn, Neuadd y Sir, Yr Wyddgrug CH7 6NA i ystyried yr eitemau canlynol

Mae'r rhaglen hon yn destun cyfyngiadau o ran cynnwys oherwydd Cyfnod yr Etholiad sy'n dechrau ar 7 Tachwedd ac yn dod i ben ar 13 Rhagfyr

R H A G L E N

1 PENODI IS-GADEIRYDD

Pwrpas: Yn dilyn ymddiswyddiad y deiliad blaenorol, croesawir enwebiadau ar gyfer is-gadeirydd y pwyllgor hwn.

2 YMDDIHEURIADAU

Pwrpas: I dderbyn unrhyw ymddiheuriadau.

3 DATGAN CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)

Pwrpas: I dderbyn unrhyw ddatganiad o gysylltiad a chynghori'r Aelodau yn unol a hynny.

4 COFNODION (Tudalennau 3 - 6)

Pwrpas: I gadarnhau, fel cofnod cywir gofnodion y cyfarfod ar 16 Hydref 2019.


5 **ADRODDIAD BLYNYDDOL PANEL ANNIBYNNOL CYMRU AR
GYDNABYDDIAETH ARIANNOL 2020/21** (Tudalennau 7 - 92)

Pwpras: Galluogi'r pwyllgor i dderbyn Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol ar gyfer 2020/21, sy'n pennu taliadau i aelodau etholedig ac aelodau cyfetholedig am y flwyddyn nesaf.

6 **ADRODDIAD BLYNYDDOL TROSOLWG A CHRAFFU 2018/19**
(Tudalennau 93 - 120)

Pwpras: Ystyried a chymeradwyo Adroddiad Blynyddol Trosolwg a Chraffu ar gyfer 2018/19.

Yn gywir



Robert Robins
Rheolwr Gwasanaethau Democraataidd

Eitem ar gyfer y Rhaglen 4

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE **16 OCTOBER 2019**

Minutes of the meeting of the Constitution and Democratic Services Committee of Flintshire County Council held in the Delyn Room, County Hall, Mold on Wednesday, 16 October 2019.

PRESENT: Councillor Ted Palmer (Chair)

Chris Bithell, Jean Davies, Rob Davies, David Healey, Gladys Healey, Joe Johnson, Paul Johnson, Mike Peers, Vicky Perfect, David Williams, David Wisinger and Arnold Woolley

APOLOGIES: Councillors Bob Connah, Ray Hughes, Michelle Perfect, and Ian Smith

SUBSTITUTIONS: Councillors Janet Axworthy (for Clive Carver) and Kevin Hughes (for Neville Phillips)

ALSO PRESENT: Councillors Christine Jones and Patrick Heesom (as observers)

IN ATTENDANCE: Chief Officer (Governance), Democratic Services Manager, and Democratic Services Officer

Prior to the start of the meeting the Democratic Services Manager advised that there had been a change of membership on the Committee and Councillor David Williams replaced Councillor Rita Johnson with immediate effect. An item for the Appointment of a Vice-Chair would be included on the agenda for the next meeting.

9. DECLARATIONS OF INTEREST

None were received.

10. MINUTES

The minutes of the meeting held on 5 June 2019 were submitted.

Matters arising

Councillor Chris Bithell asked if a reminder had been sent to all Members to ask them to update their Declarations of Interests and whether Members reviewed their Declarations of Interest annually. The Democratic Services Manager confirmed that a request had been sent and a number of Members had updated their Declarations as a result. An annual reminder would be sent to all Members in the future and a record kept of the updated Declarations.

Page 4, Item 5 - Corporate Anti-Fraud and Corruption Strategy and Fraud Irregularity Response Plan. Councillor Chris Bithell referred to the Member training to support the revised

policy and asked when this would take place. The Democratic Services Manager said he would look into this following the meeting.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chair.

11. CODE OF CONDUCT

The Chief Officer (Governance) introduced a report to amend the Code of Conduct in line with the recommendations from the Committee on Standards in Public Life (CSPL).

The Chief Officer provided background information and reported that the Standards Committee, at a meeting held on 2 September 2019, had considered both the recommendations and best practice findings of the CSPL. It considered that the Council should voluntarily adopt Recommendation 6 in relation to gifts and hospitality and change its Code of Conduct to require Members to declare not only gifts above a certain individual value but also gifts above an aggregate value. The proposal was that any gift worth more than £10 should be registered (as at present) and if gifts of £100 or more were received from the same donor in the space of 12 months then this should also be recorded. The Chief Officer advised that the suggested amendment reduced the risk that gifts/hospitality might escape registration by being given in small value amounts over time. The suggested revisions to the Code of Conduct were shown in Appendix 1 to the report.

In response to a query by Councillor Chris Bithell, the Chief Officer provided further information around the abolition of the Adjudication Panel for England and commented on the role of the Public Services Ombudsman for Wales. Councillor Bithell referred to page 15, section 6 (1) (a) of the report and asked if the statement also applied to other national or local bodies/organisations. The Chief Officer explained that this was a mandatory statement that applied to all local councils, and other bodies in Wales, citing the Fire Authority an example.

Members sought advice on the need to register gifts of low monetary value which, for example, might be given by a resident in appreciation for the support provided to resolve a matter in their Ward. The Chief Officer provided clarification around the registration of gifts and hospitality and reiterated that Members are required to register any gift or hospitality deemed to be over £10 in value and to reject any gift/hospitality of any value that appears to place the Councillor under an improper obligation.

Councillor Mike Peers referred to page 25, section 17 (3), and suggested that where Members must provide written notification to the Authority's Monitoring Officer within 28 days, the Monitoring Officer would acknowledge receipt of the notification. He also asked if Members'

Declarations of Interest would be automatically updated on receipt of the notification or if Members would need to ensure they did this themselves.

During discussion the Chief Officer provided further advice on the questions and comments raised around Register of Interests, and personal interests, and cited examples of when a Member would be required to declare a personal interest or a personal and prejudicial interest.

RESOLVED:

That the suggested amendment requiring gifts with a total value of £100 or more in any 12 month period to be declared be recommended to Full Council for inclusion in the Code of Conduct for Councillors.

12. REVIEW OF THE FLINTSHIRE STANDARD

The Chief Officer (Governance) introduced a report to review the expected standards of behaviour contained within the Flintshire Standard/Local Resolution Procedure. He provided background information and explained that Officers had reviewed the Standard with Group Leaders and some amendments were suggested to expand and clarify expectations around behaviour. The Standards Committee, at a meeting held on 2 September 2019, had endorsed the proposed changes and also suggested that complaints under the Standard be made within 3 months instead of 12 months. As local resolution was intended to be a quick remedy the suggested change was consistent with the aims of the process.

Councillor Chris Bithell referred to page 38, section 6, of the report and asked if the decision to proceed to stage 2 or stage 3 was made by the Monitoring Officer or the complainant. He also referred to section 7, Stage 2 of the Procedure and, referring to the fourth bullet point, asked what the procedure would be if a Member was independent and did not belong to a group and did not have a Group Leader. The Chief Officer responded to the points raised and agreed to give this further consideration.

Councillor Bithell referred to page 38, section 13 (b) and expressed the view that the statement 'no further action is required' was not satisfactory if there was a basis to a complaint. The Chief Officer referred to the three options available to the Standards Committee, as detailed in the report, and provided clarification and examples around how conclusions could be reached. In response to a further question from Councillor Bithell concerning paragraph 16, page 39, the Chief Officer confirmed that a complainant had a statutory right to submit a complaint to the Public Services Ombudsman for Wales. He said the Authority's local procedures did not prevent a complaint being submitted to the Ombudsman that a Member had breached the Members Code of Conduct.

Councillor Mike Peers referred to page 35 of the report and queried the need for a heading for Public Behaviour and a separate heading for Behaviour in Council and Committee meetings. The Chief Officer suggested that the two headings could be combined to form a single heading 'Behaviour expected towards others' and this was agreed by the Committee. Councillor Kevin Hughes suggested that reference be included under the heading to the

need for Members to observe respectful behaviour when using social media and online communication.

RESOLVED:

That the amended Flintshire Standard be recommended to Council for adoption.

13. MEMBER DEVELOPMENT & ENGAGEMENT

The Democratic Services Manager presented a report to provide the Committee with an update on the Member Development and Engagement events held since the last meeting. He drew attention to the 'ward workshops' which had been organised following the publication of the Local Democracy & Boundary Commission Review proposals for Flintshire. He also advised that there would be an open 'drop in session' on 24 October for any Members who wanted to discuss how the proposals would affect their ward. On 28 October, there would be an all Member Electoral Ward review workshop which would be used to inform a report to the meeting of County Council to be held on 19 November 2019.

Councillor Bithell referred to the events which were held during the Summer recess and asked if this could be avoided in the future. The Democratic Services Manager explained that generally the not holding of meetings during August was observed but there had been no alternative dates for the two events held on 1 August this year. The Chief Officer (Governance) pointed out that the Council did not, unlike Parliament, have a formal recess. All Council services continued whilst meetings weren't being held. Councillor Bithell asked if the attendance at events could be included in future reports.

RESOLVED:

- (a) That the Committee notes the progress with Member Development and Engagement events since the last report; and
- (b) That if Members had any suggestions for future Member Development and Engagement they are invited to contact the Democratic Services Manager to discuss them.

14. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the public or press present.

(The meeting started at 2.00 pm and ended at 3.00 pm)

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Chair

Eitem ar gyfer y Rhaglen 5



CONSTITUTON & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 27 November 2019
Report Subject	Independent Remuneration Panel for Wales (IRPW) Annual Report for 2020/21
Report Author	Head of Democratic Services

EXECUTIVE SUMMARY

Each year, the Independent Remuneration Panel for Wales (IRPW) determines the rates of payment which are to be made to elected and co-opted members of Welsh Local Authorities for the following year. The IRPW is required to send the draft Annual Report to County Councils which this year it did on the 15th October, requesting comments to be made by no later than the 10th December 2019.

The IRPW is required to take into account the representations which it receives on the draft before issuing its final version of the report in February. For 2020/21 the following change is proposed:

'The Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020'.

RECOMMENDATIONS

1	That the committee considers and comments on the Determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for 2020/21.
2	That the Head of Democratic Services be authorised to make a response on behalf of the Council, reflecting the decision made at the meeting, to the Independent Remuneration Panel for Wales

REPORT DETAILS

1.00	DETAILING THE DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2020/21
1.01	Members will be aware that the IRPW produces a report on an annual basis, which sets out what it has decided (these are called Determinations) should be the rates of payment to Members and co-optees of Local Authorities in Wales for the following year.
1.02	Flintshire has now adopted the practice of other Welsh local authorities in putting the IRPW report to the statutory democratic services committee instead of to Council. The Constitution & Democratic Services Committee incorporates the statutory role.
1.03	For 2020/21, the IRPW has made 51 Determinations, 18 of which are directly relevant to Flintshire County Council (the other determinations relate to Community and Town Councils, Fire & Rescue and National Park Authorities) The Panel's Determinations for 2020/21 are listed in Annex 1 on page 53 of the attached IRPW report.
1.04	There is a slight change proposed to the basic salary of 2.5% which means £350 on each basic salary: a rise from £13,868 to £14,218. (Determination 1) To set this determination in context, the IRPW have produced analyses of basic members' salaries and alternative comparators between 2010 and 2020 and made the point 'that backbench council members' salaries have fallen significantly behind by any reasonable measure of inflation'.
1.05	No changes, other than the increase in basic salary are proposed for senior or civic salaries.
1.06	The IRPW have reaffirmed their previous determinations that recipients of Bands 1 or 2 salaries cannot receive a salary from a Fire & Rescue Authority to which they are appointed or from a community or Town council of which they are a member. However, they can claim for travel, subsistence and reimbursement of costs of care.
1.07	Political group leaders and deputies have been consulted on this report at a meeting held on 22 nd November. Any recommendations arising from that meeting will be made verbally to the committee.
2.00	RESOURCE IMPLICATIONS
2.01	Budget provision for Members' salaries will need to be increased by £350 per councillor, plus any on-costs which apply (national insurance). A pressure bid has already been made.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report is in response to external consultation. Group Leaders and their deputies have been made aware of the draft IRPW report in advance at the meeting on 22 nd November.

4.00	RISK MANAGEMENT
4.01	No risk management issues have been identified during the preparation of this report.

5.00	APPENDICES
5.01	Appendix 1 - Covering letter from the IRPW. Appendix 2 - IRPW draft report for 2020/21.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>The main background document to this report is the draft IRPW report which is attached as an appendix.</p> <p>Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: Robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>body established by the Welsh Government to determine the level of Local Authority payments to Members.</p> <p>Determinations - the decisions which the IRPW makes</p> <p>Basic Salary – the salary or allowance which the IRPW determines should be paid to each Member of the Council which for 2020/21 is £14,218.</p> <p>Senior Salary - a senior salary is payable to a Councillor with special responsibility such as the Leader, Deputy Leader, Cabinet Members, Committee Chairs and the leader of the largest opposition group (a Group B Council such as Flintshire may pay up to 18 senior salaries).</p> <p>Civic Salaries - these are the payments made to the Chair and Vice Chair of Council</p>

Mae'r dudalen hon yn wag yn bwrpasol



To:

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Community & Town Councils

15 October 2019

Dear Colleague

Independent Remuneration for Wales – Annual Report 2020/21

The Panel's draft Annual Report for 2020/21 is attached. We would appreciate and welcome comments during the consultation period which ends on 10 December 2019.

Earlier in the year the Panel visited The National Park Authorities (NPAs) and the Fire and Rescue Authorities (FRAs). We have taken account of the issues that were raised during the visits. We have also met with a significant number of Community and Town Councils.

The draft Report contains proposed changes to our remuneration framework including an increase in the basic salary to elected members of principal councils and both NPAs and FRAs

We will consider all of the responses to this draft prior to producing the final Report for publication in February 2020.

Yours sincerely

John Bader
Chair

Mae'r dudalen hon yn wag yn bwrpasol



Independent Remuneration Panel for Wales

Annual Report

DRAFT

February 2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Tudalen 13

ANNUAL REPORT 2020

FOREWORD

In 2017 the Panel visited each of the 22 principal councils and met with many members and officers. Since then we have met with all Fire and Rescue and National Park Authorities and continued with the programme of meetings with Community and Town Councillors and Clerks. In this draft Annual Report we continue to reflect some of the issues that have arisen during our visits. We have previously indicated that payments to councillors have not kept pace with the original comparator the Panel used to establish an appropriate level of remuneration because of pressures on public expenditure. The effect of this can be seen in the tables and graphs in section 3. A more detailed paper will be available on our website.

We propose an increase in the basic salary of elected members of principal councils and members of both Fire and Rescue Authorities and National Park Authorities to take account of the current rate of inflation which will help prevent further erosion.

We acknowledge that there may be some concerns about the financial impact of this increase when local government in Wales continues to be financially stretched. However, we have to balance the issue of affordability with fairness to members of local councils and recognise that the current level of payments means that many of them struggle financially. As we have consistently indicated, representative democracy does not come without a cost. In the current circumstances we consider our determinations set out in this Report achieve this balance.

John Bader
Chair

Panel Membership

John Bader – Chair
Gregory Owens - Vice Chair
Stephen Mulholland

Julie May
Saz Willey
Roger Symonds

Detailed information about the members can be found on the website: <http://irpw.gov.wales>

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Introduction



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

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
4. In 2009 the Panel aligned members' payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary at that time was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
5. The financial constraints on the public sector and particularly local authorities have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £350 to £14,218 (an increase of 2.5%).

6. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication requirements). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged. We are currently undertaking a review of this provision with a view to encouraging greater take up by those members who have caring responsibilities.
7. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition since the last report we have produced [Ever thought about being a Welsh councillor?](#) .
8. During 2019 we met with each of the three National Park Authorities (NPAs) and each of the three Fire and Rescue Authorities (FRAs). Discussions with members indicated that the time commitment had increased. We have reflected this in our determinations and the salaries for NPAs are now to be based on 44 days per year and for FRAs 22 days per year.
9. We have continued to engage with community and town councils and met with several representative groups earlier in the year. As a result, we propose further amendments to our framework in respect of community and town councils. The proposed determinations for community and town councils are in Section 13.
10. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
11. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions each year. The Panel's decisions in the past year are at Section 15.
12. One issue that has been a point of discussion during the last year is the action of the Council in respect of the Reports of the Panel which it receives. 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.

13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.
14. How the IRPW Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the IRPW Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

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

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

Upholding trust and confidence

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

Simplicity

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

Remuneration

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

Diversity

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

Accountability

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

Fairness

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

Quality

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

Transparency

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

Remuneration of Officers

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

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 12	page 27	page 31	N/A ²
Senior Roles	page 16	page 27	page 31	page 43
Committee Chairs	page 15	page 27	page 31	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 17	N/A	N/A	page 46
Presiding Members	page 18	N/A	N/A	N/A
Mileage	page 39	page 39	page 39	page 44
Other Travel Costs	page 39	page 39	page 39	page 44
Subsistence Costs	page 40	page 40	page 40	page 44
Costs of Care	page 36	page 36	page 36	page 45
Family Absence	page 25	N/A	N/A	N/A
Sickness Absence	page 37	page 37	page 37	N/A
Joint Overview and Scrutiny Committees	page 23	N/A	N/A	N/A
Pension	page 24	N/A	N/A	N/A
Co-optees	page 34	page 34	page 34	N/A
Specific or Additional Allowances	page 21	page 28	page 32	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 42
Compensation for Financial Loss	N/A	N/A	N/A	page 44
Statement of Payments	page 75	page 75	page 75	page 75
Schedule of Remuneration	Page 73	Page 73	Page 73	N/A
Salaries of Chief Executives and Chief Officers	Page 51	N/A	Page 51	N/A

² Not Applicable

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

Basic salary for elected members of principal councils

3.1 In 2009 the Panel set the maximum basic salary at £13,868, representing three fifths of the then median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. The Panel assessed it appropriate to use a figure comparable with constituents' pay, adjusted for the part-time nature of the work of a member with no senior responsibilities. This identical figure of £13,868 was determined as the basic salary in the IRPW 2019 annual report, ten years on.

3.1.1 Over this last decade, taking account of affordability and acceptability, the Panel has determined figures for basic salary which have varied but have not kept pace with measures of inflation or other possible comparators. Table 1, illustrated by Graph 1, demonstrates the rate of increase of these alternative measures on the basic salary from 2012 of £13,175. Table 2 expresses these increases as a percentage year on year. The various comparators analysed are Retail Prices Index, Consumer Prices Index, Wales Median Salary (ASHE), NJC (public sector employees), Living Wage, Assembly Members, and MPs. This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work a week. The Panel acknowledges that many members routinely work in excess of these hours, as analysed in paragraphs 3.2 and 3.3. It follows that, other than the Basic Elected Member figure, the amounts shown are predictive and notional.

3.1.2 To set this in the context of other Welsh elected members, over this same 8-year period an assembly member's salary has increased by 25.6% (£53,852 to £67,649 - now indexed to Average Salaries in Wales ASHE) and an MP's salary has increased by 22.4% (£65,738 to £79,468, again linked to constituents' pay).

3.1.3 Thus, backbench members' salaries have fallen significantly behind by any reasonable measure of inflation.

Table 1 - Alternative measures & benchmarks for basic salary (2013 baseline)

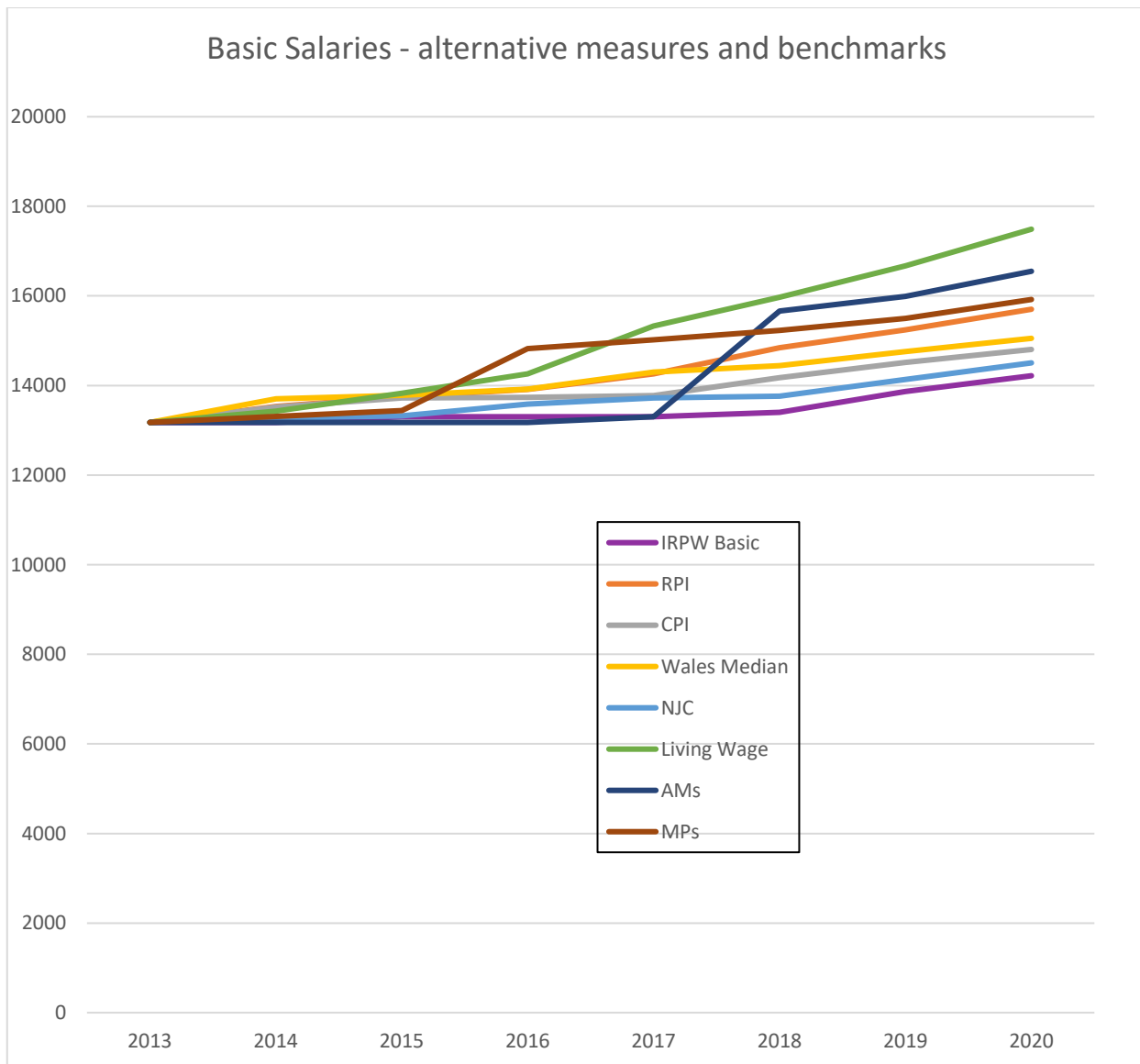
Year	2013	2014	2015	2016	2017	2018	2019	2020
IRPW Basic	13175	13300	13300	13300	13400	13600	13868	14218
RPI	13175	13531	13747	13912	14259	14845	15245	15702
CPI	13175	13518	13720	13734	13775	14175	14515	14805
Wales Median	13175	13702	13784	13922	14297	14441	14758	15053*
NJC SP 27**	13175	13267	13321	13587	13723	13860	14137	14505
Living Wage	13175	13425	13828	14257	15326	15970	16672	17489
AMs salary	13175	13175	13175	13175	13306	15662	15991	16550
MPs salary	13175	13307	13440	14824	15017	15227	15501	15920

Table 2 - percentage increases by alternative measures or benchmarks

Year	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL 7 yrs compound
IRPW Basic		0.9	0	0	0.8	1.5	2.0	2.5	7.9%
RPI		2.7	1.6	1.2	2.5	4.1	2.7	3.0	19.2%
CPI		2.6	1.5	0.1	0.3	2.9	2.4	2.0	12.4%
Wales Median		4.0	0.6	1.0	2.7	1.0	2.2	2.0*	14.3%
NJC SP27**		0.7	0.4	2.0	1.0	1.0	2.0	2.6	10.0%
Living Wage		1.9	3.0	3.1	7.5	4.2	4.4	4.9	32.7%
AMs salary		0	0	0	1.0	17.7	2.1	3.5	25.6%
MPs salary		1.0	1.0	10.3	1.3	1.4	1.8	2.7	20.8%

* estimated ** SP27 changes to SP20 from 2019

Graph 1:



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

- 3.3 In 2017 Panel members visited all Welsh principal councils to meet with elected members to inform and update their understanding of elected and co-opted member activities. During 2018 and 2019 the Panel continued its regular liaison with councillors and officers. Panel members met with the Chairs of Democratic Services Committees and their officers. The Panel has also, through varied correspondence with councils and individual council members and others, maintained its ongoing dialogue. The position generally expressed by councillors and officers remains, particularly in the context of austerity, that the basic workload discharged by all elected members is substantial and exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of the variety of benchmark figures outlined above for the period from 2012 to 2019. As shown in Table 1 above, the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. From 2017 the Panel began action to narrow this trend and limit the rate of erosion. Any adjustments in recent years have been in keeping with the Panel's principle that its determinations should be affordable and acceptable. Although public sector funding continues to be constrained, the information set out in Table 1 and Table 2 supports the Panel's consideration that a further increase in the basic salary is justified. It has determined there shall be an increase for 2020/21 of £350 a year which equates to 2.5%, a point midway between RPI and CPI. The proposed increase applies to the basic salary for members of principal councils in recognition of the duties expected of all elected members.
- 3.5 This salary shall be paid by each principal authority in Wales from 1 April 2020 to each of its elected members unless any individual member opts personally and in writing to receive a lower amount.

Determination 1: The Basic Salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.

Senior Salaries

- 3.6 Despite a slight increasing trend in the level of senior salary since 2012, (which has been lower than any measure of inflation), senior salaries are lower than they were ten years ago. The comparative measures are set out in the paragraph above relating to basic member salary over the same period (Table 1 and graph 1).
- 3.7 For the purposes of this analysis the mid-point (Group B) has been used where there are three rates in a salary band.

Table 3 - IRPW Determinations on Senior Salaries 2012-20

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Leader	47500	47500	48000	48000	48000	48100	48300	49100	49450
Deputy Ldr	33460	33460	33500	33500	33500	33600	33800	34600	34950
Exec Memb	28780	28780	29000	29000	29000	29100	29300	30100	30450
Chair/OpLdr	21910	21910	22000	22000	22000	22100	22300	22568	22918
Group Ldr	16920	16920	17000	17000	17000	17100	17300	17568	17918
Civic Ldr	21375	21375	21500	21500	21500	21600	21800	22568	22918

Graph 2:



- 3.8 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2020/21 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 4 below.

Table 4: Maximum numbers of council membership eligible for payment of a senior salary

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

Payments to members of the executive, chairs of committees and the leader of the opposition

- 3.9 No additional increases will be paid to senior salary holders in 2020. Such members received an uplift in last year's annual report and senior salary holders will receive only the basic salary element increase.

The Executive

- 3.10 In 2009 the Panel concluded that Executive members should be considered as working the equivalent of full time (around 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.
- 3.11 Senior salaries are set out in Determination 2.

Chairs of Committees

- 3.12 There is a significant difference in the responsibilities and functions of chairing different committees. Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- 3.13 Where chairs of committees are paid, the remuneration is: £22,918.

The Senior Salary Bands

Determination 2: Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.

Table 5: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £14,218			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1 Leader	£54,450	£49,450	£44,450
Deputy leader	£38,450	£34,950	£31,450
Band 2 Executive members	£33,450	£30,450	£27,450
Band 3 Committee chairs (if remunerated):		£22,918	
Band 4 Leader of largest opposition group ³		£22,918	
Band 5 Leader of other political groups		£17,918	

Table 5 notes:

- a. The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B

Population 100,001 to 199,999; Group C Population up to 100,000.

- b. It is proposed to increase Band 1 and Band 2 senior salaries for Leader, Deputy Leader and Executive Members only by the £350 awarded to basic salary.
- c. Committee chairs will be paid at Band 3. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- d. The stipulation that an opposition group leader or any other group leader **must** represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary **must** be paid to leaders of other political groups.

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “largest opposition group” and “other political group”.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.14 The Panel had previously allowed councils to vary salaries of civic heads and deputy civic heads to reflect the specific responsibilities attached to the roles. However, councils strongly expressed to the Panel that elected members do not wish to make decisions that require Councils themselves such choices and options were removed in 2019. In the case of civic salaries, if paid, the payment for Band 3 is set at £22,918 for a civic head and at the Band 5 salary of £17,918 for a deputy civic head (Determination 3). A council may decide not to apply any civic salary to the posts of civic head and or deputy civic head.
- 3.15 The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).

Determination 3: Where paid, a Civic Head must be paid a Band 3 salary of £22,918 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.

- 3.16 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authorities' 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. The Panel's requirement that members should not have to pay for the cost of the support (see determination 10) needed to carry out their duties applies also in respect of deputy civic heads.
- 3.17 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.18 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a decision for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.19 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

- 3.20 Councils are reminded that, if a presiding member is appointed, they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £22,918.

Determination 4: Where appointed and if remunerated, a Presiding Member must be paid a Band 3 senior salary of £22,918.

Determination 5: The post of Deputy Presiding Member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.21 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.

- 3.22 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is fundamental there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

Determination 6:

- a) An elected member must not be remunerated for more than one senior post within their authority.**
- b) An elected member must not be paid a senior salary and a civic salary.**
- c) All senior and civic salaries are paid inclusive of basic salary.**
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.**

Determination 7: Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care.

Determination 8: Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.

Supporting the work of local authority elected members

- 3.23 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.
- 3.24 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review periodically the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to

what is considered to be reasonable. Any proposals should be made with due regard to Determinations 9 and 10 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.

- 3.25 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Councils are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.26 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.27 As a result of their legitimate actions as a councillor an elected member's personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the police and security services would normally inform selection of required provision.
- 3.28 For co-opted members the support requirements are set out in section 9 and determination 40.

Determination 9: Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

Determination 10: Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

3.29 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.31.

Determination 11: Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

3.30 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
- b. Applications will have to be approved by the authority as a whole (unless this has been delegated within Standing Orders) prior to submission to the Panel.
- c. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
- d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

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

3.31 **Job Sharing Arrangements**

For members of an executive: Each “sharer” will be paid an appropriate proportion of the salary group as set out in Table 5.

The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum.

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

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

4 Joint Overview and Scrutiny Committees (JOSC)

- 4.1 Little use has been made of the arrangements for JOSCs. Therefore, the Panel has decided to delete the payment from the framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.29 and 3.30. The current JOSCs in operation will continue without need for further confirmation.

5. Pension Provision for Elected Members of Principal Councils

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

Determination 12: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013⁶ and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 13: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 14: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 15: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 16: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 17: When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 18: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁶ http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf

7. Payments to Members of National Park Authorities (NPAs)

Structure of National Park Authorities

7.1 The three National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the three corresponding National Park Authorities (NPAs). These have two main statutory purposes, to:

- protect and improve the natural beauty, wildlife and cultural heritage;
- promote opportunities for the public to understand and enjoy the National Park's special features.

In addition to fulfilling the National Park's purposes, it is the duty of the National Park Authority to foster the economic and social wellbeing of local communities within the Park.

7.2 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.

7.3 The structure of the Members' Committee at each of the three national parks is set out in Table 6.

Table 6: Membership of Welsh National Park Authorities

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

- 7.4 In addition, Standards Committees of NPAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.
- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development, Management and or Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection Panels.
 - There is an expectation that members will participate in training and development.
 - The Chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 Members of the Panel visited each of the three NPAs in 2019. As a result of discussions that took place at these visits, the Panel has decided that the time commitment on which the remuneration is based will be increased from 42 to 44 days. The salary for members of NPAs will increase to £4,010.
- 7.7 The Panel has also previously determined that the remuneration of a NPA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £12,710.
- 7.8 The Panel has previously provided that the option for a NPA to decide which of two salary levels the roles of deputy chair and up to two other committee Chairs can be remunerated. During the visits members considered that this arrangement was no longer appropriate. The Panel has therefore decided that the optional arrangement is removed. The salary for the deputy chair and committee chairs will increase to £7,710 which is aligned to Band 5. The Panel has also determined that if the NPA appoints a Deputy Chair, the appropriate salary must be paid.

Additional Senior Salaries

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

7.11 The Panel has made the following determinations:

Determination 19: The basic salary for NPA ordinary members shall be £4,010.

Determination 20: The senior salary of the Chair of an NPA shall be £12,710.

Determination 21: A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.

Determination 22: Up to two committee chairs can be paid a salary of £7,710.

Determination 23: NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 24: Members must not receive more than one NPA senior salary.

Determination 25: A NPA senior salary is paid inclusive of the NPA basic salary.

Determination 26: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

Note: Family absence does not apply to Welsh Government appointed members and local authority nominees are covered by their principal council so NPAs are not required to make any arrangements in this respect.

8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

Structure of Fire and Rescue Authorities

- 8.1 The three 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.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 7.

Table 7: Membership of Fire and Rescue Authorities

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

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

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

Basic and Senior Salaries

- 8.6 As a result of the information obtained from the Panel's visits to the three FRAs in 2019 the time commitment on which the remuneration is based is increased from 20 to 22 days. The salary for members will increase to £2,005.
- 8.7 The Panel determined that the remuneration of a FRA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £10,705.
- 8.8 The Panel determined that the remuneration of a FRA Deputy Chair will be aligned with the Band 5 senior salary for principal councils. This will increase to £5,705 and must be paid if the authority appoints a deputy chair.
- 8.9 The Panel has determined that up to two FRA committee chairs can be remunerated also aligned with Band 5. This will increase to £5,705.

Additional Senior Salaries

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

Local Pension Boards

8.11 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore, it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board Chairs. The senior salaries in Determination 27 or 28 cannot be used exclusively for this role.

8.12 The Panel has made the following determinations:

Determination 27: The basic salary for FRA ordinary members shall be £2,005.

Determination 28: The senior salary of the Chair of an FRA shall be £10,705.

Determination 29: An FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.

Determination 30: Up to two Chairs of committees can be paid. This shall be paid at £5,705.

Determination 31: FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 32: Members must not receive more than one FRA senior salary.

Determination 33: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 34: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities ⁷

- 9.1 The Panel has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. Recognising the important role that co-opted members have, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 36 to 39.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 35: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 8).

Table 8: Fees for co-opted members (with voting rights)

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

Determination 36: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 37: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 38: The appropriate officer within the authority must 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.

Determination 39: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

- 9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's determinations were not being fully implemented and there was limited support available for co-opted members.

Determination 40: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

⁷ This section does not apply to co-opted members to community and town councils.

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision for Community and Town Councils is set out in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 Members, including co-opted members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty which might include preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this.
- 10.4 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in change to the requirements for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 41: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

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

senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

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

Note:

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

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

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

Reimbursement of mileage costs

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

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

Reimbursement of other travel costs

- 12.7 All other claims for travel, including travel by taxi if this is the only, or most

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

Reimbursement of subsistence costs

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

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

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2018-19 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

- 13.17 Where a person is a member of more than one town or community council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Reimbursement of travel costs and subsistence costs

- 13.18 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

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

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- **Up to £55.50 for each period not exceeding 4 hours**
- **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

Reimbursement of the costs of care

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

13.21 Members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.

13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head and Deputy Civic Head

13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council’s civic budgets.
- 13.25 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 10

Determination Number	Is a decision required by council?
42 All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
43 Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
44 Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
45 Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional.

	for attending approved duties.	
46	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
49	Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
50	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
51	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves, or changes, their role during the financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

Publicity requirements

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

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁹ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

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

Note: The above requirements do not apply to Community and Town Councils at this time. The following applies to all authorities including Community and Town Councils.

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

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

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

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

As long as these comply with any guidance issued by the Welsh Government.

- 15.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers until 2020).

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

Pay Policy Statements

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

Changes to the salaries of chief officers of principal councils – Panel decisions 2019

Letters issued to the Local Authorities notifying them of the Panel decision can be found on the Panel’s website <https://gov.wales/independent-remuneration-panel-wales>

Name of Local Authority	Proposal	Panel decision
Carmarthenshire County Council	Recruitment to the post of Chief Executive (Head of Paid Service)	Approved
Pembrokeshire County Council	Remuneration of a Chief Officer – Head of Procurement Services	Approved
Swansea Council	Arrangements for an interim Chief Executive	Approved
Isle of Anglesey County Council	Review of Senior Management arrangements in Anglesey County Council	Approved
Conwy County Borough Council	Review of Pay and Grading Structure – Chief Officers, Conwy County Borough Council	Approved
Denbighshire County Council	Review of Senior Leadership Structure - Head of Finance and the Head of Communication and Housing	Approved

Annex 1: The Panel's Determinations for 2020/21

Principal Councils	
1.	Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.
2.	Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.
3.	Where paid, a civic head must be paid a Band 3 salary of £22,918 and, where paid, a deputy civic head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.
4.	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,918.
5.	The post of deputy presiding member will not be remunerated.
6.	<p>a) An elected member must not be remunerated for more than one senior post within their authority.</p> <p>b) An elected member must not be paid a senior salary and a civic salary.</p> <p>c) All senior and civic salaries are paid inclusive of basic salary.</p> <p>d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.</p>
7.	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care.
8.	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.
9.	Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

10.	Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
11.	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Local Government Pension Scheme	
12.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
13.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
14.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
15.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
16.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
17.	When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
18.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
19.	The basic salary for NPA ordinary members shall be £4,010.
20.	The senior salary of the Chair of a NPA shall be £12,710.

21.	A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.
22.	Up to two Committee Chairs can be paid a salary of £7,710.
23.	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
24.	Members must not receive more than one NPA senior salary.
25.	A NPA senior salary is paid inclusive of the NPA basic salary.
26.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
27.	The basic salary for FRA ordinary members shall be £2,005.
28.	The senior salary of the chair of a FRA shall be £10,705.
29.	A FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.
30.	Up to two Chairs of Committees can be paid. This shall be paid at £5,705.
31.	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
32.	Members must not receive more than one FRA senior salary.
33.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
34.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	
35.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 8.
36.	Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
37.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

38.	The appropriate officer within the authority must 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.
39.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
40.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Reimbursement of Costs of Care	
41.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
42.	All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
43.	Community and Town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
44.	Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
45.	Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. ¹⁰ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.

46.	<p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and or family overnight.
47.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £55.50 for each period not exceeding 4 hours. • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
48.	<p>All Community and Town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
49.	<p>Community and Town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
50.	<p>Community and Town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
51.	<p>Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.</p>

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

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

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

Introduction

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

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

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

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

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

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

Part 1

General

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

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

Interpretation

2. In the IRPW Regulations:

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

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

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

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

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

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

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

Part 2: Schedule of member or co-opted member remuneration

Commencement of term of office

3. The term of office of:

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

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

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

Amendment to the Schedule

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

Basic salary

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

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
 - The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.
 17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
 18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make

payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

Co-opted member payment

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

Allowances

Costs of Care

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

which that member or co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

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

Travel and subsistence allowances

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

(Paragraphs 26 & 27 apply only to principal councils)

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

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:
 - Describe the description of members for whom a local authority will be required to pay a pension.

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

Allowances to support the function of a local authority member

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

Payment of expenses for official and courtesy visits

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

Arrangements in relation to family absence

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

Sickness Absence

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

Part 4: Salaries, allowances or fees

Repayment of salaries, allowances or fees

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

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

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

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

Interpretation

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

Allowances

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

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

Part 6: Miscellaneous

Arrangements for payments

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

Claims

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

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

Avoidance of duplication

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

Records of salaries, allowances and fees

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

Publicity requirements

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

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

Publicising the reports of the Panel

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

Monitoring compliance with the Panel's determinations

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

Annex 3: Schedule of Member Remuneration

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

In respect of a principal council:

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

In respect of National Park and Fire and Rescue Authorities:

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

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

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

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

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

f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.

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

Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

Principal Councils	
Determination 1: This Determination has been updated	Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.
Determination 3: This Determination has been updated	Where paid, a civic head must be paid a Band 3 salary of £22,918 and where paid a deputy civic head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,918.
Determination 7: This Determination has been updated	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care.
National Park Authorities	
Determination 19: This Determination has been updated	The basic salary for NPA ordinary members shall be £4,010.
Determination 20: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,710.
Determination 21: This Determination has been updated	A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.
Determination 22: This is a new Determination	Up to two Committee Chairs can be paid a salary of £7,710.
Fire and Rescue Authorities	
Determination 27: This Determination has been updated	The basic salary for FRA ordinary members shall be £2,005.
Determination 28: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,705.
Determination 29: This Determination has been updated	A FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.
Determination 30: This is a new Determination	Up to two Chairs of Committees can be paid. This shall be paid at £5,705.
Community and Town Councils	
Determination 47:	Community and town councils can pay financial

This Determination has been updated	loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: - Up to £55.00 for each period not exceeding 4 hours. - Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
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**Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ**

**Telephone: 0300 0253038
E-mail irpmailbox@gov.wales**

The Report and other information about the Panel and its work are available on our website at:

<http://irpw.gov.wales>

Mae'r dudalen hon yn wag yn bwrpasol

Eitem ar gyfer y Rhaglen 6



CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 27 November 2019
Report Subject	Overview & Scrutiny Annual Report 2018/19
Report Author	Head of Democratic Services

EXECUTIVE SUMMARY

The Overview & Scrutiny Annual Report is drafted on an annual basis by the Officer team in consultation with the relevant Committee Chairs. The draft is then submitted to this committee for Member comment before being submitted to Council for formal approval.

The Annual Report provides the Council with assurance that the Overview & Scrutiny function is fulfilling its constitutional role.

RECOMMENDATIONS

1	That the Committee considers and comments on the Overview & Scrutiny Annual Report for 2018/19.
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REPORT DETAILS

1.00	THE OVERVIEW & SCRUTINY ANNUAL REPORT
1.01	1.01 Under section 7.4.5 of the Constitution, the Overview & Scrutiny Committees are required to report annually to the Full Council on their workings with recommendations for their future work programme and changing working methods if appropriate.
1.02	1.02 Members will be aware that membership of the 6 Overview & Scrutiny Committees is open to all 62 non-executive Members of the Council. In addition, the Education & Youth Overview & Scrutiny Committee has 5 statutory Co-optees as voting members. These are (a) one representative

	of the Church in Wales (Diocese of St Asaph) (b) one representative of the Roman Catholic Church (Diocese of Wrexham) and (c) three representatives of parent governors who are elected to their positions.
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2.00	RESOURCE IMPLICATIONS
2.01	None

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Not applicable

4.00	RISK MANAGEMENT
4.01	No risks were identified during the preparation of the Report. Production of the report fulfils a constitutional requirement. No specific anti-poverty environment and equalities issues were identified.

5.00	APPENDICES
5.01	Draft O&S Annual report for 2018/19

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Contact officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flinshire.gov.uk

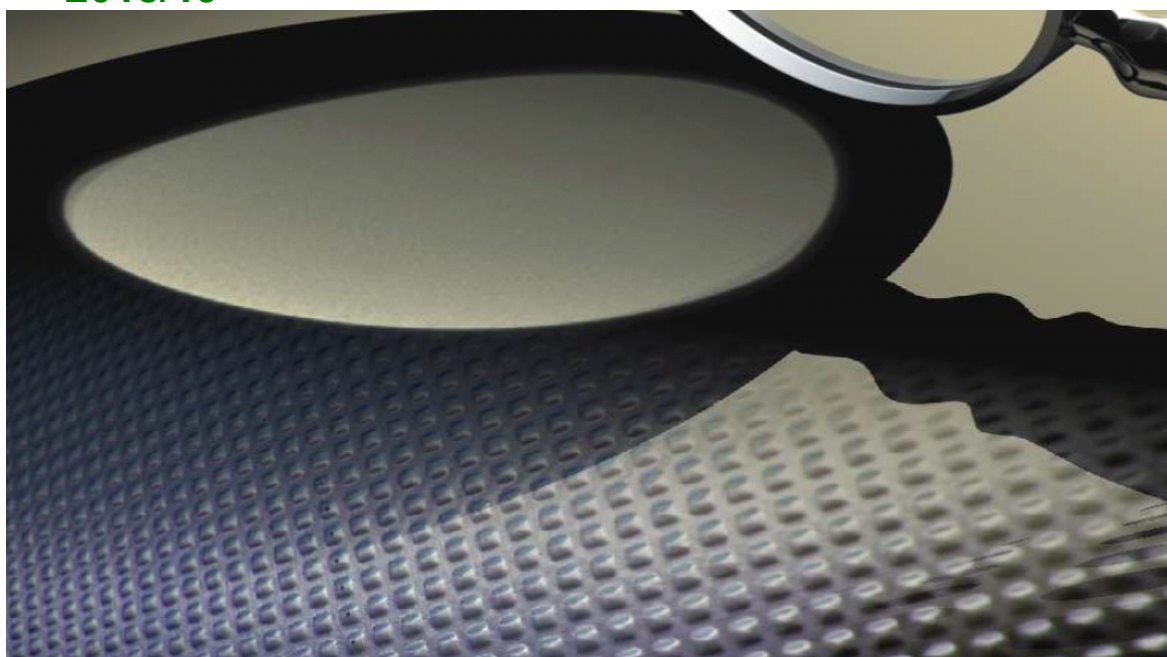
7.00	GLOSSARY OF TERMS
7.01	None



Overview & Scrutiny

Annual Report

2018/19



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FOREWORD BY THE LEADER OF THE COUNCIL



As Leader, I am pleased to be able to contribute to the Overview & Scrutiny Annual Report.

For some seventeen years, I was actively involved as a scrutiny member, and so know the value which an effective Overview & Scrutiny function has for the Council. I also appreciate that scrutiny can be highly demanding in terms of member and officer time and effort.

Before I became the Cabinet Member for Education & Youth in 2017, I was a scrutiny chair, a role which I had held almost continuously since Flintshire introduced Overview & Scrutiny in 2000. Because of that, I am well aware of how Overview & Scrutiny works.

I had chaired the Co-ordinating Body at a time when it was responsible for setting up our overview & scrutiny arrangements, when the Local Government Act 2000 introduced executive arrangements, of which scrutiny is an essential part. I continued as the Chair of the Co-ordinating Committee for a number of years afterwards. My original scrutiny committee chair was the short-lived Finance & Audit Scrutiny Committee; that committee soon changed to become the dedicated Audit Committee which we still have. Following the 2002 Annual Meeting, I became the chair of the Lifelong Learning Overview & Scrutiny Committee, a position which I held until May 2008.

During the period 2008-2012, I chaired the Audit Committee, but continued as a member of the Lifelong Learning Overview & Scrutiny Committee. Seeing how things work as an ordinary member gave me a new perspective for when I returned to the chair of Lifelong Learning, or as it subsequently became, Education & Youth from 2012-2017.

I would like to take this opportunity to thank everyone who has a role within Overview & Scrutiny, whether as a committee member, a Cabinet Member, the chief and senior officers who attend meetings or the Overview & Scrutiny team which support the whole process. As my predecessors as Leader have no doubt commented in previous years; we need our overview & scrutiny function.

Councillor Ian Roberts
Leader of the Council

COLIN EVERETT, CHIEF EXECUTIVE: Perspective for the Overview & Scrutiny Annual Report 2018/19



Our Overview & Scrutiny function continues to make an important contribution to the corporate governance of the Council. The six Overview & Scrutiny Committees -Corporate Resources, Community & Enterprise, Education & Youth, Environment, Organisational Change and Social & Healthcare between them cover all of the Council's portfolios and business and now work increasingly with arm's length and external organisations. The role of the Organisational Change Overview & Scrutiny Committee in providing both support for the Council's relationship with Aura and Newydd, the community organisations which now run Holywell Leisure Centre and Cambrian Aquatics, and HFT, has been one of assurance during a time of change.

The involvement of the Overview & Scrutiny Committees in reviewing council service performance through the quarterly reporting process is operating rigorously. The Scrutiny Chairs now contribute to the Council's Corporate Governance Framework by giving their own personal insights into how effective their committees are and how they fulfil their 'calling to account' remit.

The use of 'call in' of the Cabinet's decisions continues to be used judiciously, with only one decision – the Single Access Route to Housing (SARTH) being called in. On that occasion, the Committee was satisfied with the explanation given by the decision makers, thus enabling the decision to be implemented immediately.

At the 2018 Annual Meeting, the Council adopted the 'three stage budget process' which had been worked on during the preceding few months. This formalised the more involved approach to the budget which had emerged over the previous couple of budget years.

The role of the Overview & Scrutiny committees becomes ever more challenging in demanding fiscal circumstances. The 2019/20 budget setting process was the most challenging yet. By working together we crafted a way to balance the budget whilst ensuring that services were protected at a safe level of resourcing.

To ensure the smooth running of scrutiny meetings, we trialled the use of an 'action tracking' approach to committee decisions and request for information. Once that had worked well at Corporate Resources, Group Leaders agreed to it being adopted for all Overview & Scrutiny committees from the 2019 Annual Meeting. Where possible, we will continue to innovate to make things work more effectively.

Colin Everett,
Chief Executive

The “Call In” Process

1. The Arrangements

The arrangements for calling in a decision are to be found in paragraph 16 of the Overview & Scrutiny Procedure Rules contained within the Council’s Constitution. The legal authority is derived from section 21 (3) of the Local Government Act 2000.

The ability to call in a Cabinet decision is a significant power for non-executive members. It is not something which should be considered unless there is no alternative: if the power is over-used, or used in such a way as to be thought of as frivolous, its significance or importance would be lost.

2. Decisions of the Cabinet

Following a meeting of the Cabinet, the record of the decisions made is published within two days. Copies are available at County Hall, and are sent to all Members of the County Council.

The decision record specifies that the decisions will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless it is called in.

3. Calling in a Decision

If the Chief Officer (Governance) or Democratic Services Manager receives a call in notice from the Chair of an Overview & Scrutiny Committee or at least four members of the Council, a call in meeting is arranged.

Either the Democratic Services Manager or one of the Overview & Scrutiny Facilitators notifies the decision takers (the relevant Cabinet members and Chief Officers) of the call-in, and then arranges a meeting of the appropriate committee within seven working days of the decision to call-in

4. The Call-in Meeting

Call-in meetings are held at short notice (i.e. within seven working days of the call-in decision) and generally be the only item of business on the agenda. However, from time to time it is expedient to consider a call in at a meeting which has already been convened.

There is a suggested procedure for dealing with a call in. This is intended to make the meeting as simple and transparent as possible. This procedure is part of the agenda at each call in meeting, and the officer advising the committee will take members through it during the meeting.

5. The Call in decision

At the end of a call in meeting, the committee must make a decision based on one of four options. Options 1 and 2 allow the decision to be implemented immediately Option 3 is to refer back to Cabinet for further consideration and Option 4 is to refer to Council. However, executive functions' are solely within the remit of the Cabinet. Thus Council can consider the issue, but not change the decision: it can only recommend to Cabinet that the decision be reconsidered.

6. Call in during 18/19

During the last municipal year, only one Cabinet decision was called in. This was the Single Access Route to Housing (SARTH) (Record of decision number 3560). The call in was heard by the Community & Enterprise Overview & Scrutiny Committee on 12th October 2018. The committee was satisfied with explanations given and thus the decision could be implemented immediately after the meeting

DRAFT

COMMUNITY & ENTERPRISE OVERVIEW & SCRUTINY COMMITTEE



Chair
Cllr Ian Dunbar



Vice Chair
Cllr Ted Palmer

The Committee has continued to receive regular update reports on the impact Universal Credit and other welfare reforms were having on Flintshire residents and the work ongoing to mitigate and support households. Following a detailed presentation to the Committee at the meeting in November 2018, where the impact of Universal Credit on rent arrears was referenced, the Committee has asked for regular update reports on Housing Rent Income and this has been built into our Forward Work Programme. The Committee has continued to support the new measures and interventions being taken to maximise rent income but which also support tenants to maintain sustainable tenancies.

On behalf of the Committee, I also wrote to the Department of Work and Pensions outlining our concerns around the possible risks to the Council in proposed changes to grant funding arrangements for Universal Support. This will also continue to be monitored by the Committee.

Below is a summary of some of the topics the committee have considered over the last 12 months.

Disabled Facilities Grant (DFG) Internal Audit Report 2017

In the autumn of 2017 an internal audit was undertaken into the operation of the Disabled Facilities Grants (DFG). A report summarising the findings of the Internal Audit Report and the management responses being put in place to address these findings, was presented to the Committee at its meeting in June 2018.

During consideration of the report a number of assurances were given to the Committee that processes were being put in place to strengthen controls and compliance which would enable a better understanding of timescales to help improve performance against targets. It was recognised that improvements were needed in the DFG service, which had been a long-standing issue, and the Cabinet Member gave a commitment that the Committee would receive the same update as the Audit Committee and that progress would continue to be monitored as part of the Quarterly Council Plan Monitoring updates.

It was also agreed that Members of the Social & Health Care Overview & Scrutiny Committee would be invited to contribute to future discussions on the DFG service due to the links between Housing and Social Services.

Single Access Route to Housing (SARTH) – Call-in meeting

Following the decision of Cabinet on 25 September, 2018 relating to the Single Access Route to Housing (SARTH) being called in, a special meeting of the Committee was held in October 2018 to consider the call in. In following the procedure for dealing with a call in, I invited the initiators to address the Committee and outline their concerns which were around the bedroom requirements by household type, the use of temporary/alternative accommodation, the lack of suitable housing available across Flintshire and local connections.

I then gave the decision makers the opportunity to respond to questions/concerns before Members of the Committee were given the opportunity to ask questions of the decision makers. Following the debate, the Committee resolved that it was satisfied and the decision of Cabinet to continue to support the management of the SARTH policy and to support the revised and updated policy document could be implemented.

Communities for Work

Following a request by the Committee, a detailed report, outlining the employment programmes to support participants within the community into employment and self-employment was presented at the meeting in December 2018. Also in response to a request from the Committee, prior to presenting the report, the Service Manager – Enterprise and Regeneration, provided a detailed breakdown of the number of functions which sit within the Enterprise and Regeneration Service area. The Committee found this extremely useful following the restructure of the service area.

Following a presentation on the Communities for Work, Communities for Work Plus, Legacy Fund and Business Entrepreneurship Network programmes, the Committee praised the Managers and their teams for their achievements and recommended that it continues to support the progress made in delivering the employment programmes.

Town Centre Regeneration

Following concerns raised by Members of the Committee around the viability of Flintshire town centres and the need for the Council to establish a proactive response, a report outlining a series of proposed responses to increase the diversity of uses in towns was considered at the meeting in May 2019.

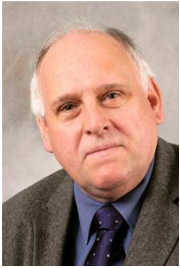
Whilst the Committee was pleased to see that the Council had given a commitment in the 2018/19 Council Plan to develop a response to the vitality of town centres, we remained concerned around public transport services and links for rural communities to town centres and the loss of high street banks.

Whilst we endorsed the approach to support the regeneration of town centres in Flintshire, the Committee has requested regular update reports and this has been built into our Forward Work Programme.

Councillor Ian Dunbar

Chair of the Community & Enterprise Overview & Scrutiny Committee

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE



Chair
Cllr Clive Carver



Vice-Chair
Cllr Paul Johnson

The Corporate Resources Overview and Scrutiny Committee is aligned to the Serving Council and Supportive Council priority themes in the Council Plan. The report below focuses on some of the relevant priority themes considered by the committee.

Below is a summary of some of the topics the committee have considered over the last 12 months.

Council Plan

The Council Plan sets out the priorities for 5 years. The Plan focuses on the objectives to be delivered during the year and is refreshed annually. The Council Plan informs directorate business plans and team business plans which in turn inform the appraisal process for staff across the Council.

The Committee considered the refreshed document which had taken on-board comments made at an all member workshop on the 29th of May. Some of the concerns raised by members included resources to drive through the ambition to regenerate and support town centres, equitable investment plans across the county for town centres, the lack of youth provision across the County and the quality of Houses in Multiple Occupation. The Committee's comments were fed into Cabinet for consideration prior to agreeing the final content of the Council Plan.

We considered the Mid-Year Monitoring Report at our December meeting and one area of concern raised was the impact of Brexit on the local economy and a suggestion that this should be identified as a strategic risk to the Council. The Committee also requested a further report in January with an illustration of the planning cycle for financial, business and performance planning, and information on the range of performance information available for Overview & Scrutiny Committees to draw upon for performance reporting.

Performance out-turn 2019/18

As the lead committee for performance monitoring across the organization, we received the performance out-turn report at our meeting in June. Overall performance was positive, with the majority of measures showing an improvement. The report gave details on performance measures which had a decline in performance. The committee receive quarterly reports

and monitor and review performance across the organization and refer to the other Overview & Scrutiny Committees when required.

Concern was expressed regarding the need for young people not in education, employment or training (NEETS) to be identified and tracked earlier. The Interim Chief Officer gave assurances that this was a priority moving forward. Assurances were given that the Organisational Change Overview & Scrutiny Committee would receive update reports on the performance of Aura Leisure in response to concerns raised.

The Committee emphasized the need performance reports to be written in plain English. It was agreed to invite Cabinet to publish an action plan to address any under-performance where the RAG status is Red or Amber with a downturn in performance trend.

Revenue Budget monitoring

The Committee received a report on the Revenue Budget Monitoring 2017/18 (outturn) and the Capital Programme Monitoring 2017/18 (Outturn). The overall spend was £2.107 lower than budget. The Corporate Finance manager reported on the main considerations and referred to the achievement of planned in-year efficiencies, the Council Fund, reserves and balances, requests for carry forward of funding and the Housing Revenue Account.

The Committee were content that there were no issues to report to Cabinet, but agreed that a letter was to be sent to the Welsh Government expressing concern at grant monies being made available late in the financial year.

The Committee received monthly monitoring reports on both the Revenue Budget and the Capital programme which enabled the committee to flag up any issues of concern with Cabinet at an early stage.

At the December meeting two areas of concern were highlighted that the Committee wished Cabinet to review: - Out of County Placements and Streetscene budgets.

Community Safety Partnership Annual Report

We received the annual report which provided an overview of the activities of the Community Safety Partnership over the past 12 months and reflected on regional work. We were pleased to welcome the Chief Inspector Jon Bowcott of North Wales Police; Ben Carter of the North Wales Substance Misuse Area Planning Board; Rhiannon Edwards, the Regional Domestic Abuse and Sexual Violence Advisor; and Richard Powell, Trading Standards Team Leader. The four local priorities for 2018/19 were outlined as Domestic Abuse and Sex Violence, Organised Crime Groups, Modern Day Slavery and Child Exploitation. The Chief Inspector advised that there had been a small rise in victim-based crime in Flintshire for 2017/18. In response to a question on the way in which all forms of anti-social behaviour crime was recorded together, the Chief Inspector gave an example of the complexities in crime recording and said there was a shift in statistics showing a reduction in reported anti-social behaviour and increase in crime.

Following comments about liaison with town and community councils, the Chief Inspector agreed to re-introduce quarterly consultations with representatives to provide an opportunity to discuss local issues.

People Strategy Performance Report

The Committee welcomed the positive report with a downward trend in sickness absence and good progress had been made on the delivery of the Apprenticeship Strategy. One area that remained a concern was the level of appraisals completed. The Committee requested that Chief Officers attend a future meeting to explain the reasons for not achieving the target of 100%. At the January meeting we received an update report with detailed completion levels of appraisals completed by services in addition to portfolios. Whilst welcoming the progress made, it was emphasized that the completion of appraisals was a key responsibility for managers and that failure to do so should be escalated to a more senior level. We continue to monitor the position and reserve the right to call to account those who fail to achieve 100% completion of appraisals.

Councillor Clive Carver

Chair of the Corporate Resources Overview & Scrutiny Committee



Chair
Cllr Dave Healey



Vice-Chair
Mr. David Hytch

During the year, the Committee has hosted two workshops where all Members of the Council have been invited to participate. Details of the workshops are listed below: -

Regional School Effectiveness and Improvement Service (GwE)

The first workshop arose following the Committee considering its annual Regional School Effectiveness and Improvement Service (GwE) report at its June, 2018 meeting. The Committee welcomed GwE representatives Arwyn Thomas, Managing Director and Alwyn Jones, Assistant Director who gave a detailed presentation which identified strength in standards, provision and leadership, along with areas for improvement and development. During the presentation, information was shared on preparations for education reform in Wales and the Committee welcomed the offer of a workshop in order to provide clarity for all Members on the changes as part of the education reform. The workshop was held in October 2018 and a detailed presentation from GwE representatives was provided, which covered, proposed changes to the Curriculum for Wales, Welsh in Education and the Additional Learning Needs and Educational Tribunal (Wales) Bill.

The Committee will continue to scrutinise and receive regular update reports from GwE moving forward with continued focus around support and learner outcomes within secondary education.

Post 16 Education Provision and Consultation on Post 16 Transport

In response to a request from the Committee, a workshop for all Members was held in February 2019. The purpose of the workshop was to provide an overview of the provision for post 16 learners in Flintshire; the funding mechanism for post 16 education and also gave Members the opportunity to be fully engaged in the review of post 16 transport prior to its launch.

The workshop was well attended and informative with information on the methodology for how Post 16 funding was provided to schools shared with Members following the workshop. We also agreed to take on board the comments made around proposals for Post 16 Transport when we consider the report following the consultation process.

Below is a summary of some of the other topics the Committee has considered over the last 12 months:-

Learner Outcomes 2018

In November 2018, the Committee received its annual Learner Outcomes 2018 (provisional) report which provided details of outcomes achieved by learners in Flintshire for 2018 across all phases of Education. The Committee welcomed GwE representatives David Edwards, Primary Core Lead for Flintshire, and Mr Martyn Froggett, Secondary Core Lead for Flintshire to the meeting to assist the Chief Officer (Education & Youth) in presenting the report.

Whilst considering the report, the Committee was concerned over the significant change to grade boundaries since Summer 2017 and November 2017 compared to Summer 2018, particularly at C grade in English and Mathematics which had made it difficult for schools to ensure accurate projections and target setting. We were particularly concerned that the performance of schools had been impacted by the timing of entry which also impacted on performance at level 2+ where English was a key component of the measure.

Following the meeting, I wrote to the WJEC on behalf of the Committee, outlining our disappointment that many children across Flintshire have been disadvantaged by the anomalies in setting the grade boundaries and that we were particularly disappointed to learn that because of this, many students would now be required to undertake an additional year in Post 16 education to make up this exam result. I invited a representative of WJEC to attend a meeting of the Committee to discuss our concerns, but given ongoing regional representations being made to WJEC we resolved at our meeting in December 2018 to explain that their attendance at a meeting with the Committee would not be required at this time, but that the Committee would continue to monitor the situation and invite representatives of the WJEC to a future meeting if appropriate.

Welsh in Education Strategic Plan (WESP)

In January 2019, the Committee considered a report on the Council's progress on its Welsh in Education Strategic Plan (WESP) to meet the targets and outcomes set by Welsh Government (WG) to promote Welsh-medium education.

The Committee welcomes the progress that had been made but raised concerns on the need for WG to provide additional funding for the growth and development of smaller emerging Welsh-medium schools as they were being established.

Following consideration of the report, the Committee recommended that I write to Kirsty Williams AM, Cabinet Secretary for Education, on their behalf, outlining the following concerns:-

- The need to ensure sufficient numbers of Welsh teachers in all curriculum subjects;
- The revenue costs involved in establishing new Welsh medium provision;
- Concerns around the limiting subject options for pupils if Welsh Language was made a mandatory GCSE; and
- A recognition that if WG were to meet their ambitious target of 1M Welsh speakers in Wales by 2050 then this would be realised by increasing the number of Welsh speakers in areas such as Flintshire.

I have, in the course of our meetings thanked officers for their resilience and the passion with which they have carried out their duties against a background of severe financial

challenges. I would like to take the opportunity provided by this report to extend these words of appreciation to the staff of schools across Flintshire.

Councillor Dave Healey

Chair of the Education & Youth Overview & Scrutiny

DRAFT

ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE



Chair
Cllr Raymond Hughes



Vice-Chair
Cllr David Evans

The Environment Overview and Scrutiny is aligned to the GREEN Council priority theme in the Council plan. The report below focuses on the relevant priority themes considered by the committee. Below is a summary of some of the topics the committee have considered over the last 12 months.

Environmental Enforcement has been an ongoing challenge across Flintshire and has often been the subject of debate at our Overview & Scrutiny Committees.

We received a presentation from Kingdom Securities Limited who had been providing environmental enforcement solutions as a pilot within the County. As the current arrangement was coming to an end we received detailed options which were available for low level environmental enforcement within the County. Members welcomed the improvements which had been achieved in town centres in terms of street cleanliness. The Committee were also pleased with Flintshire's improvement in grading in the Keep Wales Tidy ranking table. Members agreed that whether enforcement services were delivered privately or by the Council, it was important for the Council to maintain a robust approach to littering, dog fouling etc.

The Committee were presented with a range of options and following discussion it was agreed to recommend to Cabinet to extend the in-house provision, through recruitment or regional working to provide the same level of enforcement coverage as the existing contractor, without maintaining a zero tolerance approach.

Bus Network Review

At our July meeting we received a report on the outcome of the public consultation on public transport which covered three areas – bus network review, school transport historical anomalies and concessionary fares. The report contained details of existing subsidised bus routes and the outcome of the bus network review consultation exercise to consider an affordable and sustainable public transport service going forward. The Committee considered a range of options and following discussions, recommended option 3 to cabinet which would support subsidised routes on the core bus network, and implement alternative, sustainable local travel arrangements in communities not on the core network within four geographical areas of Flintshire.

Natural Resources Wales

The Committee welcomed the opportunity to receive a presentation from Mr Nick Thomas, Operations Manager, North East Wales for Natural Resources Wales (NRW). He emphasized their role was to deliver sustainable management of natural resources and outlined the work carried out in a range of areas including waste regulation, flood risk management, conservation, climate change and the implications of the Wellbeing of Future Generations Act. In response to a question regarding fly-tipping Mr Thomas commented on the significant costs involved in clearing land of waste stored without a permit or exemption and the legal consequences of non-compliance. He urged members to report any incidents or concerns regarding the management or illegal tipping/storage of waste to the NRW.

Members raised a number of concerns around the ability of the sewerage system to cope with increased demand due to new and future property development in Flintshire. We were given an overview of the work being undertaken to slow and divert the flow of surface water into the sewerage system. The Chief Officer (Planning, Environment and Economy) explained that Welsh Water would make an assessment of its sewerage system to determine whether it could meet the additional demand of any new build in an area and, if necessary, further development would not take place until the sewerage system had been upgraded. Mr Thomas also responded to concerns and questions raised by Members regarding the Wales Coastal path, Dee Estuary, dredging and incident responses.

Budget proposals

At the October meeting we received a report on the stage 2 budget proposals. Members had previously attended a workshop which had provided members with the opportunity to understand portfolio budgets in more detail and the risk and resilience levels of service areas. The Chief Officers reported on the portfolio pressures, investments and business planning efficiencies. In response to a question regarding the reduction in income from waste recycling, the Chief Officer explained that the income from recycling waste had dropped significantly due to the loss of international markets. The committee endorsed the portfolio pressures, investments and efficiency options.

Review of Garden Waste Charges

Following the introduction of garden waste charges in Flintshire in 2018, Cabinet had agreed to review the charges at the end of the first full season. We were advised that take up for the service had been 40% which was better than expected. Some members felt that the bins were not big enough and that a second bin should be free. The Programme Manager, Ancillary & Waste services advised that 140 litre was a standard size across Wales and that both sizes had been trialled in the past but there had been operational problems together with a number of breakages and weight issues in relation to the bigger size. The Committee supported the continuation of the charging policy for 2019 and in subsequent years. The Committee also recommended to Cabinet for the service to explore alternative technology based systems to monitor payments.

Greenfield Valley Heritage Park

We continue to monitor the recommendations arising from the audit on the governance, funding and operating arrangements at Greenfield Valley. There had been a number of successful events and activities held and woodland management, development and maintenance works had been undertaken. The dependence of the Valley on volunteers was highlighted who assist with the management of the site. Members were pleased to hear that positive progress had been made and conveyed their congratulations to all involved.

Draft Rights of Way Improvement Plan 2018

We received a report on the new Rights of Way Improvement Plan 2018 - 2028 as part of a 3 month statutory consultation. We were advised that a Policy and Procedure booklet had been developed as a priority which would be made available to users of the Public Rights of Way network and to landowners to help them understand what Flintshire does and how in relation to Rights of Way in the County.

I would like to take this opportunity to thank everyone for their valuable input throughout the year.

Councillor Raymond Hughes

Chair of the Environment Overview & Scrutiny Committee



Chair
Cllr Dave Mackie



Vice-Chair
Cllr Sean Bibby

The Committee has had another busy year, with continued focus around the fundamental changes to how the Authority carries out some of its functions. As well as meeting at County Hall, the Committee has held a meeting at the Care & Repair North East Wales offices in Shotton, where a tour of the facility was undertaken. During the visit, Councillor Tudor Jones, a Member of the Committee and Treasurer of Care & Repair North East Wales drew attention to the information on display for the Committee showing the work undertaken.

Below is a summary of the work undertaken by the Committee over the last 12 months:-

Community Asset Transfers (CATs)

In September 2018, the Committee received a report detailing the status of all 30 CATs review of progress around CATs which were either transferred or close to completion. We were pleased that importance was being given to ensuring that those transferred were sustainable over the longer term in order to mitigate the risk of failure. We were also pleased to learn that none of the CATs which had been transferred were struggling and that work continued to be undertaken to 'health check' all social enterprises to support organisations through the CATs process.

At the September 2018 meeting the Committee also received a report on progress with key areas of work in relation to the Resilient Communities priority which was part of the 'Connected Council' theme in the Council Plan. Presentation slides were circulated which provided the Committee with information around the key principles and actions for each theme, which would be supported by the development of evaluation frameworks to help manage the delivery of community resilience across the County. We welcomed the action plan which we felt was a useful tool in monitoring progress and the introduction of the Holiday Hunger programme which would assist in tackling food poverty. We recommended support of the Community Resilience Action Plan and thanked officers for the detailed work undertaken to produce the report.

Alternative Delivery Models (ADM)

Annual Report on Aura Leisure and Libraries Limited and NEWydd Catering and Cleaning Limited

In June 2018 the Committee formally received the draft end of year reports (31 March 2018) that had been provided by Aura Leisure and Libraries Limited and NEWydd Catering and Cleaning Limited, to their respective Partnership Boards. We were pleased to see both

reports showing good progress and following a number of questions around the maintenance of all-weather sports pitches and the consistency of provision of youth services across the County, we welcomed the progress made during their first year of operation.

Social Care – Learning Disability Day Care and Work Opportunities Service

We considered an update report on progress with the Social Care Learning Disability Day and Work Opportunities Service ADM, including information on the delivery of the service post transfer to Hft in January 2019. We welcomed Mr. Andrew Horner, Director of Operational Projects, Hft Limited and Mr. Jordan Smith, Regional Manager, Hft Flintshire to the meeting, who provided a detailed presentation to the Committee. A number of comments were made by the Committee congratulating officers on the progress and achievements gained by Hft and suggestions were made around how activities provided could be extended and developed with other organisation who currently support disabled people. In conclusion, we resolved to express our satisfaction at the progress made through the service partnership with Hft following successful transition in February 2018.

We will continue to receive regular update reports on all ADMs which have been built into our Forward Work Programme.

Move from County Hall to Ty Dewi Sant

Following a request from the Committee, a report providing an update on progress of work on the move from County Hall to Ty Dewi Sant, the work taking place with services and staff moving and the interior design and layout of the building, was presented to our meeting in June 2018.

The Committee had initially raised concerns around the move to Ty Dewi Sant, as it was felt that some service users may have difficulty travelling to the new premises and also wanted to maintain 'face to face' contact with officers. Concerns were also raised around parking arrangements for staff and visitors. Officers responded to all of the concerns raised and as a Committee we resolved to support the planned move to Unity House. We also requested a site visit to Ty Dewi Sant for the Committee, and to also be extended to all Members if feasible.

Social Value Strategy and Digital Strategy

At our meeting in March 2019, we considered two reports, firstly the Social Value Strategy report, which set out the future approach to generating increased social value from Council expenditure, and secondly the Digital Strategy update report, which provided an update on progress to define and deliver the Digital Strategy which had been considered at an all Member workshop.

The proposals set out within the Social Value Strategy were positively supported by the Committee with a suggestion that the possibility of Glyndwr University acting as an academic partner for strategy impact evaluation purposes be pursued.

Whilst considering the Digital Strategy update, we raised some concerns around the increasing trend towards providing online services, which may exclude some people who did not feel that they had the confidence or skills to self-serve online. Following assurances that online services, telephone and face-to-face customer access would continue, together

with the options for home visits to be undertaken in exceptional personal circumstances being explored, the Committee approved the design principles and programme for the delivery of the Digital Strategy.

Councillor Dave Mackie

Chair of the Organisational Change Overview & Scrutiny Committee

DRAFT

SOCIAL & HEALTH CARE OVERVIEW & SCRUTINY COMMITTEE



Chair
Cllr Carol Ellis



Vice-Chair
Cllr Gladys Healey

The Social & Health Care Overview and Scrutiny Committee is aligned to the SUPPORTIVE Council priority theme in the Council Plan. The report below focuses on some of the relevant priority themes considered by the committee. Below is a summary of some of the topics the committee have considered over the last 12 months

Social Care Third Sector Services

At the May meeting we welcomed Mrs Ann Woods, Chief Officer, Flintshire Local Voluntary Council (FLVC). We considered the annual review of social care activity undertaken by the Third Sector in Flintshire. The report detailed the work carried out in reviewing services commissioned through the Third Sector and provided an overview of the wide range of services provided. It was pleasing to note that Flintshire continued to have a thriving voluntary/third sector which provides support and services to Flintshire residents. Mrs Woods advised that FLVC continue to work in partnership with Statutory and third Sector colleagues to promote, support and develop multi-agency approaches to Public Service Delivery.

Betsi Cadwaladr University Health Board and Welsh Ambulance Services

At our June meeting we were pleased to welcome a number of senior officers from BCUHB. Jane Bryant, Area Nurse Director provided an update on the range of nursing and community services available to support people who wished to be cared for at home. She outlined the support available to patients when coming out of hospital to enable them to receive care and treatment at home and remain in their community.

Dr Gareth Bowdler, Area medical Director East, provided an update on Primary Care services and updated the committee on the improved terms and conditions for employing GPs which was expected to address recruitment shortages. Members commented on a range of concerns including the staffing of Minor Injury Units, waiting times at Wrexham hospital A & E department and the limitations of the X-Ray department at Mold Hospital.

At the same meeting we received a presentation from Andrew Long, Area Manager North, and Richard Lee, Director of Operations, Welsh Ambulance Service. They explained the transformation which had taken place in ambulance services, highlighted some of the positive developments and explained where further work needed to be done. We were advised regarding the 'Frequent Callers' initiative to deal with repeat callers to the Ambulance Service. This innovative approach had resulted in reducing the number of

unnecessary ambulance call-outs by approximately 2000 a month across Wales. We were also told about the 'Come to See me' initiative which involved sending the right NHS service to treat a patient. Members were assured that Welsh Ambulance Services had good cross border arrangements with the Countess of Chester Hospital.

Double Click Social Enterprise

As a committee we have closely followed the progress of Double Click since it became a Social Enterprise. We were delighted to learn of the progress made as a fully independent social enterprise. Double Click now offers increased employment and training opportunities for all staff, including people with mental health issues. Double Click had also secured external lottery funding which had been used to purchase state of the art equipment to support the development of the business.

Safeguarding – Adults and Children

We received a report providing key statistical and performance information regarding the Joint adults and Children's safeguarding within Flintshire. We were given an overview of the work in relation to child protection, adult safeguarding, adults at risk, Deprivation of Liberty Safeguards and Look After Children. The Committee welcomed the multi-agency approach to information sharing.

Flintshire Foster Care Services

The Senior Manager – Children and Workforce provided a detailed report on the proposals for developing and enhancing Flintshire's approach to Fostering. We were told that the Council had a well-run and effective Fostering Service, with foster carers providing high quality care. He explained that the service faced significant challenges which included attracting and developing foster carers to support children with complex needs, older children and sibling groups. He also referred to the challenges of competing with independent fostering agencies which offered higher financial remuneration for foster care. The Senior Manager outlined a range of proactive and innovative approaches within the service and advised that the service had recently been awarded an innovation grant to research a new model of foster care.

Visit to Flint Extra Care

We held our November meeting at Llys Raddington, the newly opened extra care facility in Flint. We were given a tour and were very impressed with the facility. It was a pleasure speaking to the residents who had recently moved in and were delighted with their new homes. As a Committee we continue to support the development of Extra Care housing schemes in Flintshire and look forward to the completion of the Holywell scheme.

Rota Visits

Members of the Committee also undertake Rota Visits which gives an opportunity to visit social care establishments and are focused on the wellbeing of service users.

Councillor Carol Ellis

Chair of the Social & Health Care Overview & Scrutiny Committee

Appendix 1

Membership of Overview & Scrutiny Committees 2018/19

<u>Community & Enterprise</u>	<u>Corporate Resources</u>
<p>Councillor Ian Dunbar (Chair) Councillor Sian Braun Councillor Dave Cox Councillor Jean Davies Councillor Ron Davies Councillor Adele Davies-Cooke Councillor Rosetta Dolphin, Councillor Mared Eastwood, Councillor George Hardcastle Councillor Ray Hughes Councillor Dennis Hutchinson Councillor Ted Palmer, Councillor Mike Reece Councillor Paul Shotton Councillor David Wisinger</p>	<p>Councillor Clive Carver (Chair) Councillor Haydn Bateman Councillor Bob Connah Councillor Paul Cunningham Councillor Patrick Heesom Councillor Andrew Holgate Councillor Dave Hughes Councillor Paul Johnson (Vice Chair) Councillor Richard Jones Councillor Mike Lowe Councillor Hilary McGuill Councillor Michelle Perfect Councillor Vicky Perfect, Councillor Andy Williams Councillor Arnold Woolley</p>
<u>Education & Youth Overview & Scrutiny Committee</u>	<u>Environment</u>
<p>Councillor David Healey (Chair) Councillor Janet Axworthy Councillor Sian Braun Councillor Geoff Collett Councillor Paul Cunningham Councillor Andy Dunbobbin Councillor Patrick Heesom Councillor Dave Hughes Councillor Kevin Hughes Councillor Tudor Jones Councillor Dave Mackie Councillor Ian Smith Councillor Martin White Councillor David Williams</p> <p>Co-opted Members: Lynne Bartlett David Hytch (Vice Chair) Rita Price Rebecca Stark</p>	<p>Councillor Raymond Hughes (Chair) Councillor Mike Allport Councillor Haydn Bateman Councillor Sean Bibby Councillor Chris Dolphin Councillor Andy Dunbobbin Councillor David Evans (Vice Chair) Councillor Veronica Gay, Councillor Cindy Hinds Councillor Dave Hughes Councillor Joe Johnson Councillor Colin Legg Councillor Vicky Perfect Councillor Paul Shotton Councillor Owen Thomas</p>

<u>Organisational Change</u>	<u>Social & Health Care</u>
<p>Councillor Dave Mackie (Chair) Councillor Janet Axworthy Councillor Marion Bateman Councillor Sean Bibby (Vice Chair) Councillor Geoff Collett Councillor Ian Dunbar Councillor Mared Eastwood Councillor Dennis Hutchinson Councillor Tudor Jones Councillor Brian Lloyd Councillor Mike Reece Councillor Paul Shotton Councillor Ralph Small Councillor Andy Williams Councillor David Wisinger</p>	<p>Councillor Carol Ellis (Chair) Councillor Mike Allport Councillor Marion Bateman Councillor Jean Davies Councillor Andy Dunbobbin Councillor Gladys Healey (Vice-Chair) Councillor Cindy Hinds Councillor Kevin Hughes Councillor Rita Johnson Councillor Mike Lowe Councillor David Mackie Councillor Hilary McGill Councillor Martin White Councillor Ian Smith Councillor David Wisinger</p>

Key:	
C & E	= Community & Enterprise Overview & Scrutiny Committee
CR	= Corporate Resources Overview & Scrutiny Committee
E & Y	= Education & Youth Overview & Scrutiny Committee
E	= Environment Overview & Scrutiny Committee
OC	= Organisational Change Overview & Scrutiny Committee
S&HC	= Social and Health Care Overview & Scrutiny Committee

OVERVIEW & SCRUTINY OFFICER SUPPORT

The support which Overview & Scrutiny enjoys from officers across the Council is essential to ensure its smooth and effective running.

OVERVIEW & SCRUTINY SUPPORT

The Scrutiny Team are:-

- ❖ Robert Robins – Democratic Services Manager
(supporting the Corporate Resources Overview & Scrutiny Committees).
- ❖ Margaret Parry-Jones – Overview & Scrutiny Facilitator
(principally supporting the Environment, Social & Health Care and alternating of Organisational Change Overview & Scrutiny Committees)
- ❖ Ceri Shotton – Overview & Scrutiny Facilitator
(principally supporting the Community & Enterprise, Education & Youth and alternating of Organisational Change Overview & Scrutiny Committees).
- ❖ Janet Kelly – Democratic Services Support Officer
(supporting the Overview & Scrutiny Team and task & finish groups)

The team are an independent resource supporting the scrutiny function and its members:

Advising on the strategic direction and development of the scrutiny function;

- Co-ordinating the work programmes for the six Overview & Scrutiny Committees;
- Advising, supporting and assisting in the development of scrutiny members;
- Undertaking research and information analysis to help inform reviews;
- Producing reports and presentations on behalf of Members;
- Offering independent advice and guidance in relation to policy development and performance management;
- Acting as a key contact point to Members, officers, external organisations and the public in relation to scrutiny matters; and facilitating task & finish groups

Mae'r dudalen hon yn wag yn bwrpasol