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**Date: 14th November 2018**

Dear Sir/Madam,

A meeting of the **Community Council Liaison Sub-Committee** will be held in the **Council Chamber - Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 21st November, 2018** at **7.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

A pre-meeting will be held at 6.30p.m. for all **County Borough Members** in the **Ebbw Room** and all **Community Council Members** in the **Council Chamber**.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the Clerk prior to that date in order that a response can be made available.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'CHarray'.

**Christina Harray**  
INTERIM CHIEF EXECUTIVE

## AGENDA

Pages

- 1 To appoint a Chair for the ensuing year.
- 2 To appoint a Vice Chair for the ensuing year.

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



3 To receive apologies for absence.

4 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

5 Community Council Liaison Sub Committee held on 11th July 2018. 1 - 6

6 Matters Arising.

To discuss the following issues raised by the Town and Community Council Liaison Committee: -

7 Budget 2019/2020. 7 - 22

8 Events Programme and Funding - Paul Hudson - Marketing and Events Manager Attending. 23 - 36

9 PETRA (Parents Engaging to Raise Aspirations) - Michelle Jones - The Parent Network Attending (Presentation).

10 Independent Review Panel Draft Annual Report. 37 - 120

11 Training and Development Opportunities for Community Councillors. (Demonstration)

12 Caerphilly County Borough Council - Local Toilet Strategy - Verbal Update.

13 Caerphilly County Borough - Waste Strategy 2019/20 - Verbal Update.

**Circulation:**

Councillors A. Angel, C. Andrews, A. Farina-Childs, A. Gair, A.G. Higgs, M.P. James, V. James, L. Jeremiah, Ms P. Leonard, Mrs T. Parry, J. Ridgewell, Mrs M.E. Sargent, C. Thomas, A. Whitcombe, R. Whiting and B. Zaplatynski

Cabinet Member: C.J. Cuss (Cabinet Member for Social Care and Wellbeing)

**Community/Town Councillors**

Dibiasi (Aber Valley Community Council), Councillor W. Williams (Argoed Community Council), H. Llewellyn (Bargoed Town Council), Mrs J. Winslade (Bedwas, Trethomas and Machen Community Council), D. Davies (Blackwood Town Council), Mrs J. Hibbert (Caerphilly Town Council), P. Roberts (Darran Valley Town Council), T. Hall (Draethen, Waterloo and Rudry Community Council), J. A. Pritchard (Gelligaer Community Council), Councillor C.P. Mann (Llanbradach and Pwll-y-Pant Community

Council), Ms J. Rao (Maesycwmmmer Community Council), Mrs G. Davies (Nelson Community Council), D. Woodman (New Tredegar Community Council), B. Allen (Penyrheol, Trecenydd and Energlyn Community Council), D.T. Williams (Rhymney Community Council), J. Blackburn (Risca East Community Council), B. Hancock (Risca Town Council) and J. Leek (Van Community Council)

Clerks to all Community/Town Councils and Appropriate Officers

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## COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

### MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE, YSTRAD MYNACH ON 11th JULY 2018 AT 7.00PM

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PRESENT:

Community Councillor Ms J. Rao - Chair  
Councillor J. Ridgewell - Vice Chair

Councillors:

C. Andrews, A. Farina-Childs, Mrs T. Parry, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting,

Community/Town Council Representatives

Aber Valley	- A. Deblasi
Argoed	- W. Williams
Bargoed	- H. Llewellyn
Bedwas, Trethomas and Machen	-
Blackwood	- D. Davies
Caerphilly	- Mrs J. Hibbert
Darran Valley	- P. Roberts
Draethen, Waterloo and Rudry	-
Gelligaer	- R. Osbourne
Llanbradach	- Mrs. A. Reed
Maesycwmmmer	- Ms. J. Rao
Nelson	- Mrs. G. Davies, Mr. T. White (Clerk)
New Tredegar	- B. Gingell
Penyrheol, Trecenydd and Energlyn	-
Rhymney	-
Risca East	-
Risca Town	- B. Hancock, H. Dupre, B. Campbell (Clerk)
Van	- J. Leek

Together with:-

P. Hudson (Events Manager), J. Lougher (Sport and Leisure Services Development Manager), K. Peters (Policy Manager) and E. Sullivan (Senior Committee Services Officer).

## **1. APOLOGIES**

Apologies for absence were received from Councillors A. Angel, A. Gair, A. Higgs, M. James, L. Jeremiah, Ms P. Leonard, J. Pritchard, Mrs M.E. Sargent and B. Zaplatynski and Cabinet Member for Social Care and Wellbeing - Councillor C. Cuss

Community Councillors Mrs J. Winslade, P. Roberts, J. Garland, J.A. Pritchard, B. Allen, D.T. Williams, J. Blackburn.

and Mrs. S. Hughes, Mr. G. James, Mrs. L. Tams, Mrs. J. Dalton, Mr. J. Hold, Mr. P. Davy, Mr. G. Williams, Mrs H. Treherne, Ms. C. Mortimer, Mr. W.M. Thompson, Mrs. G. Thomas, Mr. A. Hoskins and J. Dilworth (Clerks of Aber Valley, Argoed and Risca East, Bargoed, Bedwas, Trethomas and Machen, Blackwood, Caerphilly, Darran Valley and Rhymney, Draethen, Waterloo and Rudry and Penyrheol, Trecenydd and Energlyn, Gelligaer, Llanbradach, Maesycwmmmer, Nelson and Van Community/Town Councils respectively).

## **2. DECLARATIONS OF INTEREST**

Councillor A. Whitcombe declared an interest in relation to Agenda Item No. 6 details are minuted with the respective item.

## **3. MINUTES – 14TH MARCH 2018**

The minutes of the meeting held on the 14th March 2018 (a copy had been sent to each member) were received and noted.

## **4. MATTERS ARISING**

In relation to Minute No. 8 – GDPR Briefings, the Committee were advised that the guidance in relation to Community Councils had changed, the revised wording reflects that Community Councils 'may' appoint a Data Protection Officer rather than 'shall', it was agreed that this change would give Clerks more time to plan for the financial implications of GDPR.

## **TOWN AND COMMUNITY COUNCIL LIAISON COMMITTEE**

Consideration was given to the following items raised by the Town and Community Council Liaison Committee: -

## **5. REVIEW OF DESTINATION EVENTS PROGRAMME**

Mr P. Hudson introduced the briefing note which updated the Committee on the 'Unique Places' model of town centre management and referred the Committee to appendix 1 and the table contained therein.

The table illustrated the various events delivered on the Destinations Programme together with the amounts contributed to the programme by the Council and Community Councils. The Officer sought the Committees views on the levels of financial contribution.

Reference was made to the wide variances in contributions and clarification was sought as to whether the Local Authority would be looking for a more equitable financial structure in terms of events. It was also noted that requests for financial assistance had often been sent after budgets had been set leaving no budget allocation to access. The Officer confirmed that at

this stage he was only seeking views on contribution levels which would be aimed at the next financial year 2019/2020.

In reviewing the data presented, the contribution from Caerphilly Town Council was referred to in relation to the low level of financial support offered. A Member advised that there were events not listed that were solely funded by Caerphilly Town Council, such as the Firework Display and flowers for the Town Centre as part of the Wales in Bloom initiative. The Member advised as with the other Community Councils Caerphilly's budgets were already committed; the only way to make a further contribution would be realign budgets at the loss of other projects. The Officer recognised and appreciated the support given to other events.

The Risca Summer Fayre was referred to and a Member congratulated the Officer on a superb event.

## **6. UPDATE ON CAERPHELLY PUBLIC SERVICES BOARD WELL-BEING PLAN**

Councillor A. Whitcombe declared a personal interest as he manages an Apprenticeship Programme including the awarding of contracts and one of the action areas within the Plan relates to Volunteering and Apprenticeships.

K. Peters, Policy Manager introduced the report which provided an update to the Committee on the Public Services Board (PSB) Wellbeing Plan – 'The Caerphilly We Want 2018-2023', including information on detailed action plans that will drive the delivery of the Wellbeing Objectives.

The Officer confirmed the commitment of the Public Services Board to working with Town and Community Councils and made particular reference to consultation processes. In formulating the objectives, four distinct themes emerged namely people, places, early years and working differently for the future. These evolved into the Wellbeing Objectives - 'Positive Change', 'Positive Start', 'Positive People' and 'Positive Places'. In order to drive these forward a Delivery Plan was developed containing five action areas each supported and underpinned by four enablers. It was noted that each action area had a nominated Board Champion to report on the progress of the work within that area. Members were referred to the table at 4.19 of the report which detailed the enabler leads.

As part of the PSB's commitment to maintaining a dialogue with Town and Community Councils, Mrs Peters confirmed that a regular invitation will be made to each Council to be part of the delivery arrangements as the action plans develop. A standing 'Future Scenario's group will meet on a six monthly basis and one of these meetings will be part of the PSB's Annual Conference in July each year. It is proposed that an invitation would be sent via the Clerk for each of these events.

Reference was made to the Welsh Government event 'Working with Community and Town Councils' and that Town and Community Councils in the Caerphilly area had not been included in the invitation. It was noted that the seminar had been referenced in the One Voice Wales Conference on the 4th July 2018. It was further noted that not all Town and Community Council were members of One Voice Wales and so would have no knowledge of the entire event. Mrs Peters confirmed that she would make some enquiries in this regard and provide feedback.

Members welcomed the plan and the actions relating to various projects and initiatives for children and young people, but expressed concern at the lack of consideration for older people, particularly as 42.2% of Caerphilly County Borough were over 65. Assurances were sought that accessibility, dementia, Alzheimer's, health, housing and single persons accommodation would be taken into account.

The Officer acknowledged the challenges of an aging population and confirmed that initiatives such as the 50+ Forum were working to support those challenges and explained the various systems in place for older people and their links to the Wellbeing Plan.

Having considered its content the Community Council Sub Committee noted the report.

## **7. DRAFT SPORT AND ACTIVE RECREATION STRATEGY 2019-29**

J. Lougher, Sport and Leisure Services Development Manager introduced the report which had been presented to the Regeneration and Environment Scrutiny Committee on the 26th June 2018.

The report set out the 10 year holistic vision and strategy for the delivery of sport and active recreation in Caerphilly County Borough Council and sought the views of the Committee as part of the 10 week consultation process. Members were referred to the full strategy document which was attached at Appendix 1 of the report. The Authority currently provides a large number of opportunities to engage with physical activity as well as its leisure centres, there were community centres, fixed play, county parks, parks, cycle paths, outdoor sports facilities and school sport provision.

It was noted that this would be the most extensive consultation undertaken by the Council to date, utilising community engagement events, drop-in sessions as well as opportunities on-line. Assurances were given that community events would be held at various times including the weekend in order to access as many people as possible. The Committee were advised that Leisure was not a statutory service and as such would be subject to the ongoing austerity measures.

The Chair thanked the Officer for his report and the Committee's comments and questions were welcomed.

Members recognised the role that they could play in highlighting the consultation process to as many people as possible by encouraging them to fill in questionnaires or attend the community engagement events.

A Member requested that if possible an engagement event be held in the Nelson area, it was noted that there was a large elderly population within the community who may not be able to utilise on-line services but would want to make their opinions known. The Officer advised that locations for the events had not yet been confirmed and he would take the request forward. He assured those present that every effort would be made to capture as many people as possible throughout the consultation process.

Reference was made to section 4.9 of the report and the visit and operating costs of Risca Leisure Centre, and whether it would be considered for one of the four strategic sites options outlined within the strategy. The Officer advised that depending on the responses received from the consultation process a number of alternative models would be looked at in order to achieve a landscape of modern, fit for purpose and sustainable facilities. Possible provision would be based on the decision making matrix as set out within the draft strategy and would take into account a number of factors.

Having considered its content the Community Council Sub Committee noted the report and agreed to highlight the consultation process.

## **8. DECRIMINALISATION OF PARKING – STAGE 2 REPORT**

E. Sullivan, Senior Committee Services Officer provided an update on the Decriminalisation of Parking Stage 2 Report which had been presented to the Regeneration and Environment



Scrutiny Committee on the 26th June 2018 and then subsequently to Cabinet on the 11th July 2018.

The Officer updated Members on the comments of the Scrutiny Committee and the key actions planned and preparations outlined by Officers.

Community and Town Council representatives welcomed the change over and County Borough Members provided information on a recent seminar event on this issue. It was noted that back office support would be provided by Rhondda Cynon Taff Council who were already leading in this area, with the traffic management aspect being carried out by Caerphilly County Borough personnel.

Clarification was sought in relation to parking permits and parking on pavements. It was noted that all existing resident permit parking schemes within the borough would be consolidated as part of the TRO consolidation order to bring them in line with the policy and to ensure consistency across the borough. As to parking on pavements it was confirmed that this type of enforcement would remain under the remit of Gwent Police unless there were double yellow lines where the car is parked on the pavement.

In relation to situation of yellow lines it was also confirmed that CCBC would be conducting a comprehensive review before the order comes into place.

Reference was made to a very faded zebra crossing in Risca, it was agreed the Clerk would send details on the Community Council Liaison Officer to forward on to Highways to action.

## **9. PUBLIC HEALTH (WALES) ACT 2017**

Consideration was given to the consultation guidance issued by Welsh Government in relation to the Provision of Toilets in Wales: Local Toilets Strategy.

A copy of the guidance had been included with the agenda and circulated to all Town and Community Councils. The Officer confirmed that a consultation process would commence shortly on the strategy for Caerphilly and as soon as the details had been received they would be forwarded to all Clerks.

Concerns were expressed in relation to the current opening and closing practices for public toilets and it was noted that complaints were often received with regard to accessibility and cleanliness of the facilities.

The Community Council Liaison Sub-Committee noted the guidance and welcomed the opportunity to participate in the consultation process on the forthcoming strategy.

The meeting closed at 8:10pm

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## CABINET - 14TH NOVEMBER 2018

**SUBJECT: DRAFT BUDGET PROPOSALS FOR 2019/20**

**REPORT BY: DIRECTOR OF EDUCATION & CORPORATE SERVICES**

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### 1. PURPOSE OF REPORT

- 1.1 To present Cabinet with details of draft budget proposals for the 2019/20 financial year to allow for a period of consultation prior to a final decision by Council on the 21<sup>st</sup> February 2019.

### 2. SUMMARY

- 2.1 The report provides details of draft budget proposals based on the Welsh Government (WG) Provisional 2019/20 Local Government Financial Settlement.
- 2.2 The report also provides details of draft savings proposals along with a higher than forecast council tax rise, that provide a set of proposals to cover a savings target of £15.6m for 2019/20 to enable the Authority to set a balanced budget.

### 3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 Effective financial planning and the setting of a balanced budget support the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- A prosperous Wales.
  - A resilient Wales.
  - A healthier Wales.
  - A more equal Wales.
  - A Wales of cohesive communities.
  - A Wales of vibrant culture and thriving Welsh Language.
  - A globally responsible Wales.

### 4. THE REPORT

#### 4.1 Headline Issues in the Provisional Settlement

- 4.1.1 Published on the 9<sup>th</sup> October 2018, the key points of the WG Provisional 2019/20 Local Government Financial Settlement are the following: -
- An overall net cash decrease of 0.3% in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) on an all-Wales basis compared to 2018/19. This includes additional funding for Free School Meals of £7m, Social Care of £20m and Teachers Pay of £13.7m. These are all cost pressures that need to be funded.

- The headline All Wales average Aggregate External Finance (AEF) reduction includes a range across authorities. This is due to the funding formula. There is a range from a 1% decrease to a 0.4% increase for 2019/20.
- For Caerphilly CBC there is a cash decrease of £560k which is a 0.21% reduction in the AEF compared to the 2018/19 financial year.
- WG have not provided an all-Wales indicative percentage reduction/increase in AEF for the 2020/21 financial year.
- The Capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have decreased by £23k from the 2018/19 financial year.

4.1.2 As in previous years there is still uncertainty in respect of WG grant funding for 2019/20. It is anticipated that grant funding will reduce.

## 4.2 2019/20 Draft Budget Proposals

4.2.1 The proposals contained within this report will deliver a balanced budget for 2019/20, along with some savings in advance, on the basis that Council Tax is increased by 6.95%. Table 1 provides a summary: -

Table 1 – Summary

Paragraph	Description	£m	£m
4.2.3 – 4.2.9	Whole-Authority cost pressures	14.106	
4.2.12 – 4.2.18	Inescapable service pressures	4.130	
4.1.1	Reduction in WG funding	0.560	
4.3.1	Draft savings proposals 2019/20		14.660
4.3.3	Savings in advance	0.251	
4.4.1 – 4.4.2	Council Tax uplift (6.95%)		4.387
	<b>TOTAL</b>	<b>19.047</b>	<b>19.047</b>

4.2.2 Cabinet should note that the draft budget proposals include growth for Schools in 2019/20 to cover all pay related, non-pay and demographic growth pressures. There is no requirement in the Provisional Settlement to protect Schools. Appendix 2 proposes a savings target for schools of £2.1m. This in effect equates to a real terms cut of circa 2%. However, this needs to be considered alongside the need to deliver savings of £15.6m for 2019/20. Schools spend is approximately 30% of net available budgetary spend. Hence the £2.1m savings proposal i.e. 13% of the total savings required does provide relative protection to schools from the full extent of savings required to deliver a balanced budget.

4.2.3 The whole Authority cost pressures totalling £14.106m are set out in Table 2 below -

Table 2 – Whole Authority Cost Pressures

	£m
Pay – APT&C and Teachers	5.332
Foundation Living Wage	0.070
Employer pension contributions – APT&C, Teachers and Fire Service	4.517
Non-pay inflation at 2.4%	3.526
School service pressures(including schools new pay and grading)	0.621
Other passported grants	0.040
<b>TOTAL</b>	<b>14.106</b>

4.2.4 **Pay – 2.2% APT&C and 3.5% Teachers** - The pay award for the 2019/20 financial year has been fully funded as a growth pressure for both APT&C staff and Teachers. The increased costs are split in Appendix 1 between Schools and General Fund. A grant will be made available from WG to fund the increase in Teachers pay from 1<sup>st</sup> September 2018 to 31<sup>st</sup> March 2019; this grant funding has then been transferred into the RSG for 2019/20.

- 4.2.5 **Foundation Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals to allow for annual increases in the Foundation Living Wage hourly rate compared to the National Living Wage hourly rate that is now factored into the new Pay and Grading's growth detailed below in para 4.2.17.
- 4.2.6 **Employer pension contributions( APT&C staff)** – Following the outcome of the most recent triennial valuation of the Pension Fund, Caerphilly CBC is required to increase its pension contribution by £1,007k (1.0%) for the 2019/20 financial year.
- 4.2.7 **Employer pension contributions (Teachers and Fire Service)** – A significant additional growth pressure has presented itself in the last few months in respect of increased employer pension contributions for Teachers (£3,205k) and the Fire Service (£305k). These are 'unfunded' schemes, the Authority has no choice but to pay over the increase in employers costs in accordance with the rate as determined by Central Government. There is likely to be a 'one off' payment made by Treasury to cover these 2019/20 costs, albeit that this has not been confirmed. Furthermore there is no certainty that the 'one off' funding will cover the actual costs for 2019/20. The overall total increased costs in respect of these employer pension contribution increases will then roll into 2020/21 and be considered for funding by Central Government as part of the comprehensive spending review in 2019. It must be emphasised that there is much uncertainty around the funding of this significant growth pressure both for 2019/20 and on-going.
- 4.2.8 **Non-pay inflation at 2.4%** - The Consumer Prices Index (CPI) inflation rate was 2.4% in August 2018, in September it fell to 2.2%. The situation will remain under review prior to final budget proposals, but members are reminded that this area was not fully funded for 2018/19.
- 4.2.9 **Schools Service Pressures** – this includes funding for pupil demographic growth and formula funding growth required in the main for premises related costs. There is also an amount of £230k for growth for the new Pay and Grading's structure in respect of school based staff.
- 4.2.10 **Other Passported Grants** –There is a transfer in of £242k that represents anticipated growth in free school meal numbers as a consequence of changes to eligibility criteria as a result of the introduction of Universal Credit. There is a reduction of £202k primarily relating to PFI funding that was anticipated.
- 4.2.11 It is incumbent upon Council to set a realistic budget each year. Table 3 provides details of the 2019/20 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 3 – Inescapable Service Pressures and Other Service Commitments

	<b>£M</b>
CTRS Additional Liability	0.958
Social Services cost pressures	1.500
City Deal partnership revenue contribution and Debt charges	0.067
EOTAS	0.800
Dry Recycling	0.400
New pay and Grading's Structure	0.405
<b>TOTAL</b>	<b>4.130</b>

- 4.2.12 **CTRS Additional Liability** – the Authority is required to fund a Council Tax Reduction Scheme (CTRS). This replaced Council Tax Benefit a few years ago. The CTRS is a means tested benefit that assists in full or part towards a resident's council tax bills.
- 4.2.13 **Social Services cost pressures** - Cabinet will recall that the 2018/19 budget included additional funding of £1.5m for Social Services cost pressures. This has been necessary to fund increases in fees for external care providers due in the main to the introduction of the

National Living Wage, and additional costs arising from increasing demand for services in both Adult and Children's Services. It is proposed that a further sum of £1.5m should be allocated in the 2019/20 budget to meet ongoing financial pressures for Social Services.

- 4.2.14 **City Deal partnership revenue contribution and City Deal Debt Charges** – There is a small increase required for 2019/20 in respect of the revenue contribution of £6k for the City Deal Partnership. The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities. An additional £61k is required for 2019/20 to meet the current anticipated cost for Caerphilly CBC's share of potential borrowing that may be undertaken during the 2019/20 financial year.
- 4.2.15 **Education Other Than At School (EOTAS)** – Members will be aware of a continuing overspend in respect of costs relating to EOTAS. These have been regularly reported to Education for Life Scrutiny as part of Budget Monitoring arrangements. The spend has been reviewed and is unlikely to reduce in the short term without a thorough review of service areas that comprise EOTAS. Hence growth has been proposed of £800k to deal with the on-going pressures.
- 4.2.16 **Dry Recycling increased costs** - Members will again be aware of the increased costs relating to dry recycling. These have been previously reported to Cabinet and Scrutiny. It was hoped that the costs associated with the contracts to recycle dry tonnage would reduce. An earmarked reserve, previously approved by Council, was utilised while contracts were renegotiated and the market monitored. Unfortunately this area continues to be a growth pressure, hence growth is proposed of £800k spread evenly across 2019/20 and 2020/21. This has been possible due to the fact that there is an estimated £400k of previously agreed earmarked reserve available for 2019/20.
- 4.2.17 **New Pay and Grading Structure** - The Council as part of National Terms and conditions for APT&C staff will be required to use a new range of salary scale points from April 2019. This will mean that some grades of staff will see an increase in their salaries. The increases are predominately in the lower grade ranges. It is estimated that growth is required of £230k for schools and £405k for other services to accommodate these changes. There will be a separate report presented to cabinet on these new proposals
- 4.2.18 **Private Finance Initiative (PFI) review** – A review of the Council's PFI contracts is currently being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymini) and Pengam (Lewis Boys) Secondary Schools, and Sirhowy Enterprise Way (SEW). To assist with this review the services of a company called Local Partnerships have been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG Officers anticipate that an options appraisal in respect of these contracts will be presented to Cabinet in late Spring/early Summer 2019. In the meantime this is very much work in progress, hence the estimated growth required has been moved to the 2020/21 financial year when it will be dealt with in the report to Cabinet.

### 4.3 2019/20 Draft Savings Proposals

- 4.3.1 Draft savings proposals have been identified for the 2019/20 financial year totalling £14.66m as summarised in Table 4: -

Table 4 – Draft Savings Proposals 2019/20

Description	2019/20 Saving £m
Savings proposals with no public impact	4.557
Savings proposals with a public impact: -	
• Low impact	5.500
• Medium impact	3.618
• High impact	0.985
<b>TOTAL</b>	<b>14.660</b>

- 4.3.2 A summary of savings proposals by Directorate/Service Area are provided in Appendix 2 and Appendix 3. The savings proposals are split into 2 categories, those that are permanent and those that are temporary (i.e. not sustainable in the short to medium term). The temporary savings are not ideal, but have been unavoidable due to the uncertainties around funding particularly in respect of the Teachers and Fire service increased employer pension contributions.
- 4.3.3 The proposed savings in Appendix 2 of £11.298m along with the proposed temporary savings in Appendix 3 of £3.362m, with a proposed Council Tax increase of 6.95% will allow for savings in advance of £251k and provide a balanced budget position for 2019/20.

#### 4.4 Council Tax Implications 2019/20

- 4.4.1 The draft budget proposals within this report include a proposed increase of 6.95% in Council Tax for the 2019/20 financial year. This will increase the Caerphilly CBC Band D precept from £1,057.70 to £1131.21 i.e. an annual increase of £73.51 or weekly increase of £1.41.
- 4.4.2 The proposed increase of 6.95% for 2019/20 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 5 – 2019/20 Council Tax (CCBC Element) at 6.95% Increase

<b>Band</b>	<b>Council Tax (CCBC Element) £</b>	<b>Weekly Increase £</b>
<b>A</b>	754.14	0.94
<b>B</b>	879.83	1.10
<b>C</b>	1005.52	1.26
<b>D</b>	1131.21	1.41
<b>E</b>	1382.59	1.73
<b>F</b>	1633.97	2.04
<b>G</b>	1885.35	2.36
<b>H</b>	2262.42	2.83
<b>I</b>	2639.49	3.30

#### 4.5 Financial Outlook for Future Years

- 4.5.1 The Medium-Term Financial Plan presented to Council in February 2018 showed a potential savings requirement of £34m for the four-year period 2019/20 to 2022/23. There is currently no indicative allocation for 2020/21 provided by WG. Hence it has been assumed that the AEF will continue to reduce by 0.5% for the following 4 years after 2019/20. The revised MTFP assumptions now require savings to be achieved of £44m from 2020/21 to 2023/24.
- 4.5.2 The Autumn statement 29<sup>th</sup> October 2018 will result in additional funding to WG as a consequence of increased funding for the NHS, Social Care, Schools and Business rates. Excluding the NHS consequential this could provide an additional £57m to Wales. The Minister for LG has stated that LG will be a priority when WG considers how to allocate any additional funds coming out of this autumn statement. These 2019/20 Draft Budget proposals assume no additional funding compared to the Provisional Settlement, because at this stage nothing has been confirmed. If extra funds are made available prior to the final budget decision in 2019, further reports will be updated to reflect this additional funding. Members are reminded of the significant savings that are required in the MTFP and will need to ensure a prudent approach in respect of budget setting, which should include making savings in advance wherever possible.
- 4.5.3 In looking to develop proposals to address the significant financial challenges going forward it is widely accepted that the Council cannot continue as it is. There is a need to examine the way in which we use our resources to deliver services required by our communities across the county borough.

- 4.5.4 Through the Councils Business Improvement Programme (BIP) strategic reviews will look at how services can become more business efficient through examining how they are currently provided, exploring opportunities for greater customer focus, digital delivery, alternative delivery models, and commercial opportunities, whilst looking at preventative measures that will encourage early intervention that will ultimately allow demand for certain services to be regulated.
- 4.5.5 An updated Medium-Term Financial Plan covering the period 2019/20 to 2023/24 is attached as Appendix 1.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 Effective financial planning is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An equalities impact assessment (EIA) will be completed for all of the 2019/20 savings proposals. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process. It is anticipated that all EIA's will be available on the council's website from the 14<sup>th</sup> November 2018.
- 6.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 As detailed throughout the report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 Where staff reductions are required as a consequence of savings proposals the Council will firstly try to achieve this through 'natural wastage' and not filling vacancies. However, where this is not possible then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.
- 8.2 Expressions of interest recently received from employees to leave the employment of the Council via the workforce flexibilities policies are currently being considered to determine whether they can assist service areas to achieve savings and to avoid compulsory redundancy situations. Any requests supported will require robust business cases confirming the savings and impact on service delivery.

## **9. CONSULTATIONS**

- 9.1 Cabinet is asked to agree that the draft budget proposals for 2019/20 should now be subject to a period of consultation prior to final 2019/20 budget proposals being presented to Cabinet on the 13<sup>th</sup> February 2019 and then Council on the 21<sup>st</sup> February 2019. The consultation process will run from the 19<sup>th</sup> November 2018 to the 11<sup>th</sup> January 2019 and will consist of the following: -



- Online and paper consultation.
- Articles in Newline.
- Use of Social Media.
- Drop-In Sessions at locations across the County Borough.
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc.
- Engagement with employees and the Trade Unions.
- Consultation with Town and Community Councils.
- Consultation with the Voluntary Sector.
- Posters at affected establishments.
- Other targeted stakeholder engagement as appropriate.

9.2 As part of the consultation process there will also be a series of Special Scrutiny Committees to focus on the savings proposals. In addition to considering the content of this Cabinet report the Scrutiny Committees will receive further reports providing more detail on the savings proposals that are expected to have an impact on the public. The dates of the Special Scrutiny Committee meetings are as follows: -

- 03/12/17 – Policy & Resources.
- 06/12/17 – Health, Social Care & Wellbeing.
- 17/12/17 – Education for Life.
- 18/12/17 – Regeneration & Environment.

## **10. RECOMMENDATIONS**

10.1 Cabinet is asked to: -

- 10.1.1 Endorse the draft 2019/20 budget proposals including the proposed savings totalling £14.66m.
- 10.1.2 Support the proposal to increase Council Tax by 6.95% for the 2019/20 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1131.21).
- 10.1.3 Agree that the draft budget proposals should now be subject to consultation prior to final 2019/20 budget proposals being presented to Cabinet and Council in February 2019.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 Council is required annually to approve proposals to set a balanced budget and agree a Council Tax rate.
- 11.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

## **12. STATUTORY POWER**

12.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team  
Steve Harris, Interim Head of Business Improvement Services  
Lynne Donovan, Head of People Services  
Rob Tranter, Head of Legal Services and Monitoring Officer  
Finance Managers  
Cllr Dave Poole, Leader  
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

Background Papers:

WG Provisional 2019/20 Local Government Financial Settlement (9<sup>th</sup> October 2018).

Medium-Term Financial Strategy 2019/2024.

Appendices:

Appendix 1 Updated Medium Term Financial Plan

Appendix 2 2019/20 Permanent savings Proposals

Appendix 3 2019/20 Temporary Savings Proposals

## Provisional 2019/20 Local Government Settlement (09/10/2018)

Description	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s
AEF ( -0.21 % ,-0.50 %,-0.50%, -0.50%,-0.5%)	(560)	(1,333)	(1,327)	(1,320)	(1,313)
Council Tax ( 4.52 % then 4.52% each year)	2,847	2,995	3,130	3,271	3,419
<b>Total Funding</b>	<b>2,287</b>	<b>1,661</b>	<b>1,803</b>	<b>1,951</b>	<b>2,106</b>
<b>Schools</b>					
Teachers Pay ( 3.5 % , then 2% each year)	2,431	1,502	1,572	1,603	1,635
Foundation Living Wage	0	0	0	0	0
Teachers Employers Pension Contributions (7.12 %)	2,984	2,272	0	0	0
APT&C Pay ( 2.2% ,2%, 2% 2%)	271	262	269	278	287
APT&C Employers Pension Contributions ( 1 % , 1%, 1%, 1%)	126	133	137	141	145
New Pay and Grading Structure	230	0	0	0	0
Non-Pay Inflation ( 2.4% )	454	439	423	432	441
Schools Service Pressures	391	181	301	364	274
Other Passported Grants - Free School Meals	242	0	0	0	0
<b>Total Schools</b>	<b>7,129</b>	<b>4,789</b>	<b>2,702</b>	<b>2,818</b>	<b>2,782</b>
<b>General Fund Services</b>					
Pay ( 2.2% ,2%, 2% 2%)	2,629	2,249	2,294	2,340	2,387
Foundation Living Wage	70	70	70	70	70
Employers Pension Contributions ( 1 % , 1%, 1%, 1%)	881	890	899	908	917
Teachers Employers Pension Contributions (7.21 %)	221				
Non-Pay Inflation (2.4% 2.2 % 2.1%, 2.1% )	3,072	2,753	2,845	2,943	3,046
Non-Pay Inflation (Fees and Charges) - 0%,	0	0	0	0	0
Fire Service Levy (Unfunded Pension Increase - Additional Contribution)	305	0	0	0	0
New Responsibilities	0	0	0	0	0
Other Passported Grants	(202)	0	0	0	0
Welsh Government - specific funding					
<b>Total General Fund Services</b>	<b>6,977</b>	<b>5,962</b>	<b>6,108</b>	<b>6,261</b>	<b>6,419</b>
<b>Sub-Total</b>	<b>14,106</b>	<b>10,751</b>	<b>8,810</b>	<b>9,079</b>	<b>9,201</b>
<b>Service Pressures/Additional Funding</b>					
CTRS Additional Liability ( 4.52 % than 4.52% each year)	623	651	681	712	744
Social Services Cost Pressures Contingency	1,500	1,500	1,500	1,500	1,500
City Deal (Partnership Revenue Contribution)	6	7	6	8	8
City Deal (Debt Charges)	61	44	89	122	171
EOTAS	800				
Dry Recycling	400	400			
New Pay and Grading Structure	405				
PFI Review	0	700			
<b>Sub-Total</b>	<b>3,795</b>	<b>3,302</b>	<b>2,276</b>	<b>2,342</b>	<b>2,423</b>
<b>Reinstatement of 2019-20 temporary Savings Proposals</b>		<b>3,362</b>			
<b>Annual Shortfall</b>	<b>15,614</b>	<b>15,754</b>	<b>9,283</b>	<b>9,469</b>	<b>9,518</b>
<b>Cumulative Shortfall</b>	<b>15,614</b>	<b>31,368</b>	<b>40,651</b>	<b>50,120</b>	<b>59,638</b>

## 2019-20 Permanent Savings Proposals

Proposed Saving	£000's	Comments	Public Impact
<b>EDUCATION &amp; LIFELONG LEARNING</b>			
<b>Planning and Strategy</b>			
Full-year impact of closure of Cwmcarn High School	221	Closure of Cwmcarn High in October 2018. Balance of lump sum funding. £200k reduction in 2018/19, £221k is the balance following closure. Pupil related funding remains within the formula.	Nil
Reduction in Local Management of Schools (LMS) Contingency budget to reflect actual spend	40	Reduce budget based on prior years spend. If a formula issue arises in year will need to consider the use of LMS Contingency balances - subject to formal approval for use of balances.	Low
Outdoor Education - support for FSM pupils attending courses (fund through grants instead)	17	Removal of full budget - was set up many years ago to support FSM pupils in accessing outdoor education activities. In 2017-18 only 8 (out of 86) schools accessed this funding and all but 1 have an SRB. Consequently the impact will not be felt across all schools in the Authority. Other schools are using PDG funding and where the impact is linked to those in danger of an exclusion this will be picked up as part of the SRB Review.	Low
1/3rd Reduction in the School Meal Admin. Utility & Telephone Budget	10	Schools collecting significant levels of Catering income for Auth.& not funded for Catering utility costs on site. Significant staff time commitment within Schools to support this process. £10k relates to saving on telephone lines in most schools for Catering - as now using mobiles. Budget split - £252k Admin. Reimb. To Primary Schools; £162k Utilities Reimb. to Primary Schools; £10k Reimb. to Primary Schools.	Nil
5% Efficiency target P&S Mgt & Support Services	29	Opportunities with regards to additional income generation – most notably linked to grant funding	Nil
	<b>317</b>		
<b>Learning, Education and Inclusion</b>			
Rising 3's - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Reduction in School Improvement Initiatives budget	243	Proposal to remove the funding set aside to support schools in difficulty from a school improvement perspective. These situations are normally linked to inspection outcomes and more recently to national categorisation. As a result of a decreasing number of schools in higher risk categories this level of reduction is achievable at this time. There would need to be an understanding that should "emergency" funds be required, there is a potential to access funding from reserves (subject to the appropriate approval for use of balances).	Medium
Visually Impaired Service - 4.4% reduction in contribution	17	Service hosted by Torfaen CBC. The Authority will need to progress with the Lead Authority..	Medium
Education Achievement Service (EAS) - 2% reduction in contribution	48	Budget Realignment / Vacancy Management	Nil
Education Improvement Grant (EIG) - Reduction in match-funding contribution	27	Budget Realignment / Vacancy Management	Nil
14-19 Transport Initiative - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Early Years (Central Team) - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Education Welfare Service - vacancy management	46	Saving will be in place for 2019/20. Follows a re-modelling of the Service from September 2018 - EWO's compliment of 11.24 FTE's reduced to 8.45 FTE's but with a new Administrative Post to support the Team. The new model is designed to increase the flexibility of staff in the Team to support schools and to not be rigidly fixed to designated schools. Posts already vacant.	Low
Reduction in Music Service	50	Workforce requests received in the recent "letters". Need to review & work this through to establish the position going forward in respect of staff reductions.	Low
	<b>511</b>		
<b>Lifelong Learning</b>			
Community Education (Youth Service) - premises, vacant posts etc.	100	Budget Realignment / Vacancy Management	Nil
Community Education (Adult Service) - budget realignment	50	Budget Realignment / Vacancy Management	Nil
Libraries - Reduction in premises costs, staff and books	85	Current resources budget is £355k. Reduction of £85k in Book Fund. Proposals include : Top slicing sections of the book fund to mitigate the impact of the reduction on key customer categories including children, older residents & learners; Remove 50% of the allocated funding for DVD's with the remaining allocation ring-fenced for popular customer interest areas such as children's titles; Significantly increase the proportion of paperback titles to increase the efficiency in resource spend and number of titles available; Increase use of South Wales Books4U scheme; Review free request service with the intention of reintroducing charges for rare non fiction titles which are not cost effective to elect to buy.	Medium
Libraries - Reduction in premises costs, staff and books	15	Budget Realignment / Vacancy Management	Nil
Library Service (Additional £30k to the £100k = £130k)	30	Budget Realignment / Vacancy Management	Nil
GAVO (Youth Service) - Remove contribution as service can be provided by CCBC	25	Removal of full contribution to GAVO - relating to Holiday Scheme Co-Ordinator. Implications for GAVO as this funding links to a post. No implications for public as the advice will continue to be provided through the Youth Service. [Function is to provide advice & support to any groups considering the provision of school holiday period-specific activity for children & young people between the age of 8 to 18 years].	Medium
Review of Staffing model in Libraries	50	Need to reference recent workforce requests in respect of the letter.	Low
	<b>355</b>		
<b>Schools - MTFP shortfall</b>	<b>2,126</b>	Schools will be required under their delegated powers to balance their own individual budgets, hence they will be required to identify their savings to cover the £2.1m. School budgets are typically 80 % staff related hence there will be a reduction in staff in schools	Medium
<b>TOTAL Education and Lifelong Learning</b>	<b>3,309</b>		

Proposed Saving	£000's	Comments	Public Impact
<b>COMMUNITIES</b>			
<b>Regeneration and Planning</b>			
Reduction in Community Regeneration Fund	50	Impact on Voluntary Organisations	Low
Business Support & Funding - vacancy management	25	Budget Realignment / Vacancy Management	Nil
Business Support & Funding - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Cwmcam Visitor Centre - increase in income	10	Budget Realignment / Vacancy Management	Nil
Events & Marketing - budget realignment	10	Budget Realignment / Vacancy Management	Nil
Blackwood Miners Institute - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Realignment of staffing budgets at the Winding House	67	To reduce opening hours and staff resource	Low
Urban Renewal - budget realignment	4	Budget Realignment / Vacancy Management	Nil
Reduction in Town Centre budget	5	Reduction in works in Town Centres	Low
Planning Division - vacancy management	42	Budget Realignment / Vacancy Management	Nil
Staffing restructure in Regeneration and Planning	125	Mainly Vacant Posts	Nil
2% efficiency target for Arts Development budget	3	Budget Realignment / Vacancy Management	Nil
Reduction in Events Budgets	47	Reduction in some Events in Town Centres	Low
<b>Total Regeneration and Planning</b>	<b>418</b>		
<b>Infrastructure</b>			
Introduction of bus station departure charges	100	Impact on providers but could result in increase in public charges. Proposed increase 35p per departure	Low
32% reduction in Carriageway Resurfacing RCCO (capital budget = £750k)	53	Deterioration in road quality, increased risk insurance claims	Medium
7% reduction in Carriageway Surface Dressing budget	60	Deterioration in road quality, increased risk insurance claims	Medium
4% reduction in Highways Reactive Maintenance budget through use of Technology (Jetpatcher)	55	New technology providing efficiency	Nil
7% reduction in Highways Structures budget	36	Deterioration in infrastructure	Low
14% reduction in Traffic Management Maintenance budget	5	Reduction in maintenance and budget efficiency	Low
2% reduction in Street Lighting Non-Routine Maintenance budget	9	Reduction in maintenance as a result of new LED technology	Nil
8% reduction in other Highways Maintenance budgets	66	Deterioration in infrastructure	Medium
Reduction in other miscellaneous Highway/Land Drainage budgets	21	Increased flood risk	Medium
Reduction in Risca Canal budget	10	offset by capital enhancement	Low
Gulley Cleansing - 1 jetter to be funded from SLA agreement with Another Authority	64	MTCBC SLA Agreement if agreed	Nil
Deletion of Community Response Team budget - retirements/non-essential work	100	Service removed - minor maintenance works	Nil
Public Transport - review of contracts with highest subsidy per passenger	68	Reduction/termination of some bus routes	Medium
Vacancy management (part of wider £200k restructure proposal)	34	Budget Realignment / Vacancy Management	Nil
Highways Operations additional income	6	More focussed pursuit of highway recharges	Nil
Lunchtime School Crossing Patrols	36	Removal of Lunch Patrol	High
9% reduction in Traffic Signal Routine Maintenance budget	11	Contract Efficiency	Nil
Reduction in Accident Studies due to contract review	10	Contract Efficiency	Nil
Increase in road closure fee income	30	Charge to contractors for all closures with no further event subsidies	Nil
Passenger Transport - increase in income	3	Increase in replacement bus pass cards - Change in price (new charge £10 per replacement of lost card)	Low
Increase in Car Park charges	40	First increase in 8 Years and possible charging on Sunday, proposed increase 20p per tariff	Low
Introduction of a charge for residential parking permits	30	Introducing an annual charge in accordance with policy. Recommending £15.00 per permit.	Low
Integrated Transport Unit	50	Better utilisation of authority fleet when external contracts are due for renewal	Nil
Staffing restructure in Infrastructure Division	166	Budget Realignment / Vacancy Management	Nil
<b>Total Infrastructure</b>	<b>1,063</b>		
<b>Public Protection</b>			
Provision of Meals Direct Service to Section 117 clients only	141	Cease meals on wheels service except for clients eligible under Section 117 aftercare, currently just 1 individual. Part year saving to allow for implementation.	High
Increase price of secondary school meals by 10p from April 2019 (£2.25 to £2.35)	50	Price increase	Low
Increase price of primary school meals by 10p from April 2019 (£2.00 to £2.10)	54	Price increase	Low
Increase price of civic meals by 5%	3	Price increase E.g. • carvery set menu would raise from £4.70 to £4.95 • daily special choice would raise from £4.10 to £4.30 • sandwich would raise from £2.45 to £2.60	Low
Increased catering income from Secondary Schools - budget realignment	20	Budget Realignment / Vacancy Management	Nil
Cessation of the Community Safety Warden Service	355	Removal of service	High
Increase in fee for retrieving stray dogs from Pound	3	Price increase to £75 from £44.	Low
Introduction of charges for rat treatments	20	New Charge - £20 (plus VAT) per treatment reducing to £10 (plus VAT) for those on means tested benefits.	Low
Environmental Health - budget realignment	15	Budget Realignment / Vacancy Management	Nil
Registrars - increase in ceremony fees	10	Increase in fees which range from 7.5% to 20% depending on day of the week and the venue.	Low
Trading Standards - vacancy management	40	Delete Fair Trading Officer post	Low
CCTV - reduction in line rental costs	40	Budget Realignment / Vacancy Management	Nil
Reduction in CCTV overtime budget	8	Budget Realignment / Vacancy Management	Nil
5% efficiency target for Health Division budgets	12	Budget Realignment / Vacancy Management	Nil
5% efficiency target for Pollution budgets & Emergency Planning budgets	26	Delete 0.5 fte Environmental Health Officer post	Medium
<b>Total Public Protection</b>	<b>797</b>		

Proposed Saving	£000's	Comments	Public Impact
<b>Community and Leisure Services</b>			
Sport & Leisure - changes in VAT for leisure pricing	50	Some clubs may have to pay more for the service	Low
Sport & Leisure - reduction in sport & leisure tutor budgets (budget realignment)	75	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Smart Rewards budget	15	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Supplies budget including uniforms and smartcards	8	Budget Realignment / Vacancy Management	Nil
Sport & Leisure - reduction in Caerphilly Adventures budget	12	Budget Realignment / Vacancy Management	Nil
Fleet Management - cease use of external diagnostic services and provide in-house	10	Budget Realignment / Vacancy Management	Nil
Building Cleaning - increase in income	15	Budget Realignment / Vacancy Management	Nil
Building Cleaning - budget realignment	31	Budget Realignment / Vacancy Management	Nil
Community Centres - withdrawal of funding for 2 Centres (Rudry & Glan y Nant) not in CCBC ownership	13	Reduces subsidy to user centre ownership. Glan-y-Nant and Rudry	Low
Community Centres - reduction of 1 hour Caretaker support across all Centres	18	additional charge from community centres committees	Low
Community Centres - reduction of all Caretaker support across all Centres from October	79	additional charge from community centres committees needed to fund the caretakers salary. Part Year from 1st October 2019	High
Community Centres - closure of 4 Centres (Tirphil, Phillipstown, Channel View & Lower Rhymney* (*already closed))	23	Loss of community centre to users	Medium
Parks & Countryside- Bowling Green rationalisation programme	10	Ongoing phased removal of the grants to bowls clubs as previously agreed by Cabinet	Nil
Parks & Countryside - review of Pavilion Attendant provision	30	Reduction of pavilion attendant hours.	Nil
Parks & Countryside - reduction in Community Asset budget	54	Cessation of minor infrastructure maintenance and upgrades; examples of works include the installation of knee rails, gates and barriers etc.	Low
Parks & Countryside - vacancy management	18	Budget Realignment / Vacancy Management	Nil
Parks & Countryside - reduction in machinery budget	20	Reduced budget to invest in new machinery.	Low
Parks & Countryside - reduction in playground maintenance budget	10	Reduced ability to replace play equipment and ultimately could lead to the closure / removal of facilities.	Low
Parks & Countryside - staffing restructure	44	Reduction in Area Parks staff	Low
Parks & Countryside - removal of one application of the weed spraying contract	32	Reduced service	Low
Green Spaces/Cemeteries - staff restructure	100	Potential redundancy of staff	Low
Green Spaces/Cemeteries - reduction in Cemeteries maintenance budget	25	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - reduction in War Memorial maintenance budget	15	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - reduction in Allotments budget	3	Budget Realignment / Vacancy Management	Nil
Green Spaces/Cemeteries - increase in Cemeteries income (budget realignment)	40	Budget Realignment / Vacancy Management	Nil
Waste Management - Cleansing staffing reductions	166	filling the vacant posts will increase standard of street cleanliness and would improve resilience of service'	Medium
Waste Management - introduction of new scheme of charging for bulky waste collections	50	New charge of a charge of £16 for 1 to 3 items (for all items other than fixtures and fittings).	Low
Waste Management - rationalisation of farm round waste collection service	53	reduced service	Low
Waste Management - reduction in mechanical sweeping	193	Reduced service	Medium
Waste Management - closure of 2 Civic Amenity Sites	98	2 CA sites are Penallta and Aberbargoed	Medium
Waste Management - staffing restructure	34	Budget Realignment / Vacancy Management	Low
Waste Management - reduction in Proactives Initiatives budget	50	Budget Realignment / Vacancy Management	Low
Waste Management - Civic Amenity Sites to shut an additional day (assumes 4 remain open)	38	Reduced service	Medium
Waste Management - development of an electronic Commercial Waste System	5	Budget Realignment / Vacancy Management	Nil
Waste Management - closure of all 5 Public Conveniences	74	Closure in all towns (Twyn to stay open as managed within TIC)	High
Waste Management - reduction in the level of weekend cleansing	34	Reduces service	Medium
Waste Management - off-hire one Supervisor van	6	Budget Realignment / Vacancy Management	Nil
Further reduction in Parks and Playing Fields budgets	30	Budget Realignment / Vacancy Management	Nil
<b>Total Community and Leisure Services</b>	<b>1,580</b>		
<b>Corporate Property</b>			
Ty Duffryn - standing charges and lease income	394	New lease agreed with Third Party Operators	Nil
Enterprise House - termination of lease	67	Staff moving to Tredomen	Nil
Reduction in Corporate Property DDA budget	50	Reduced Budget availability	Nil
Energy savings from LED lights in Ty Penallta	20	Budget Realignment / Vacancy Management	Nil
Reduction in cleaning of Corporate Buildings	15	Budget Realignment / Vacancy Management	Nil
<b>Total Corporate Property</b>	<b>546</b>		
<b>Total Communities</b>	<b>4,404</b>		

Proposed Saving	£000's	Comments	Public Impact
<b>SOCIAL SERVICES &amp; HOUSING</b>			
<b>Children's Services</b>			
4C's rebate - joint commissioning of children's placements	35	Realignment of budget with no public impact	Nil
Review of admin support	186	Details to be confirmed but could be back office restructure with little or no public impact	Low
Review of Barnardo's contract	189	Potential reduction in Family Support Services	Medium
Families First - deletion of admin post	23	Deletion of vacant back office post with no public impact	Nil
Customer Services restructure	20	Back office restructure with no public impact	Nil
<b>Total Children's Services</b>	<b>453</b>		
<b>Adult Services</b>			
Review of staffing budgets in Adult Services	550	Details to be confirmed but could be back office restructure with little or no public impact	Low
Review of non Residential Charging Policy	100	Propose changes to the current non residential charging policy to ensure equity for all service users to include: charging for support element of domiciliary care, charging for day opportunities in a community setting, and charging for day opportunities provided by the independent and third sector.	Low
Retender of Shared Care Respite Contract currently held by Action for Children	50	All of these savings could be achieved through a re-design of services including closure of a day base (Twyn Carn) with little impact on service users. E.g. Service users could receive a similar service but in a different location. Promotion of independence to enable people to meet their own outcomes.	Low
Review of Day Services to achieve a budget reduction of 6%	300		Low
Implications of Social Services & Wellbeing Act 2014	150		Low
Review of external day care	205		Low
Cap inflationary uplifts on external contracts	3	Minor reductions could be achieved through efficiencies within the provider organisation	Nil
Domiciliary Care client income - budget realignment	25	Realignment of budget with no public impact	Nil
Non renewal of Mental Health Carers Support contract	34	Full year effect of not renewing the contract that ends on 31/03/19. Consultation currently ongoing	Low
Income generation - Ty Hapus	25	Will offer for use by other local authorities and ABUHB	Nil
Cease contribution to SEWIC	15	Regional agreement has been reached to cease a back office function with no public impact	Nil
Extra Care - budget realignment	20	Realignment of budget with no public impact	Nil
<b>Adult Services</b>	<b>1,477</b>		
<b>Service Strategy and Business Support</b>			
Dissolution of South East Wales IT Consortium	22	Full year effect of termination of a regional arrangement for back office IT Support in 2018/19. This support is now provided through the Regional WCCIS Service.	Nil
5% efficiency target for Office Expenses	9	Back Office efficiencies	Nil
<b>Total Service Strategy and Business Support</b>	<b>31</b>		
<b>Housing Services</b>			
Private Housing - staffing restructure	34	Budget Realignment / Vacancy Management	Nil
Removal of Homeless Prevention Fund budget - to be funded through growth in RSG	46	Nil effect	Nil
Revise staff apportionments between General Fund and HRA	50	Budget Realignment / Vacancy Management	Nil
Llamau grant reduction	3	Reduced service already being provided	Nil
<b>Total Housing Services</b>	<b>133</b>		
<b>Total Social Services &amp; Housing</b>	<b>2,094</b>		

Proposed Saving	£000's	Comments	Public Impact
<b>CORPORATE SERVICES</b>			
<b>Corporate Finance</b>			
Housing Benefits - vacant post	27	Could increase performance if post filled	Low
Environment Finance - vacant post	24	Budget Realignment / Vacancy Management	Nii
Environment Finance - restructure	33	Budget Realignment / Vacancy Management	Nii
Housing Benefits - New Burdens funding	42	Could increase performance if post filled	Low
Additional grant and fees and charges income	67	Budget Realignment / Vacancy Management	Nii
<b>Total Corporate Finance</b>	<b>193</b>		
<b>Procurement and Customer Services</b>			
Customer Services - management/team leader restructure	108	Front line service but no impact on service delivery due to revised working practices.	Low
Customer Services - potential retirement	26	Front line service but no impact on service delivery due to revised working practices.	Low
<b>Total Procurement and Customer Services</b>	<b>134</b>		
<b>Corporate Policy</b>			
Reduction in voluntary sector Service Level Agreements (SLAs)	42	Directly impact Voluntary Sector SLA payments.	Medium
Reduction in Technical Assistance budget	5	Reduction in budget which is used to provide technical advice and guidance to Voluntary sector to allow them to access external grant programmes.	Low
Reduction in Well-being budget	10	Reduction in budget used to support well-being activities.	Low
Deletion of former Outcome Agreement budget	40	Budget Realignment / Vacancy Management	Nii
Equalities Team - reduction in publicity and promotion budgets	4	Budget Realignment / Vacancy Management	Nii
Reduction in Welsh Language Translation budget	10	Budget Realignment / Vacancy Management	Nii
Cease the use of Ffynnon	12	New ways of working	Nii
Service Review	67	Budget Realignment / Vacancy Management	Nii
<b>Total Corporate Policy</b>	<b>190</b>		
<b>Information Technology</b>			
Staff restructure / workforce planning	150	Staffing Restructure	Nii
Reduction in PSBA charges	132	Budget Realignment / Vacancy Management	Nii
Reduction in telephony costs and line rentals	35	Budget Realignment / Vacancy Management	Nii
Staffing restructure in Central Services	33	Vacant Posts	Nii
Reduce to a single van (mailroom)	4	Budget Realignment / Vacancy Management	Nii
Agenda distribution - cessation of delivery of papers to Members	5	Budget Realignment / Vacancy Management	Nii
<b>Total Information Technology</b>	<b>358</b>		
<b>Human Resources and Communications</b>			
Human Resources - restructure	120	Vacant posts	Nii
<b>Total Human Resources and Communications</b>	<b>120</b>		
<b>Health and Safety</b>			
Health & Safety - restructure	83	Vacant posts	Nii
<b>Total Health and Safety</b>	<b>83</b>		
<b>MISCELLANEOUS FINANCE</b>			
Pension contributions former Authorities - budget realignment	50	Budget Realignment / Vacancy Management	Nii
External Audit fees - budget realignment	50	Budget Realignment / Vacancy Management	Nii
Welsh language - budget realignment	53	Budget Realignment / Vacancy Management	Nii
NNDR on empty properties	131	Budget Realignment / Vacancy Management	Nii
Rent Allowances, War Widow Concessions - budget realignment	10	Budget Realignment / Vacancy Management	Nii
Reduction in Careline budget	20	Budget Realignment / Vacancy Management	Nii
Reduction in Carbon Management Scheme budget	25	Budget Realignment / Vacancy Management	Nii
PV Panels income	15	Budget Realignment / Vacancy Management	Nii
Class 1A NI Contributions (Tusker)	40	Budget Realignment / Vacancy Management	Nii
Reduction in miscellaneous items budget	4	Budget Realignment / Vacancy Management	Nii
Communities Match Funding Pot	15	Could impact on Communities to organise these 2 events. Community council/sponsorship funding would be needed to continue with the events.	Low
<b>Total MISCELLANEOUS FINANCE</b>	<b>413</b>		
<b>Total Corporate Services and Miscellaneous Finance</b>	<b>1,491</b>		
<b>Total 2019-20 Proposed Savings</b>	<b>11,298</b>		



## 2019-20 Temporary Savings Proposals

Proposed Saving	£000's	Comments	Public Impact
<b>EDUCATION &amp; LIFELONG LEARNING</b>			
LMS Contingency - 23% Reduction	45	Current budget is £193k, this will reduce to £153k prior to this £45k proposed reduction. This leaves just £108k to deal with in year formula issues. Consequently if an issue arises will need to consider the use of LMS Contingency balances - subject to formal approval.	Medium
<b>TOTAL Education and Lifelong Learning</b>	<b>45</b>		
<b>COMMUNITIES</b>			
<b>Regeneration and Planning</b>			
Community Regeneration Community Projects - 53% Reduction	35	Impact on ability to fund small projects that do not have specific funding	Low
Business Grants - 50% Reduction	25	Reduced funding for Businesses.	Low
Community Regeneration Fund - 100% Reduction	50	Impact on Voluntary Organisations. This is the remaining budget.	Low
<b>Total Regeneration and Planning</b>	<b>110</b>		
<b>Infrastructure</b>			
Winter Maintenance - 54% Reduction	500	Alternative funding via winter maintenance reserve	Nil
Public Rights of way -50% Reduction	31	Deterioration in Public Rights of Way	Low
Maintenance of Land - 50 % Reduction	15	Deterioration in maintenance of land	Low
Temporary reduction in Carriageway Resurfacing RCCO	110	Alternative funding sort WG	Low
Temporary reduction in Carriageway Surface Dressing	800	Alternative funding sort WG	Low
Temporary reduction in Structures Maintenance budget	40	Alternative funding sort WG	Low
Temporary reduction in Highways Reactive Maintenance budget	43	Alternative funding sort WG	Low
Temporary reduction in Risca Canal Maintenance budget	40	Reliant on capital project	Low
<b>Total Infrastructure</b>	<b>1,579</b>		
<b>Community and Leisure Services</b>			
RCCO Waste Vehicles - 100% Reduction	390	Risk to vehicle availability/reliability	Low
<b>Total Community and Leisure Services</b>	<b>390</b>		
<b>Corporate Property</b>			
Property Maintenance - 20% Reduction	309	Reduced funding available for discretionary work.	Low
<b>Total Corporate Property</b>	<b>309</b>		
<b>Total Communities</b>	<b>2,388</b>		
<b>SOCIAL SERVICES &amp; HOUSING</b>			
Reduce Growth provision	300	Would only meet existing need but does not allow for any demographic increases from August 2018 or for any fee increases in excess of inflation.	High
<b>Total Social Services &amp; Housing</b>	<b>300</b>		
<b>CORPORATE SERVICES</b>			
<b>Information Technology</b>			
PC Refresh -100% Reduction	129	Replacement PC and MFP capacity Budget £132k	Nil
<b>Total Information Technology</b>	<b>129</b>		
<b>Miscellaneous Finance</b>			
Deferred Borrowing - 4.4% Reduction	500	Reduces opportunity to use as a one off underspend on capital schemes.	Low
<b>Total MISCELLANEOUS FINANCE</b>	<b>500</b>		
<b>Total Corporate Services and Miscellaneous Finance</b>	<b>629</b>		
<b>Total 2019-20 Temporary Savings Proposals</b>	<b>3,362</b>		

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## REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

**SUBJECT: REVIEW OF TOURISM/TOWN CENTRE EVENTS PROGRAMME**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To provide Scrutiny Committee with information and seek views on proposed options for future delivery and re-profiling of the tourism events programme.
- 1.2 For the Scrutiny Committee to make recommendation(s) for consideration by Cabinet as part of the 2019/20 budget process.

### **2. SUMMARY**

- 2.1 The report provides information on the existing event programme organised and supported by the Destination & Events Team within the Council and proposes a number of options that can deliver against the requirements of the MTFP to reduce budgets.
- 2.2 In support of the Council's 'Unique Places' model of Town Centre Management, the Events programme has more recently focussed on delivering events, where practical, in the heart of our principal town centres at Caerphilly, Blackwood, Bargoed, Ystrad Mynach and Risca. This report is focussed on the 15 events delivered and supported through the 2018/19 Destination and Events service budget of £125,902, supplemented by an additional £12,000 from central funds to deliver the Bargoed Ice Rink.

### **3. LINKS TO STRATEGY**

- 3.1 A number of events within the events programme support the delivery of Objective SQL4 of the Council's Regeneration Strategy 2018 – 2023, "A Foundation for Success".
- 3.2 Events feature as a tool to increase the number of visitors and visitor spend to the Valleys as part of Welsh Government's "Our Valleys, Our Future" delivery plan.
- 3.3 The Well-being of Future Generations (Wales) Act 2015 sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental or cultural well-being of the area or community concerned. This report aligns with the following Well-being Goals:
  - A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
  - A globally responsible Wales.

3.4 Effective financial planning and the setting of a balanced budget also supports the above well-being goals. It is a requirement for the Council to set a balanced budget and in this regard, Caerphilly has just received its worst draft Welsh Government settlement since its inception in 1996. The review of the events programme is therefore one of a number of fundamental service reviews that will need to be undertaken if the Council is to set a balanced budget for 2019/20 and beyond.

#### **4. THE REPORT**

4.1.1 The Council has been running a varied and expanding events programme across different departments since its inception in 1996 as a tool to help meet its regeneration, leisure and tourism objectives. The events programme varies in size, nature and net expenditure and has evolved over time in terms of the profile and scale of the programme. Table 1 identifies the events organised and supported by the Destination & Events Team and their main funding sources.

4.1.2 The events programme is constantly evolving with some events thriving and growing, some stagnating and others that have reached a decline and are either in need of reviving or of cessation.

4.1.3 The events programme that is organised/supported by the Destination and Events Team includes 3 major events which are deemed to be of regional significance in terms of attracting tourism to the County Borough (The Big Cheese Summer event and The Caerphilly Medieval Winter Market, and Caerphilly Food Festival).

4.1.4 In terms of regional significance, the Big Cheese attracts between 50,000 and 100,000 visitors from a wider catchment area and has a social media reach of circa 500,000.

4.1.5 The Caerphilly Medieval Market attracts between 8,000 and 13,000 visitors to the town and will now be a joint event with CADW as a result of their recent announcements in relation to Caerphilly Castle investments with the aim of boosting the profile of the castle as a major Welsh Tourist attraction.

4.1.6 The 3<sup>rd</sup> regionally significant event is the Caerphilly Food Festival which is held in the Spring and attracts between 8,000 and 12,000 visitors to the town.

4.1.7 These 3 regionally significant events also support the fact that Caerphilly town has been designated as a strategic hub by the Welsh Government Valleys Taskforce and is currently the subject of a number of investment strategies.

4.1.8 In addition to these regionally significant tourism events, the Council's destination and events team currently organise/support 11 other events. These include:

- The Big Screen, Bargoed – April & September
- Bargoed Spring Fayre
- Blackwood Summer Festival
- Risca Summer Music in the park
- Ystrad Mynach Christmas Market
- Bargoed Christmas Market
- Risca Parade and Christmas Market
- Blackwood Christmas Market
- Caerphilly Lantern Parade
- Bargoed Ice Rink (funded by Bargoed Town Council and Central Finance Fund)
- St David's Day events in Bargoed, Caerphilly, Ystrad Mynach, Blackwood and Risca

## 4.2 EVENT BENEFITS

4.2.1 The benefits of staging events are varied but the most significant are:

- Economic benefit through visitor and contractor spend
- Increased town centre footfall
- Attract visitors from outside the local area
- Advertising Equivalent spend (raising profile of destination)

There are many softer benefits that are less quantifiable such as:

- Presenting an area as an attractive location, adding life and interest and creating positive experiences for visitors
- Fostering community pride
- Value of PR
- Cost effective positive social media coverage and sharing
- Volunteering opportunities
- Community infrastructure improvements
- Participation in sporting / art / cultural activity
- Local stewarding employment opportunities

## 4.3 EVENT COSTS / RISKS

4.3.1 The financial costs of running existing events are indicated in Table 1. As with the benefits there are also unquantifiable costs associated with events such as the disruption to the local community, displacement of visitor spend in the local economy, etc.

**Table 1 – Funding / cost of Events 2017/18**

EVENT	FUNDING SOURCES			TOTAL
	CCBC	TOWN / COMMUNITY COUNCILS	FEE INCOME	EVENT COST
St David's Day – 5 town centres	£3,512	£0	£0	£3,512
<b>% of total Funding</b>	100%	0%	0%	100%
<b>TOTAL</b>	<b>£3,512</b>	<b>£0</b>	<b>£0</b>	<b>£3,512</b>
<b>BARGOED</b>				
Bargoed Big Screen (* 2)	£2,767	£2,000	£0	£4,767
<b>% of total Funding</b>	58%	42%	0%	100%
Bargoed Spring Fayre	£2,830	£1,400	£761	£4,991
<b>% of total Funding</b>	57%	28%	15%	100%
Bargoed Ice Rink <sup>1</sup>	£14,347	£10,000	£4,049	£28,396
<b>% of total Funding</b>	51%	35%	14%	100%
Bargoed Christmas Market	£3,968	£2,000	£1,395	£7,363
<b>% of total Funding</b>	54%	27%	19%	100%
<b>TOTAL</b>	<b>£23,912</b>	<b>£15,400</b>	<b>£6,205</b>	<b>£45,517</b>
<b>BLACKWOOD</b>				
Blackwood Summer Festival	£11,227	£750	£3,928	£15,900
<b>% of total Funding</b>	71%	5%	25%	100%
Blackwood Christmas Market	£8,982	£750	£4,328	£14,060
<b>% of total Funding</b>	64%	5%	31%	100%
<b>TOTAL</b>	<b>£20,209</b>	<b>£1,500</b>	<b>£8,256</b>	<b>£29,965</b>
<b>CAERPHILLY</b>				
Caerphilly Medieval Market <sup>2</sup>	£15,860	£1,500	£21,389	£38,749
<b>% of total Funding</b>	<b>41%</b>	<b>4%</b>	<b>55%</b>	<b>100%</b>

<sup>1</sup> Funded from Central Finance Budget to support Community Match Funding events

<sup>2</sup> One day cancelled by snow, resulting in partial fee refunds

Caerphilly Lantern Parade	£5,789 <sup>3</sup>	£0	£0	£5,789
<b>% of total Funding</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>
Caerphilly Food Festival	£8,213	£1,000	£11,300	£20,513
<b>% of total Funding</b>	<b>40%</b>	<b>5%</b>	<b>55%</b>	<b>100%</b>
Caerphilly Big Cheese <sup>4</sup>	£27,118	£0	£134,837	£161,955
<b>% of total Funding</b>	<b>17%</b>	<b>0%</b>	<b>83%</b>	<b>100%</b>
<b>TOTAL</b>	<b>£56,980</b>	<b>£2,500</b>	<b>£167,526</b>	<b>£227,006</b>
<b>RISCA</b>				
Risca Summer Music in the Park	£7,964	£0	£3,590	£11,554
<b>% of total Funding</b>	<b>69%</b>	<b>0%</b>	<b>31%</b>	<b>100%</b>
Risca Christmas Market	£5,570	£0	£1,285	£6,855
<b>% of total Funding</b>	<b>81%</b>	<b>0%</b>	<b>19%</b>	<b>100%</b>
<b>TOTAL</b>	<b>£13,534</b>	<b>£0</b>	<b>£4,875</b>	<b>£18,409</b>
<b>YSTRAD MYNACH</b>				
Ystrad Mynach Christmas Market	£1,565	£2,000	£2,504	£6,069
<b>% of total Funding</b>	<b>26%</b>	<b>33%</b>	<b>41%</b>	<b>100%</b>
<b>TOTAL</b>	<b>£1,565</b>	<b>£2,000</b>	<b>£2,504</b>	<b>£6,069</b>
<b>MISC</b>				
Miscellaneous events	£13,425	£0	£54	£13,479
<b>% of total Funding</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>
Miscellaneous equipment	£12,326	£0	£460	£12,786
<b>% of total Funding</b>	<b>96%</b>	<b>0%</b>	<b>4%</b>	<b>100%</b>
<b>TOTAL</b>	<b>£25,751</b>	<b>£0</b>	<b>£514</b>	<b>£26,265</b>
<b>CUMULATIVE TOTAL</b>	<b>£145,463</b>	<b>£21,400</b>	<b>£189,880</b>	<b>£356,743</b>

Event risks and non-financial costs are not easily quantifiable and can include the following:

- Traffic disruption through road closures;
- The cumulative impact of events in terms of multiple road closures on the local community;
- Disruption from infrastructure build;
- Reputational risk from negative impact;
- Security risks arising from current global climate;
- Health and Safety risk of accidents and incidents occurring on an event site;
- Potential ground re-instatement disrupting use of park venues.

#### 4.4 EXTERNAL FACTORS

4.4.1 In recent years the Health & Safety Executive have started to apply the Construction Design & Management Regulations to the events industry. This has resulted in an additional work load and additional expertise requirements for a reduced in house delivery team.

4.4.2 Additional security and related traffic management costs have also been incurred at higher profile events as a consequence of current world affairs, with some events having Armed Response Police personnel dedicated to them.

#### 4.5 EXTERNAL EVENTS

4.5.1 The Council has previously supported externally organised major events such as the Tour of

<sup>3</sup> Includes workshop invoice miscoded to cost centre 2761

<sup>4</sup> Significantly increased security related cost increases

Britain cycle race, Armed Forces Day, Proms in the Park and the Velothon Wales cycling event. There is a preference for external event organisers to request Caerphilly Town as an Event Location because of its iconic attraction in respect of the Castle and its easily accessible location.

- 4.5.2 At a local level, there is a desire to organise and manage the Traffic Management needed for the annual Armistice Parades in-house in order to support the community groups & Royal British Legion to de-risk this element of the event planning process that would involve identifying a budget that does not exist at the moment.
- 4.5.3 Whilst budget implications are a key driver for change, it is essential to provide a range of assessment criteria for establishing the events that the Council wants to organise in support of the Council's key objectives moving forward.

#### 4.6 EVENT FOOTFALL

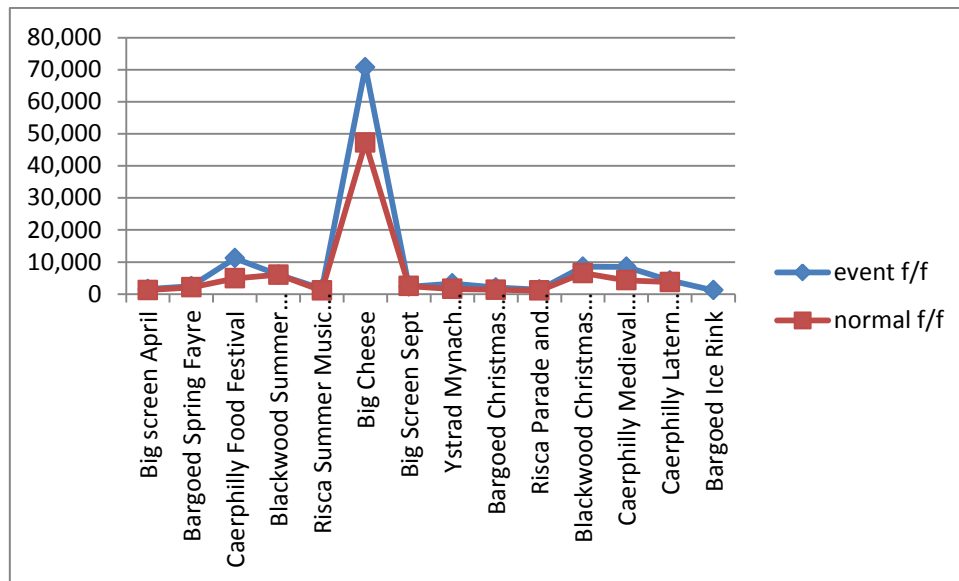
- 4.6.1 The events programme has grown organically over time and is focussed on generating additional town centre footfall, measured using the footfall counters that are located at strategic points within the town centres. The footfall during an event is then compared with a two week average for the time of year to provide a rudimentary indication of the impact of the event on the footfall in the town centre. This does have limitations, depending on the location of the camera and the layout of an event and its associated attractions within the town centre, relative to the location of the footfall camera.
- 4.6.2 The footfall information recorded in Table 2 is for the period 2017/18 and includes a number of proxy figures from previous years due to cameras being inactive at that time. Generally these figures are taken from one camera in each town. The exception to this is for The Big Cheese. The Big Cheese is not located within the town centre and it has three entry routes, two of which have footfall cameras. The Bargoed Ice Rink is a ticketed event and the figures recorded are for non-school admissions.

**Table 2 – Event Footfall 2017**

EVENTS 2017-18	EVENT FOOTFALL	NORMAL FOOTFALL	FOOTFALL IMPACT	ADDITIONAL VISITORS	
The Big Screen - April	1,568	1,256	25%	313	No information available for 2017 due to camera supplier change so 2015 information used.
Bargoed Spring Fayre	2,473	2,082	19%	392	
Caerphilly Food Festival	11,203	4,898	129%	6,306	Footfall Camera information not available for Lower Shopping Centre in 2016 & no information available for 2017 due to camera supplier change so 2015 information used.
Blackwood Summer Festival	6,069	6,042	0%	27	
Risca Summer Music in the park	1,645	1,094	50%	551	South Camera not in operation (used for previous events).
The Big Cheese	70,721	47,216	50%	23,506	
The Big Screen - September	2,320	2,522	-8%	202	(1 day only - Sunday cancelled due to snow).
Ystrad Mynach Christmas Market	3,325	1,593	109%	1,733	
Bargoed Christmas Market	2,054	1,332	54%	722	Cancelled due to snow and ice
Risca Parade and Christmas Market	1,398	1,097	27%	302	
Blackwood Christmas Market	8,525	6,570	30%	1,955	
Caerphilly Medieval Market	8,468	4,305	97%	4,163	
Caerphilly Lantern Parade	4,262	3,770	13%	492	
Bargoed Ice Rink (excluding school visits)	1,219	NA	NA	NA	
St David's Day	NA	NA	NA	NA	

It can be seen from Table 2 and Chart 1 that the biggest additional footfall is generated at the 3 regionally significant events (Big Cheese, Caerphilly Medieval Market and Caerphilly Food Festival) in absolute numerical terms.

**Chart 1 - Uplift in event footfall 2017 compared to normal footfall**



Although smaller in numerical terms, the percentage increase in footfall is significant for the Ystrad Mynach Christmas market event.

#### 4.7 EVENT ATTRACTION

4.7.1 The events programme can effectively be split in terms of their event appeal into two categories:

- Regionally Significant Tourism events; and
- Community events.

Events staged in Caerphilly town are generally regarded as regionally significant Tourism events, as supported by the footfall data and the visitor distance travelled, recognising the town's appeal as a visitor destination and the fact that external event organisers are naturally drawn to the staging of events here as a result of its iconic status due to the presence of the Castle.

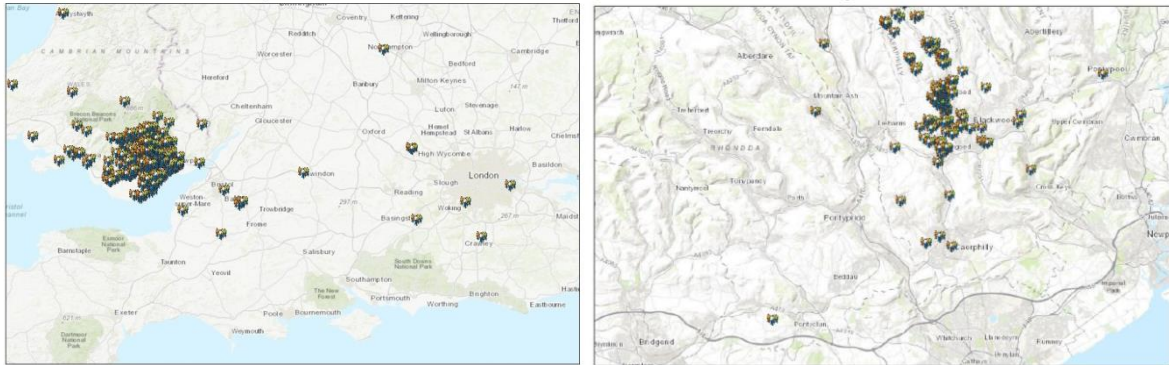
4.7.2 Chart 2 shows the distance that visitors travel to visit the Big Cheese and evidences its wider appeal outside of the County Borough when compared to a Community event such as the Bargoed Christmas Market.



## Chart 2 – Visitor catchment

Big Cheese

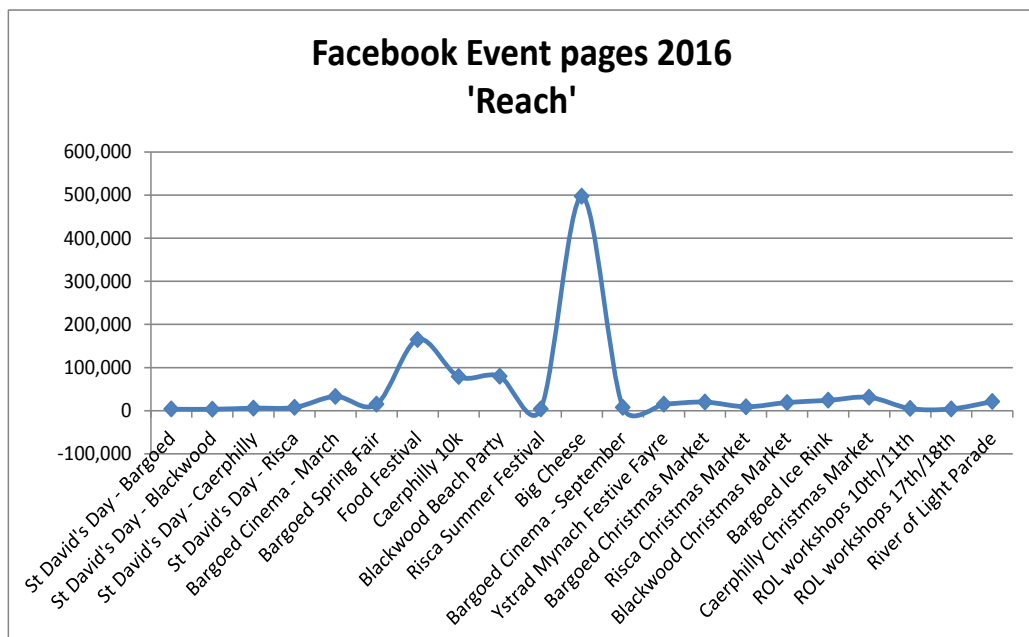
Bargoed Christmas Market



The Tourism events attract visitors from further afield and have a bigger audience reach in terms of social media.

Chart 2 shows the number of people on social media (Facebook) that have seen the event on Facebook.

## Chart 3 Facebook 'Reach' for 2016 event programme



## 4.8 EVENT SUSTAINABILITY

4.8.1 In financial terms each event has a different income profile with funding originating from a number of sources. The greater the share of costs that can be generated by consumers, traders and sponsors i.e. commercial income, the more sustainable the event is as there is less reliance on public funding and can be seen from Table 1 above (para 4.3.1).

4.8.2 Table 1 shows the percentage of the total income provided by the Council. In percentage terms the most subsidised events from the Council's perspective when compared against other funding sources are the St David's Day event and the Caerphilly Lantern Parade and the least subsidised event is the Big Cheese in Caerphilly.

4.9 In order to meet the requirements of the MTFP, there are a number of actions that will need to be implemented to make the future events programme more affordable and sustainable as follows:

- **Contribution from Town and Community Councils:**  
There is scope to ask Town and Community Councils that have events located within their town centres to contribute toward the financial staging of the events programme. Some local Councils already contribute to the events programme as per Table 1, for example, Bargoed Town Council contributed over £15,000 to the Council's event programme in 2017/18, almost six times as much as the next highest contributor.
- **Cost reductions:** Event related costs can be reduced in certain areas such as entertainment costs, although this risks reducing the appeal of an event. Other areas of expenditure are increasing such as security and safety, especially at larger events such as The Big Cheese. This option should be explored in any event in order to ensure that the costs associated with each event are adding value to the event.
- **Sponsorship:** Work with businesses to actively sponsor events. If this option is to be pursued the Council will need to ensure that the sponsors are suitable sponsors that do not conflict with the Corporate Policies and objectives of the Council.
- **Alternative event delivery:** Work with town / community partners to support the delivery of an event as opposed to the Council being the main organiser. For example, Bargoed Town Council have taken a more active role in organising the Open Air cinema in the town, contracting the screen with an alternative supplier at greatly reduced rates and supported by event staff to arrange road closures etc. This option relies on finding suitable and willing partners with the resources to get involved in organising events.
- **Event programme rationalisation:** The events budget would be reduced by reducing the number of events that are held over multiple days. These events could be reduced or held on single days, in the same way that the fore runner for the Caerphilly Food Festival was the Caerphilly Flower Festival that ran over two days and now runs over a single day as a different event that attracts significant footfall to Caerphilly. Some events could be cancelled and the associated budget saved. Events that offer very little in the way of footfall additionality, event appeal, destination awareness and are therefore not considered to be sustainable are outlined in table 3 below.
- **Income Generation:** Income from fees and charges are at record levels, however, it is considered that they are currently set at the maximum rate achievable. Indeed at recent events, businesses have indicated that the fees and charges need to be reduced to ensure that existing participants can continue to attend events in the future.

4.10 The events programme has evolved to support the Council 'Unique Places' model of Town Centre Management by locating events within our town centres with the predominant aim of increasing footfall and awareness of our town centres for the benefit of stakeholders including the local and business communities.

From an economic benefit perspective our aim is to create **additional** footfall in a town centre when hosting an event that can be directly linked to the economic benefits derived from the event. Each of our principal town centres have footfall counters located within them and although they have limitations that can be affected by the layout of an event they are our best means of assessing and evaluating the success of an event in generating additionality.

When evaluating the overall success of an event we have taken into account the delivery cost of an event, visitor appeal, the economic benefit linked to the additional footfall created, the awareness and reach of an event using social media and the financial sustainability of the event which we have interpreted as the proportion of an event's funding that can be met by commercial revenue streams.

For example, when ranking the Big Cheese in terms of its event delivery cost it is the highest costed event that we run but it also creates the largest volume of additional footfall in the town even though the event is not located in the town centre. The Big Cheese also has the highest social media reach at just under half a million (Facebook), attracts visitors from a wider catchment area and generates over 80% of its funding from commercial revenues. Events based in Caerphilly town tend to generate the largest increase in footfall because of the town's profile, location, history and tourism appeal and subsequently they have the greatest economic impact and could be classed as "Regionally significant tourism" events.

A number of events such as the Caerphilly Lantern parade, and Bargoed Cinema events are very much based in the community and take place over a small duration of two hours or less and take place during the evening when the opportunities for event related expenditure are lower than daytime events over longer duration.

Generating significant additional footfall in our town centres through the events programme supports the Objectives of the Council's Regeneration Strategy, 'A Foundation for Success' which recognises the '*need to increase footfall and dwell time in town centres*' (SQL 7). In determining which events to support the Council could adopt 'criteria' for supporting events based on the key indicators of footfall uplift or additionality as outlined below:

### **PROPOSED CRITERIA FOR RATIONALISING THE SUPPORT FOR TOWN CENTRE EVENTS**

- A. The Council will seek to have an equitable provision of one local community scale event per annum in each of its principal town centres.
- B. The Council will continue to support events that generate at least 30% uplift in footfall during the event;
- C. Where the uplift in footfall is below 30% the Council will no longer financially support the event. However, where resources allow, the destination and events team may be able to provide advice and guidance to the relevant town or Community Councils should they wish to fund and organise events outside those supported by the Council.

This will result in continued support for the 3 regionally significant tourism events in Caerphilly Town (Big Cheese, Caerphilly Food Festival and Caerphilly Medieval Market) as well as an equitable provision of community scale events in the other principal town centres (Blackwood, Bargoed, Ystrad Mynach and Risca). These include:

- Bargoed Christmas Market
- Blackwood Christmas Market
- Risca Summer Music in the Park
- Ystrad Mynach Christmas Market.

If these criteria were to be applied to the current events programme the following events would be supported / ceased.

**Table 3 – Event footfall ranking by uplift % for 2017/18 excluding Regionally Significant Tourist Events**

EVENTS 2017-18	FOOTFALL IMPACT	RETAIN	CEASE FUNDING
Ystrad Mynach Christmas Market	109%	✓	
Bargoed Christmas Market	54%	✓	
Risca Summer Music in the park	50%	✓	
Blackwood Christmas Market	30%	✓	
Risca Parade and Christmas Market	27%		✓
The Big Screen - April	25%		✓
Bargoed Spring Fayre	19%		✓
Caerphilly Lantern Parade	13%		✓
Blackwood Summer Festival	0%		✓
The Big Screen - September	-8%		✓
St David's Day	NA		✓
Bargoed Ice Rink (excluding school visits)	NA		☐

## 5. WELL-BEING OF FUTURE GENERATIONS

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above in the following ways:

- *A healthier Wales* – visiting or participating in an event promotes physical exercise and encourages social interaction.
- *A more equal Wales* – events should strive to celebrate diversity and promote equal opportunity for all people regardless of their background or circumstances.
- *A Wales of cohesive communities* – relevant, accessible and well managed events are important to sustaining vibrant communities.
- *A Wales of vibrant culture and thriving Welsh language* – events such as St. David's Day can promote and reflect the cultural heritage of the area and places where the Welsh language can be used and promoted. The Council also supports the delivery of Welsh language and cultural events such as Filifest organised by Menter Caerffili.
- *A globally responsible Wales* – providing communities with access to local events can potentially reduce the necessity and frequency of vehicle use where events are placed in the local community and can be used to promote public transportation links.

## 6. EQUALITIES IMPLICATIONS

6.1 If the current events programme is to be reduced then further consideration will need to be given to the potential Equalities impacts.

## 7. FINANCIAL IMPLICATIONS

7.1 The Events budget is allocated as part of the annual revenue budget and has been cut in real terms successively since 2010 as part of the ongoing MTFP requirements. Income has reached record levels but there is a limit to how much more commercial and external income can be generated without further cutting back on the quality and appeal of an event.

If the recommendations are accepted in sections 10.1 to 10.3 then £47,494 could be saved from the events budget accepting that the unpredictable weather will always create a risk of

under achievement of income for outdoor events where event admission is free. Alternatively, the option at recommendation 10.4 could save circa £94,000 if chosen. If the events programme was ceased in its entirety then the full events budget saving of £125,902 would be realised initially and additional staff savings would also follow.

7.2 Table 4 below outlines the Council's budget relating to events for 2018/19 which totals £137,902 and consists of £125,902 core event funding and £12,000 central funding for the Bargoed Ice Rink.

7.3 The £12,000 central funding for the Bargoed Ice Rink is being separately considered as part of further proposed MTFP savings.

**Table 4 – Event budget for 2018/19**

<b>EVENT</b>	<b>BUDGET 2018/19</b>
St David's Day – 5 town centres	£5,000
<b>TOTAL</b>	<b>£5,000</b>
<b>BARGOED</b>	
Bargoed Big Screen (* 2)	£5,000
Bargoed Spring Fayre	£3,500
Bargoed Ice Rink	£12,000
Bargoed Christmas Market	£4,500
<b>TOTAL</b>	<b>£25,000</b>
<b>BLACKWOOD</b>	
Blackwood Summer Festival	£10,000
Blackwood Christmas Market	£11,500
<b>TOTAL</b>	<b>£21,500</b>
<b>CAERPHILLY</b>	
Caerphilly Medieval Market	£12,000
Caerphilly Lantern Parade	£8,494
Caerphilly Food Festival	£11,000
Caerphilly Big Cheese	£19,147
<b>TOTAL</b>	<b>£50,641</b>
<b>RISCA</b>	
Risca Summer Music in the Park	£7,500
Risca Christmas Market	£4,500
<b>TOTAL</b>	<b>£12,000</b>
<b>YSTRAD MYNACH</b>	
Ystrad Mynach Christmas Market	£2,000
<b>TOTAL</b>	<b>£2,000</b>
<b>MISC</b>	
Miscellaneous events	£7,000
Miscellaneous equipment	£14,761
<b>TOTAL</b>	<b>£21,761</b>

<b>CUMULATIVE TOTAL</b>	<b>£137,902<sup>5</sup></b>
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## **8. PERSONNEL IMPLICATIONS**

- 8.1 The events programme is delivered by two part time event officers with support from a number of part time events assistants. The increased role of safety in events and the external threats to the event programme coupled with a reduction in staff resource dedicated to event delivery in recent years has added to the workload burden on event staff and limited the scope for event development.

If the events programme is reduced this will aid the workload pressure on existing staff and depending on the level of reduction could result in either staff savings or a staff refocus on supporting events across the rest of the service area.

## **9. CONSULTATIONS**

- 9.1 Officers attended a meeting of the Community Council Liaison Committee in July 2018 to discuss potential funding contributions for events across the county borough. A representative from Risca Town Council expressed support for a request for additional funding and a representative for Caerphilly Town Council expressed the view that Caerphilly were already fully committed to delivering a town council programme of events.

## **10. RECOMMENDATIONS**

The Scrutiny Committee is asked to consider recommending one of 3 possible courses of action to Cabinet (set out in 10.1 to 10.3 below) having regard to section 3.4 of the report which outlines the pressures on the Authority's budget for 2019/20 and beyond.

- 10.1 That scrutiny recommends to continue to run the events set out in the "retain" column of table 3, along with the regional tourism events. This would lead to direct budget savings of circa £47,494 which would contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.
- 10.2 That the Scrutiny Committee recommends that all of the community events plus one of the regional tourism events are no longer provided. A total of £94,000 would be saved and could therefore contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.
- 10.3 That the Scrutiny Committee recommends to cease the events programme in its entirety, apart from continuing to offer advice and guidance to Community/Town councils that wish to continue funding and running other events. This would contribute savings of £125,902 plus a level of staff costs to the MTFP.
- 10.4 Where the recommendation of the Scrutiny Committee is an accordance with 10.1 or 10.2 above, the relevant actions outlined in paragraph 4.9 of this report will also be implemented.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To contribute revenue budget savings in support of the Councils Medium Term Financial Plan.

## **12. STATUTORY POWER**

- 12.1 Local Government Act 2000. This is a Cabinet function.

<sup>5</sup> Includes £12,000 centrally funded contribution to community match funding schemes

Author: Paul Hudson – Destination & Events Manager

Consultees: Councillor Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion  
Andrew Highway, Town Centre Development Manager  
Allan Dallimore, Team Leader - Urban Renewal & Conservation  
Dave Roberts, Principal Group Accountant  
Mike Eedy, Finance Manager  
Sarah Kate Ackerman, Events Officer  
Stacy Francis, Events Officer  
Mark S Williams, Interim Corporate Director Communities  
Robert J Tranter, Head of Legal Services / Monitoring Officer  
Stephen Harris, Interim Head of Business Improvement Services  
Nicole Scammell, Head of Corporate Finance & Section 151 Officer

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**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

2 October 2018

Dear Colleague

**Independent Remuneration for Wales – Annual Report 2019/20**

The Panel's draft Annual Report for 2019/20 is attached. We would appreciate and welcome comments during the consultation period which ends on 27 November 2018.

Last year the Panel visited all 22 principal councils and met over 400 elected members and many chief officers. We have taken account of many of the issues that were raised during the visits and published a report on our findings. The report is available on the Panel's website.

The draft Report contains proposed changes to our remuneration framework including a small increase in the basic salary and some significant changes in respect of community & town councils.

We will consider all of the responses to this draft prior to producing the final Report for publication in February 2019.

Yours sincerely

John Bader

Chair

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# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

February 2019

## **ANNUAL REPORT 2019**

### **FOREWORD**

Last year the Panel visited each of the 22 principal councils and met with many members and officers. We produced and published a report setting out our findings from the visit. The report is available on the Panel's website.

In this draft Annual Report we have reflected some of the issues that arose 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 table and graph that we have included in this report.

We are proposing another modest increase in the basic salary of elected members of principal councils which will at least prevent further erosion. For the first time in several years we are also proposing a small increase in the remuneration of leaders and executive members.

The Panel is also proposing further changes in respect of payments to members of community and town councils.

As ever, we will appreciate receiving responses to this draft Report by the deadline contained in the covering letter.

**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://gov.wales/irpwsb/home/?lang=en>

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## Introduction



This is the eleventh Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the eighth 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<sup>1</sup> ...the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. 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.
4. However, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role. 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. During our visits to all principal councils last year many members expressed the view that, compared with a traditional paid employment the basic salary is too low to attract younger people and to encourage greater diversity. They also pointed out the significant differences between remuneration and support

available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council.

6. The financial constraints on the public sector and particularly local authorities has 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 has decided to increase the basic annual salary to £13,868 (an increase of 1.97%).
7. The salaries of leaders and members of the executive have not been increased for several years (except for the increase in the basic element). We consider that holders of these posts have significant functional responsibility and compared to remuneration of many other public sector roles are not well paid. We have therefore proposed a modest increase of £800 (inclusive of the £268 increase in the basic salary).
8. 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 that 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 options). 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.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.
10. We have continued to engage with community and town councils and met with several representative groups earlier in the year. We also convened 4 sessions with council clerks to provide an opportunity for clarification about administrative matters. 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.
11. 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.

12. 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.

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<sup>1</sup> <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 are 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 26	page 30	N/A <sup>2</sup>
Senior Roles	page 15	page 26	page 30	page 42
Committee Chairs	page 15	page 26	page 30	N/A
Opposition Groups	page 15	N/A	N/A	N/A
Civic Heads and Deputies	page 16	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Costs of Care	page 35	page 35	page 35	page 44
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 22	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 20	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Compensation for Financial Loss	N/A	N/A	N/A	page 43
Statement of Payments	page 79	page 79	page 79	page 79
Schedule of Remuneration	Page 77	Page 77	Page 77	N/A
Salaries of Chief Executives and Chief Officers	Page 50	N/A	Page 50	N/A

<sup>2</sup> 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 The Panel in 2009 aligned the basic salary to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount (close to £16,000 pa). 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.

3.1.1 The tables below represent IRPW determinations on changes in pay of backbench members in Wales, together with 4 measures of possible alternative rates of increases, over the subsequent 8 years. Table 1 gives the percentage increases. Table 2 gives the actual figures. Retail Price Index (RPI) and Consumer Price Index (CPI) have been adopted by government and many organisations as appropriate inflationary measures. The National Joint Council (NJC) scale (a measure of public sector pay) takes spinal point 27 as an appropriate comparator figure to the members' basic rate. The All Wales Median Salary is published by the National Statistical Office. The 2010 starting figure in all cases is £13,868.

3.1.2 To set this in the context of other Welsh elected members, over this same period assembly members' salaries have increased by 24% (£53,852 to £66,874 - now indexed to Average Salaries in Wales ASHE) and MPs' salaries have increased by 17.7% (£65,738 to £77,379).

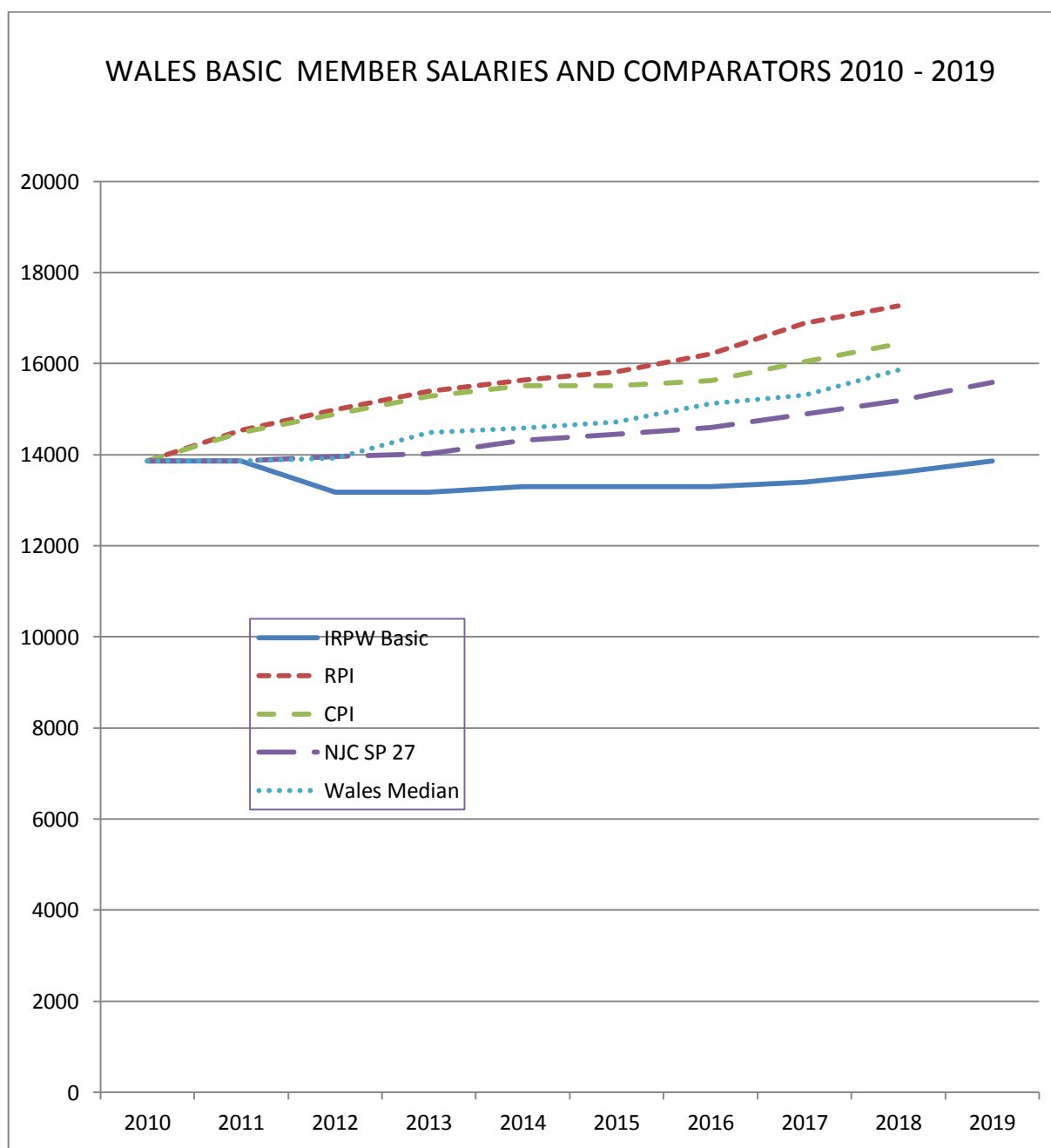
3.1.3 Thus, backbench members' salaries have remained relatively static over the last 9 years and, in real terms, have fallen significantly behind by any reasonable measure.

**Table 1: Basic Members' salaries and alternative comparators 2010-18 by percentage**

<b>Year</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>IRPW Basic</b>	3.8	0	-5.0	0	0.95	0	0	0.75	1.5	1.97
<b>RPI</b>	4.8	4.8	3.1	2.7	1.6	1.2	2.5	4.1	2.3	
<b>CPI</b>	3.3	4.5	2.8	2.6	1.5	0	0.7	2.7	2.4	
<b>NJC SP 27</b>	0	0	0.7	0.43	2.05	1.0	1.0	2.0	2.0	2.6
<b>Wales Median</b>	2.5	0	0.44	4.0	0.64	1.0	2.7	1.2	3.6	

**Table 2: Basic Members' salaries and alternative comparators 2010-18 by actual**

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>IRPW Basic</b>	13868	13868	13175	13175	13300	13300	13300	13400	13600	13868
<b>RPI</b>	13868	14533	14984	15388	15635	15822	16218	16883	17271	
<b>CPI</b>	13868	14492	14897	15285	15514	15514	15623	16044	16429	
<b>NJC SP 27</b>	13868	13868	13965	14025	14312	14455	14600	14892	15190	15585
<b>Wales Median</b>	13868	13868	13929	14486	14579	14725	15122	15303	15855	



- 3.2 The Panel remains aware that the core 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 circumstances can vary significantly 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 community that goes beyond defined remunerated hours. Elected members commonly report time spent that 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 the Panel will continue its regular liaison with councillors and officers. Panel members will meet with the Chairs of Democratic Services Committees and their officers and meet with Council Leaders and other elected member representatives under the auspices of the WLGA. 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 significantly exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for Wales the Panel also considered the RPI, the CPI, NJC Pay Scales and Living Wage figures. 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. In 2017 the Panel began action to narrow the gap and limit the rate of erosion. Any adjustments 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 of £268 a year which equates to 1.97%. This restores the level of the basic salary to the amount paid in 2011. The proposed increase applies to the basic salary for members of principal councils in recognition of the basic duties expected of all elected members.

## **Senior salaries for elected members of principal councils**

- 3.5 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2019/20 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 3. This reflects the increase to the cap for the Isle of Anglesey Council as set out in the Panel's supplementary report issued in 2017.

**Determination 1: Basic salary in 2019/20 for elected members of principal councils shall be £13,868.**

**Table 3:** Maximum numbers of council membership eligible for payment of a senior salary

<b>Council</b>	<b>Number of councillors</b>	<b>Number of senior salaries</b>
<b>Group A (populations over 200,000)</b>		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
<b>Group B (populations of 100,000 to 200,000)</b>		
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
<b>Group C (populations of up to 100,000)</b>		
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**

3.6 The Panel has not increased the senior salaries paid to these post holders for six years. They have only received any increase in the basic salary applicable to all members.

#### The Executive

- 3.6.1 In 2009 the Panel concluded that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers have reinforced this conclusion. In fact many executive members indicated that their workload has increased and concerns were also expressed by many members that the



differential in salary between a chair of a committee and a member of an executive did not recognise the difference in responsibility or workload.

- 3.6.2 In recognition of this the Panel has determined that there should be an increase to the Band 1 and Band 2 senior salaries payable to the Leader, the Deputy Leader and Executive Members.
- 3.6.3 The amount of the increase is £800. This is inclusive of the £268 increase to the basic salary that all members will receive as set out in Determination 2.

#### Chairs of Committees

- 3.6.4 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.
- 3.6.5 Where chairs of committees are paid, the remuneration is: £22,568.

## The Senior Salary Bands

**Determination 2: The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 4.**

**Table 4:** Basic salary and senior salaries payable to members of principal councils

<b>Basic salary (payable to all elected members) £13,868</b>			
	<b>Group A</b> (Cardiff, Rhondda Cynon Taf, Swansea)	<b>Group B</b> (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	<b>Group C</b> (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
<b>Senior salaries (inclusive of basic salary)</b>			
<b>Band 1</b> Leader	£54,100	£49,100	£44,100
Deputy leader	£38,100	£34,600	£31,100
<b>Band 2</b> Executive members	£33,100	£30,100	£27,100
<b>Band 3</b> Committee chairs (if remunerated):		£22,568	
<b>Band 4</b> Leader of largest opposition group <sup>3</sup>		£22,568	
<b>Band 5</b> Leader of other political groups		£17,568	

**Table 4 notes:**

- a. The Panel considers that the 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 by £800, inclusive of the £268 increase on the basic salary that all members will receive.
- 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.

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

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<sup>3</sup> 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)**

- 3.7 The Panel notes that most councils have currently set salaries for civic heads and deputies to accord with their population groups, rather than to reflect the specific responsibilities attached to the roles. Councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose and match the level of activity or duties of a specific member to a given range of salary levels for a role. All such choices are now removed. In the case of civic salaries, if paid, the payment for Band 3 is set at £22,568 for a civic head and at the Band 5 salary of £17,568 for a deputy civic head (Determination 3).
- 3.8 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.
- 3.9 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: The Panel has determined that (where paid) a civic head must be paid a Band 3 salary of £22,568 and (where paid) a deputy civic head must be paid a Band 5 salary of £17,568.**

- 3.10 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 authority's '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 7) that is needed to carry out their duties applies also in respect of deputy civic heads.
- 3.11 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.
- 3.12 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 matter 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.
- 3.13 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**

- 3.14 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 £22,568.

**Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.**

**Determination 5: The Panel has determined that the post of deputy presiding member will not be remunerated.**

### **Key factors underpinning the Panel's determinations:**

- 3.15 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.
- 3.16 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 that 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:

- a) An elected member must not be remunerated for more than one senior post within his or her 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
- e) 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
- f) 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**

- 3.17 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.
- 3.18 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 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 6 and 7 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.

- 3.19 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. Many councils in Wales 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.
- 3.20 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.
- 3.21 For co-opted members the support requirements are set out in section 9 and determination 35.

**Determination 6: The Panel has determined that 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 7: The Panel has determined that 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

- 3.22 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 3.24.

**Determination 8: The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

- 3.23 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 percent<sup>4</sup> of the membership.
  - b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - c. There must be clear evidence that the post/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.

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<sup>4</sup>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.

### 3.24 **Job Sharing Arrangements**

For members of an executive: Each “sharer” will be paid an appropriate proportion of the salary of the Population Group.

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.

The Panel’s determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.



## **4. Joint Overview and Scrutiny Committees (JOSC)**

- 4.1 As no council has made use of the arrangements notwithstanding that Regulations are still in force, the Panel has decided to delete the payment from the Framework. If, in future, a JOSC is formed by specific councils they can apply to remunerate using the arrangements of paragraphs 3.22 and 3.23.

## **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 9: 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 2013<sup>6</sup> 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 10: 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 11: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.**

**Determination 12: 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 13: 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 14: 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 15: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.**

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<sup>6</sup> [http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi\\_20132901\\_mi.pdf](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 3 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 3 corresponding NPAs. In managing the National Park, the Authority has 3 main purposes:
- to protect the natural beauty of the Park;
  - to help visitors enjoy and understand it;
  - and to foster the wellbeing of local people.
- 7.2 National Park Authorities have a committee of 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 3 national parks is set out in Table 5.

**Table 5: Membership of Welsh National Park Authorities**

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
<b>Brecon Beacons</b>	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
<b>Pembrokeshire Coast</b>	18	12: Pembrokeshire County Council – 12	6
<b>Snowdonia</b>	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/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 The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.

7.7 The Panel has determined there should be an increase of £268 (which equates to 1.97%).

7.8 The Panel note salaries to members of NPAs and principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. Therefore, the salary for ordinary members of NPAs will increase to £3,735.

7.9 The Panel has also previously determined that the remuneration of an NPA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £12,435.

7.10 The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,435 or £6,135, commensurate with the significant and sustained duties to be discharged in a particular role.

## **Additional Senior Salaries**

- 7.11 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.
- 7.12 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/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.
- 7.13 The Panel has made the following determinations:

**Determination 16: The basic salary for NPA ordinary members shall be £3,735.**

**Determination 17: The senior salary of the Chair of an NPA shall be £12,435.**

**Determination 18: An NPA senior salary can be paid to a Deputy Chair and up to two committee Chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility £7,435 or £6,135.**

**Determination 19: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.**

**Determination 20: Members must not receive more than one NPA senior salary.**

**Determination 21: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.**

**Determination 22: 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.**

The Panel's determinations on Travel and Subsistence, Reimbursements of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and FRAs 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 3 FRAs is set out in Table 6.

**Table 6: 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**

The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations. The Panel has determined there should be an increase of £268 (which equates to 1.97%).

8.6 The Panel note salary to members of FRAs and principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. The salary for ordinary members of FRAs will increase to £1,780.

8.7 The Panel determined that the remuneration of an FRA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £10,480.

8.8 The Panel determined that the remuneration of an FRA Deputy Chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary. This salary will increase to £5,480.

8.9 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

## **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/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 25 or 26 cannot be used exclusively for this role.

8.12 The Panel has made the following determinations:

<b>Determination 23: The basic salary for FRA ordinary members shall be £1,780.</b>
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<b>Determination 24: The senior salary of the Chair of an FRA shall be £10,480.</b>
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<b>Determination 25: An FRA senior salary can be paid to the Deputy Chair and up to two Chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.</b>
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<b>Determination 26: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.</b>
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**Determination 27: Members must not receive more than one FRA senior salary.**

**Determination 28: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.**

**Determination 29: 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.**

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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

- 9.1 The Panel has determined that a daily/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 preparation time, committee and other types of meetings as well as other activities, including training, as set out in Determination 31.
- 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 30: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 7).**

**Table 7: 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 31: 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 32: 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 33: The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.**

**Determination 34: 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 35: The Panel has determined that 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.**

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

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<sup>7</sup> 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 given 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 people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as 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 36: 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.**

## 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 authority's Schedule of Remuneration must be amended accordingly.
  - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 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 authorities, 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. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 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.
- 12.4 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

- 12.5 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

- 12.6 All other claims for travel 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

- 12.7 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.
- 12.8 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.
- 12.9 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.
- 12.10 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 Since producing its last report, the Panel has so far met with 154 Councillors and Clerks representing 175 community and town councils in 7 meetings it held across Wales. The Panel also gave evidence to the Welsh Government's review of Community and Town Councils. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m 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 its last 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 8.

**Table 8: Community and Town Council Groupings**

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

- 13.4 The discussions held with community and town councils during 2018 raised a number of queries in respect of which the following paragraphs provide further clarification.
- 13.5 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.
- 13.6 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

- 13.7 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 make arrangements for correct payments to be made to all individuals entitled to receive them.
- 13.8 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.
- 13.9 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 to thereby prevent payments being made to themselves alone.
- 13.10 The Panel wants any member who has personal costs, support needs or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of all community and town councils as set out in Determination 37. The Panel is also mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 43.
- 13.11 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.
- 13.12 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.
- 13.13 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

### **Payments towards costs and expenses**

- 13.14 The Panel is mandating a payment of £150 as a contribution to costs and expenses for members of all community and town councils. Previously this was not mandated for all groups, but feedback expressed disappointment in this and the Panel felt that any member who wanted to receive this payment should be entitled to do so.

- 13.15 For the avoidance of doubt this determination now includes councils in Group C as well as Groups A and B. Receipts are not required for these payments.

**Determination 37: 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**

- 13.16 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. Councils in Groups B and C can pay up to five responsibility payments for specified roles. A Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 38: 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 39: 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.**

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**

- 13.17 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 and where it does the following determinations apply.

**Determination 40: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>8</sup> 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 41: 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**

13.18 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 had not been adjusted for a number of years and therefore the Panel has updated it 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 Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted)*. Members must be able to demonstrate that the financial loss has actually been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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<sup>8</sup> 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 42: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:**

- Up to £54.00 for each period not exceeding 4 hours
- Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours

### **Reimbursement of the costs of care**

13.19 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.

13.20 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as 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 43: 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 in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

### **Civic Head / Deputy Civic Head**

13.21 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 for the cost of the support that is needed to carry out these duties. This requirement also applies in respect of deputy civic heads.

13.22 For the avoidance of doubt, support 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.

13.23 These support costs relate to the tasks and duties of the roles and individual councils will make funding decisions in relation to such support, as they deem

appropriate for the levels of civic leadership they have in place.

- 13.24 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.
- 13.25 This payment is to be used or retained at the individual's discretion and does not relate to the support costs set out about above.
- 13.26 The Panel has determined that the maximum amount that can be paid to a chair/mayor of a community or town council is £1,500. The maximum amount that can be paid to a deputy mayor/chair is £500.

**Determination 44: Community and town councils can provide a Civic Head payment to the mayor/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 45: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/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

- 13.27 Table 9 sets out each of the above Determinations and if a decision is required by the council in respect of each one.
- 13.28 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.
- 13.29 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.30 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.
- 13.31 When payments take effect from is set out in paragraphs 13.33 to 13.36 below.
- 13.32 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 9**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>37</b> - All community and town councils must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	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
<b>38</b> – 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
<b>39</b> – 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	Yes – the payment of £500 is optional for up to 5 members
<b>40</b> – Community and town councils can make payments to each of their	Yes – the payment of travel costs is optional

members in respect of travel costs for attending approved duties	
<b>41</b> – 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
<b>42</b> – 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
<b>43</b> – 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
<b>44</b> – Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500	Yes – the payment to a Civic Head is optional
<b>45</b> – Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500	Yes – the payment to a Deputy Civic Head is optional

13.33 All members should be paid the £150 as set out in Determination 37 from the start of the municipal year (unless they are elected later in the municipal year).

13.34 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 38,39, 44 and 45 are payable from the date when the member takes up the role during the municipal year.

13.35 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 their role during the municipal year, is a matter for each council to decide.

13.36 Payments in respect of Determinations 40, 41, 42 and 43 are payable when the activity they relate to has taken place.

- 13.37 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. However, this does not preclude them from holding a senior role.
- 13.38 As stated in paragraph 13.9, 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.

### **Publicity requirements**

- 13.39 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 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 authority<sup>9</sup> 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.

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<sup>9</sup> 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/dsllg/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 In essence 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 additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that 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**

- 15.7 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.



19 February 2018

Mr Darren Mepham  
Chief Executive  
Bridgend County Borough Council

Dear Mr Mepham

### **Proposed Senior Management Structure**

I agreed with Kelly Watson that I would confirm my observations on your proposals that I discussed with her by telephone on Wednesday 14<sup>th</sup> February.

Your proposed restructure has been approved by Council and the next stage is to seek approval to consult and move to a job evaluation exercise. This is entirely a matter for the Council and is not within the Panel's remit as determined by the legislation and Welsh Government guidance.

However, following the job evaluation it is the intention to "slot" members of staff into posts within the new structure. If this results in a change in salary (increase or decrease) for any individual this would be a matter for our consideration. I asked Kelly Watson the intention in respect of the post of Deputy Chief Executive and was advised that this role would be added to the responsibilities of one of the corporate directors. I consider that this would be a matter for the Panel.

I hope that this explanation is helpful.

Yours sincerely

John Bader  
Chair



Ceri Davies  
Head of Human Resources  
Pembrokeshire County Council

26 April 2018

Dear Mr Davies

**Proposal to change the remuneration of a chief officer**

Your letter and accompanying documentation dated 27 February was considered by the Independent Remuneration Panel for Wales at the meeting on 22 March. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

Having examined the submission from your authority it is the decision of the Panel to approve the proposal as submitted.

Yours sincerely

John Bader  
Chair





Rhian Hayden  
Head of Financial Services  
Blaenau Gwent County Borough Council  
[rhian.hayden@blaenau-gwent.gov.uk](mailto:rhian.hayden@blaenau-gwent.gov.uk)  
Eich Cyf: RH/KE/IRPW  
En Cyf: IRPW Case 21

27 March 2018

Dear Ms Hayden

### **Application for Additional Specific Senior Salaries**

Your submission sent on the 9 and 15 March for two additional senior salaries was considered by the Panel in its meeting on the 22 March.

Having examined the submission from your authority the Panel consider that the nomination of two councillors to Silent Valley Waste Service Ltd (SVWS) as directors and the payment of those directors by the company falls outside the Panel's remit.

This is because SVWS is a separate legal entity and the duty of the directors is directly owed to the company which is an outside body distinct from Blaenau Gwent county borough council. Payment to directors is not within the Panel's remuneration Framework.

SVWS can therefore decide to pay its directors as it chooses.

Yours sincerely

Sinéad O'Toole  
Secretariat



Deb Yeates  
Rheolwr Tîm, Gweithredu AD  
Team Leader, HR Operations  
debra.yeates@swansea.gov.uk

17 July 2018

Dear Ms Yeates

**Chief Legal Officer – increase of salary**

Your email of the 1<sup>st</sup> June with the enclosed *Report to the Independent Remuneration Panel* and the additional information provided afterwards was considered by the Independent Remuneration Panel for Wales at its meeting on 13 and 14 June and the 11 July . All the Panel were present in the June meeting and five out of the six were present in the July meeting and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority, it is the decision of the Panel to approve the proposal to increase the salary of the Chief Legal Officer from a range of £67,633 - £83,240 to a salary range of £83,240 - £93,645

Yours sincerely

John Bader  
Chair



Ceri Davies  
Head of Human Resources  
Pembrokeshire County Council

CC: JoanneP-Davies@pembrokeshire.gov.uk

7 September 2018

Dear Ceri,

**Proposal to change the remuneration of a chief officer – Head of ITC**

Your letter and accompanying documentation dated 26<sup>th</sup> July was considered by the Independent Remuneration Panel for Wales at the meeting on 22<sup>nd</sup> August. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

The proposal is that the new Head of ITC is recruited on a band 6 salary (£59,376-£63,310) in contrast to the previous salary which was on band 3 (£75,573-£83,133).

Having examined the submission from your authority it is the decision of the Panel to approve the proposal as submitted.

Yours sincerely

John Bader  
Chair

## Annex 1: The Panel's Determinations for 2019/20

<b>Principal Councils</b>	
1.	Basic salary in 2019/20 for elected members of principal councils shall be £13,868.
2.	The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 4.
3.	The Panel has determined that (where paid) a civic head must be paid a Band 3 salary of £22,568 and (where paid) a deputy civic head must be paid a Band 5 salary of £17,568.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that 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.
7.	The Panel has determined that 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.
<b>Specific or Additional Senior Salaries</b>	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
<b>Local Government Pension Scheme</b>	
9.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
<b>Family Absence</b>	
10.	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.
11.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

12.	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.
13.	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.
14.	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.
15.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
<b>National Park Authorities</b>	
16.	The basic salary for NPA ordinary members shall be £3,735.
17.	The senior salary of the chair of an NPA shall be £12,435.
18.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £7,435 or £6,135.
19.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
20.	Members must not receive more than one NPA senior salary.
21.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
22.	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.
<b>Fire and Rescue Authorities</b>	
23.	The basic salary for FRA ordinary members shall be £1,780.
24.	The senior salary of the chair of an FRA shall be £10,480.
25.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.

26.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
27.	Members must not receive more than one FRA senior salary.
28.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
29.	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.
<b>Co-opted Members</b>	
30.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 7.
31.	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.
32.	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).
33.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
34.	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.
35.	The Panel has determined that 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.
<b>Reimbursement of Costs of Care</b>	
36.	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.

<b>Community and Town Councils</b>	
37.	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.
38.	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.
39.	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.
40.	<p>Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. <sup>10</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>
41.	<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"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight.</li> </ul>
42.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> <li>• Up to £54.00 for each period not exceeding 4 hours.</li> <li>• Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>

43.	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 in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
44.	Community and Town councils can provide a Civic Head payment to the mayor/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.
45.	Community and Town councils can provide a Deputy Civic Head payment to the deputy mayor/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.

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<sup>10</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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/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/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 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 must 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 to provide relevant authorities with two options.

- 1) The details of the amounts reimbursed to named members; or
- 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

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

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

**[www.remunerationpanelwales.org.uk](http://www.remunerationpanelwales.org.uk)**

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