



## DRAFT COUNCIL

**SUBJECT: INDEPENDENT REMUNERATION PANEL FOR WALES REPORT  
2013/14**

**REPORT BY: ACTING CHIEF EXECUTIVE**

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### **1. PURPOSE OF REPORT**

- 1.1 To report the Independent Remuneration Panel for Wales' determinations for 2013/14.
- 1.2 To seek decisions on certain aspects of the Members remuneration scheme for 2013/14.

### **2. LINKS TO STRATEGY**

- 2.1 Members are entitled to receive remuneration prescribed by the Independent Remuneration Panel for Wales ("the Panel").

### **3. BACKGROUND**

- 3.1 The Panel is a statutory body established by Welsh Government in January 2008 to determine the scope and maximum level of salaries, allowances and expenses payable to Councillors and Co-opted Members.
- 3.2 The Local Government (Wales) Measure 2011 gave the Independent Remuneration Panel for Wales additional powers to prescribe Members remuneration. This was a significant change to the well established practice of Members determining their own scheme of allowances within the maximum sums prescribed by the Panel. This is the second year that the Panel have prescribed Councillors and Co-opted Members remuneration.
- 3.3 This report reflects the Panel's determinations contained in their Annual Report dated December 2012.

### **4. PRESCRIBED SCHEME OF REMUNERATION 2013/14**

- 4.1 The Independent Remuneration Panel for Wales have determined that payments to Councillors and Co-opted Members shall remain unchanged for 2013/14, namely:

### **5. BASIC SALARY**

- 5.1 All Members are entitled to receive the Basic Salary and for 2013/14 it remains at £13,175.

## 6. SENIOR SALARIES

- 6.1 Senior Salaries are payable to Members that hold certain prescribed roles and for this authority are limited to a maximum of 18 posts. Senior Salaries are paid inclusive of the Basic Salary.
- 6.2 The Senior Salaries set for 2013/14 are outlined below:

<b>Role</b>	<b>Senior Salary 2013/14 £</b>
Leader	47,500
Deputy Leader	33,460
Cabinet Member	28,780
Committee Chairs (e.g. Scrutiny, Planning, Licensing, Audit, Democratic Services)	21,910
Leader of the Largest Opposition Group	21,910
Leaders of Other Political Groups (not less than 10% of members). This currently not payable by the Council due to the political make up of members.	16,920

- 6.3 The IRP have previously stated that Senior Salaries of Council Leaders and Executive Members are based on the assumption that the roles are full time. To underline this view, the Panel have determined that a Cabinet Member can no longer receive a salary from any National Park Authority or Fire and Rescue Authority to which they have been nominated. A Member cannot receive more than one Senior Salary or a Senior Salary and a Civic Salary.
- 6.4 For 2013/14 the Panel have introduced a new requirement that all Councils must pay a Senior Salary to the Leader of the largest opposition group, subject to that political group having at least 10% of all council members. The Panel have also determined that Councils can pay a senior salary to chairs of joint committees, however, this must be paid from within the maximum of 18 senior salaries set by the Panel.

## 7. CIVIC SALARIES

- 7.1 Payments made to the Mayor and Deputy Mayor are also under the control of the Panel but are not included as part of the 18 Senior Salary posts. Civic Salaries are paid inclusive of the Basic Salary. The Civic Salaries set for 2013/14 are outlined below:

<b>Role</b>	<b>Civic Salary 2013/14 £</b>
Mayor	21,375
Deputy Mayor	16,625

## 8. CO-OPTED MEMBER PAYMENTS

- 8.1 The Panel have introduced greater flexibility for payments made to co-opted members. From 2013/14 the Council can determine the maximum number of meetings co-opted members can be paid. Until now payments to co-opted members have been limited to 10 days per annum.

The Panel have also broadened the activities for which co-opted members can receive a payment from just committee meetings to include authorised training events, conferences and pre-meetings with officers. Payments to co-opted members remain as a daily fee (with provision for a ½ day payment) and include time spent on preparation and travelling. The Council must pay the following fees to co-opted Members with voting rights:

<b>Role</b>	<b>Fee</b>
Co-opted Chair, Standards Committee and Audit Committee	£256 daily fee (£128 ½ day)
Co-opted Member of Standards Committee who Chairs Standards Committees for Community Councils (Not applicable for CCBC)	£226 daily fee (£113 ½ day)
Co-opted Member of Standards Committee, Education Scrutiny Committee, Crime and Disorder Scrutiny Committee and Audit Committee	£198 daily fee (£99 ½ day)

8.2 A full day is defined as a meeting lasting over 4 hours and a half-day as up to 4 hours.

## **9. TRAINING AND DEVELOPMENT**

9.1 The Panel expects every Member 'to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated'.

## **10. CARE EXPENSES**

10.1 This relates to dependent children below the age of 15 where costs are incurred in providing care while Members or Co-opted Members are engaged on Council business and, to a dependent over the age of 15 years who requires care while Members or Co-opted Members are away from their home on Council business.

10.2 The Panel have determined that the maximum care expenses payable for 2013/14 is £403 per month. The monthly maximum is considered a reimbursement of care expenses and cannot be annualised.

10.3 Care expenses shall only be payable for actual and receipted costs.

## **11. TRAVEL AND SUBSISTENCE ALLOWANCES**

11.1 The Panel have decided to keep the current HMRC mileage rates for 2013/14:

Motor vehicles up to 10,000 miles – 45p per mile  
 Motor vehicles over 10,000 miles – 25p per mile  
 Passenger supplement – 5p per passenger per mile  
 Motor cycles – 24p per mile  
 Pedal cycles – 20p per mile

11.2 Last year the Panel introduced an additional definition of 'official business' to allow for the reimbursement of travel claims for Members undertaking constituency business. Allowing travel claims for journeys made within Members wards is a matter for local determination. Last year Council made the decision not to allow such travel claims.

- 11.3 All other claims for travel such as bus/train/taxi fares (when authorised by the Democratic Services Manager) must be accompanied by appropriate receipts showing the actual expense. Members should always be mindful of choosing the most cost effective method of travel. Members should also be aware that tickets for public transport can be organised by Democratic Services staff.

## **12. SUBSISTENCE ALLOWANCES 2013/14**

- 12.1 The maximum subsistence allowance is set at £28 per day (including breakfast when not provided as part of overnight accommodation). This is paid as a reimbursement of actual costs for approved duties with receipts provided.
- 12.2 The allowances available for an overnight stay whilst undertaking an approved duty are set at £150 for London, £120 for Cardiff and £95 elsewhere with receipts to be provided.
- 12.3 A maximum of £25 is available for an overnight stay with friends or relatives whilst on approved duty.
- 12.4 Members are reminded that the prior agreement of the Democratic Services Manager should be sought before overnight accommodation is booked. Whenever possible overnight accommodation will be booked and paid for by Democratic Services staff prior to Members travelling.

## **13. FORGOING PAYMENTS**

- 13.1 Members or Co-opted Members may forgo any part of their remuneration entitlement by giving notice in writing to the Chief Executive.

## **14. PUBLICITY**

- 14.1 The Panel requires each Council to publish a 'Schedule of Member Remuneration'. A copy of the Schedule must also be sent to the Panel at the same time as it is published (31<sup>st</sup> July) and contain the following information:
- The payments the Council intends to make to Members and Co-opted Members, their names and positions that will attract a senior salary.
  - A statement to confirm the maximum limit of Senior Salaries has not been exceeded.
  - A statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence.
  - Arrangements for the payment of salaries, allowances and fees to Members and Co-opted Members.
  - Arrangements for making claims for care, travel and subsistence expenses.
  - Arrangements for the avoidance of duplication.
  - Arrangements for the re-payment of salaries, allowances and fees.
  - Duties for which Members and Co-opted Members are able to claim travel, subsistence and care allowances.
  - A statement to confirm whether a description of the basic responsibility of a Councillor is in place.
  - A statement to confirm whether role descriptions for senior salary holders are in place.
  - A statement to confirm whether records are kept of Councillor attendance.
  - A statement to confirm whether records are kept of any councillor activity. (Further clarification will be sought from the Panel about what they require of Councils)
  - A statement to confirm whether annual reports are prepared by councillors and published on the Council's website.

- 14.2 The Panel also requires local authorities to publish no later than 30<sup>th</sup> September following the end of a municipal year:
- The amount of Basic Salary, Senior Salary and Co-opted Member fee paid to each Member and Co-opted Member, whether any Member had chosen to forego all or part of the salary or fee and the titles of senior office holders in receipt of a Senior Salary.
  - The amount of any further remuneration received by a Member nominated to or appointed by another relevant authority (either a National Park Authority or Welsh Fire and Rescue Authority).
  - Members who did not receive a Basic or Senior Salary because they were suspended for all or part of the municipal year.

## **15. IMPLEMENTATION**

- 15.1 The Panel's determinations will take effect from the date of the Council's Annual General Meeting.

## **16. PERSONNEL IMPLICATIONS**

- 16.1 There are no personnel implications associated with this report.

## **17. EQUALITIES IMPLICATIONS**

- 17.1 An EqlA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EqlA has not been carried out.

## **18. FINANCIAL IMPLICATIONS**

- 18.1 Members' allowances will be funded from the Democratic Services budget.

## **19. CONSULTATION**

- 19.1 There are no consultation responses that have not been reflected in the recommendations of this report.

## **20. RECOMMENDATIONS**

- 20.1 That Council note the Panel's determinations for 2013/14. .
- 20.2 That Council determine the maximum number of days payable to co-opted members with voting rights.
- 20.3 That Council determine whether to allow travel claims for official business undertaken by Councillors within their own wards.

## **21. REASONS FOR THE RECOMMENDATIONS**

- 21.1 To inform Council of the Panel's determinations for 2013/14.

## **22. STATUTORY POWERS**

- 22.1 Local Government and Housing Act 1989, the Local Government Act 2000, Local Government Wales Measure 2011 and the Independent Remuneration Panel for Wales Annual Reports and Regulations. This is a Council function.

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