

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Sharon Hughes
(Rhif Ffôn: 01443 864281 Ebst: hughesj@caerphilly.gov.uk)

Dyddiad: 15 Tachwedd 2023

Annwyl Syr/Fadam,

Bydd cyfarfod o'r **Pwyllgor Gwasanaethau Democraidd** yn cael ei gynnal trwy Microsoft Teams ar **Dydd Mercher, 22ain Tachwedd, 2023** am **5.00 pm** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi ddefnyddio'r iaith Gymraeg yn y cyfarfod, a dylid rhoi cyfnod rhybudd o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny.

Bydd y cyfarfod hwn yn cael ei recordio a bydd ar gael i'w weld trwy wefan y Cyngor, ac eithrio trafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig. Felly, bydd delweddau/sain yr unigolion sy'n bresennol ac/neu sy'n siarad yn ystod ar gael i'r cyhoedd trwy'r recordiad ar wefan y Cyngor yn www.caerffili.gov.uk

Yr eiddoch yn gywir,

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

Christina Harrhy
PRIF WEITHREDWR

AGENDA

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb.

A greener place Man gwyrddach

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



2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol:-

3 Cynhaliwyd y Pwyllgor Gwasanaethau Democrataidd ar 20fed Medi 2023.

1 - 4

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

4 Adroddiad Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol ar gyfer 2024/25.

5 - 62

5 Gosod Outlook a Teams ar Ffonau Symudol (Diweddariad ar Lafar).

Cylchrediad:

Cynghorwyr D.T. Davies, G. Ead, A. Farina-Childs, Mrs C. Forehead, A. Hussey, M.P. James (Cadeirydd), L. Jeremiah, C.P. Mann, A. McConnell, L. Phipps (Is Gadeirydd), Mrs D. Price, J.A. Pritchard, C. Thomas, A. Whitcombe a J. Winslade

A Swyddogion Priodol

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar www.caerffili.gov.uk ac eithrio am drafodaethau sy'n ymwneud a g eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu. Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



DEMOCRATIC SERVICES COMMITTEE

MINUTES OF THE MULTI-LOCATIONAL MEETING HELD IN PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY, 20TH SEPTEMBER 2023 AT 5.30 P.M.

PRESENT:

Councillor M.P. James – Chair
Councillor L. Phipps – Vice Chair

Councillors:

D.T. Davies, A. Farina-Childs, A. Hussey, L. Jeremiah, C. Mann, C. Thomas, G. Ead, A. McConnell, J.A. Pritchard and A. Whitcombe.

Together with:

L. Lane (Head of Democratic Services and Deputy Monitoring Officer), C. Forbes-Thompson (Scrutiny Manager), E. Sullivan (Senior Committee Services Officer) and S. Hughes (Committee Services Officer).

RECORDING, FILMING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting was being live-streamed and recorded and would be made available following the meeting via the Council's website – [Click Here to View](#). Members were advised that voting on decisions would be taken via Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Forehead and D. Price.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. DEMOCRATIC SERVICES COMMITTEE HELD ON 14TH MARCH 2023

It was moved and seconded that the minutes of the meeting held on 14th March 2023 be approved as a correct record. By way of Microsoft Forms (and in noting there were 9 for, 0 against and 2 abstentions) this was agreed by the majority present.

RESOLVED that the minutes of the Democratic Services Committee meeting held on 14th March 2023 (minute nos. 1 – 5) be approved as a correct record.

Consideration was given to the following reports.

4. ANNUAL REPORT FOR DEMOCRATIC SERVICES COMMITTEE

The Head of Democratic Services and Deputy Monitoring Officer presented the Annual Report which included details of the current and planned services and support provided to elected Members. It was noted that the report also provided an overview of how the resources within the Democratic Services Team are being maximised in the provision of the support, and the conclusion was that adequate arrangements are currently in place. Members were provided with a brief overview of the many different functions within the Democratic Services Team, which were also detailed within the report.

A Member commented on two sets of minutes which contained inaccuracies and requested that all minutes be proofread by Officers for spelling and grammatical errors, which was duly noted by Democratic Services Officers. Another Member noted the excellent record of work produced and moved that the Committee acknowledge and appreciate all the hard work and efforts of the Democratic Services Team over the past year.

The Democratic Services Committee noted the contents of the report and commented on the support provided during 2022/23.

5. CONSULTATION ON THE PROPOSALS TO REPLACE THE WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

The Head of Democratic Services and Deputy Monitoring Officer presented the report to consult with the Committee on the proposals to replace the Wales Charter for Members Support and Development with a Voluntary Self Evaluation Framework as described in Appendix 1 to the report. It was noted that the views of the Committee will be conveyed to the Welsh Local Government Association (WLGA) following the meeting.

A Member drew particular attention to the report detailing casework support and guidance on managing casework, and a question was raised as to whether casework management systems could be introduced in Caerphilly County Borough Council. In response, the Head of Democratic Services and Deputy Monitoring Officer advised the Committee that all comments will be taken on board and if casework management systems is an area that Members want to focus on, if the Framework is adopted, it is something that could be looked at going forward.

Members considered and commented on the consultation document at Appendix 1 to the report in order to provide feedback to the WLGA.

6. MEMBER SUPPORT AND DEVELOPMENT/MEETING TIMES SURVEY - OUTCOME AND CONSIDERATION

The Senior Committee Services Officer reported the outcome of the Members survey relating to Member Support and Development and the timing of meetings. A draft Member Support and Development Programme was also presented for consideration and approval and to make recommendations to Council regarding the timings of Council meetings.

The Committee was informed that at its meeting on the 14th March 2023, the Democratic Services Committee endorsed a Training Needs Questionnaire which was circulated to all 69 County Councillors, Co-opted and Lay Members. The views of Voluntary Sector representatives and Town and Community Councillors on meeting times, venues and platforms were also sought as part of this process.

It was noted that there were 21 responses received from Councillors giving a response rate of 31% and the Partner Questionnaire, which was circulated to Co-opted, Lay, Voluntary Sector Representatives and Town and Community Councillors, generated a 27% response rate. During the course of discussion Members raised concerns regarding the response rate to the survey, which they considered to be very low. A number of suggestions were made to improve response rates which included additional reminder e-mails to Members, raising low response rates with group leaders, inclusion on agendas at group meetings and also to consider the opportunity of incorporating the questions as part of the induction process.

In response to a Member's query, it was confirmed that the survey cannot be re-circulated at this time as the report sought to provide an analysis and outcome of the responses received. However, the Committee was advised that another survey will be undertaken prior to the end of the Council term and measures can be put in place to encourage more participation in the consultation exercise. It was highlighted that although Members no longer have a dedicated support officer, the Democratic Services Team are available to assist and signpost Members if required.

A number of concerns were raised regarding the efficiency of the CRM in that whilst Members queries were acknowledged the system fell short further down the line which led Members to contact individual officers. The concerns were noted by the Head of Democratic Services and Deputy Monitoring Officer, who advised that they will be fed back to the relevant service area.

In response to a Member's query, the Head of Democratic Services and Deputy Monitoring Officer provided an update on the provision of mobile phones. The Committee was advised that Member's will shortly receive an e-mail advising of the replacement app for the MaaS360 and how the new app can be installed on personal phones. Members will also be given the opportunity to come in for technical support from IT colleagues on how to install and use the app. It was explained that once this process has been completed, a further review of the provision of mobile phones will be undertaken and an update brought back to the Democratic Services Committee in due course.

Following consideration of the report it was moved and seconded that the recommendations be approved. By way of Microsoft Forms (and in noting there were 12 for, 0 against and 0 abstentions) this was unanimously agreed.

RESOLVED that: -

1. The responses to the Training Needs Analysis Questionnaire be noted and the draft Members Support and Development Programme as attached in Appendix 1 be approved.
2. The responses to the meeting times survey be noted and considered and RECOMMENDED to Council the continuation of the meeting times for Council meetings.

The meeting closed at 5.40 pm.

Approved and signed as a correct record subject to any corrections made at the meeting held on 22nd November 2023.

CHAIR



DEMOCRATIC SERVICES COMMITTEE – 22ND NOVEMBER 2023

SUBJECT: DRAFT REPORT OF THE INDEPENDENT REMUNERATION
PANEL FOR WALES FOR 2024/2025

REPORT BY: HEAD OF DEMOCRATIC SERVICES AND DEPUTY
MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek the views of the Committee on the Independent Remuneration Panel for Wales (the Panel's) draft report for 2024/25 which will be communicated to the Panel prior to the response deadline of 8th December 2023. The Panel has also provided some additional questions for consideration.

2. SUMMARY

- 2.1 This report seeks members views on the draft Annual Report for 2024/25 attached at Appendix 1. The Panel have also provided an additional document raising some additional questions for consideration which is set out in Appendix 2.
- 2.2 Members will note that a summary of the new and updated determinations is set out in the draft report which are as follows:-

Determination 1

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

Determination 2

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

Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,333. The salary of vice-chair will be £4,667.

Determination 4

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2. All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

Determination 5

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings. The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

Determination 6

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

Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day. Determination 8 The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances.

Determination 8

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

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

- 2.3 Members will be fully apprised of the Panel's final determinations for 2023/24 following the publication of the Report in February next year.

3. RECOMMENDATIONS

- 3.1 The Democratic Services Committee is asked
- (a) to comment on the Panel's draft Annual Report for 2024/25 attached at Appendix 1 together with the additional questions set out in Appendix 2 which will be submitted to the Independent Remuneration Panel for Wales by the Head of Democratic Services by 9th December 2023.
- (b) to note the consultation feedback from Co-opted members and officers which will also be fed back to the Independent Remuneration Panel for Wales.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that members are aware of the content of the draft Annual Report 2024/25 and are provided with an opportunity to comment on the proposals which will be considered by the Independent Remuneration Panel for Wales prior to the publication of their final report in February 2024.

5. THE REPORT

- 5.1 The Panel is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:
- Principal Councils: County and County Borough Councils
 - Community and Town Councils
 - National Park Authorities
 - Fire and Rescue Authorities
 - Joint Overview Scrutiny Committees
 - Corporate Joint Committees
- 5.2 The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes. The Panel makes determinations on:
- the salary structure within which members are remunerated
 - the type and nature of allowances to be paid to members
 - whether payments are mandatory or allow a level of local flexibility
 - arrangements in respect of family absence
 - arrangements for monitoring compliance with the Panel's decisions
- 5.3 The Panel has committed to making evidence-based decisions and have prepared an evidence and research paper which will be published on their website, to pull together the various sources of information that the Panel considered in making its draft Determinations.
- 5.4 This year this focused on 3 main issues, affordability, payments made to co-opted members and reporting requirements for Community and Town Councils.
- 5.5 The Panel's draft Annual Report for 2024/25 is attached at Appendix 1 to this report, which contains a summary of the updated determinations. All other determinations in the draft report remain valid and applicable to 2023/24. Members comments are sought on the draft report in general however the following determinations are specifically brought to members attention.

Deputy Chair (where appointed)	£6,372
Committee Chair or other senior post	£6,372

5.9 **Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

The current Determination for these payments stipulates that they are to be made on a half day or full day basis, with the Council able to decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation. The Panel has noted changes to working practices which arose during Covid and have become more routine. This has meant a move towards more frequent use of online meetings and or training courses, often short as well as more regular committee meetings. The Panel also received feedback from Heads of Democratic Services.

The Panel considered moving to an hourly rate instead but recognised that this may not always be appropriate, especially to cover in person meetings which may last several hours.

The Panel is therefore proposing decisions to be made on a local basis so the relevant officer may decide when it will be appropriate to apply a day or half day rate or to use the hourly rate.

Therefore the proposed rates are as follows

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

The Co-opted members who sit on the Council's Governance and Audit Committee, Standards Committee and Scrutiny Committees together with relevant officers were

consulted on the proposals and an overview of the responses is set out in paragraph 10 of this report. These responses will be provided separately to the IRPW in addition to any comments from this Committee.

- 5.10 Determinations 6, 7 and 8 relate to Town and Community Councils details of which are set out in the draft report and in the summary outlined in paragraph 2.2 above.
- 5.11 Members will note that all other Determinations set out in the 2023 to 2024 Annual Report of the Panel remain valid and should be applied.
- 5.12 On a general note, members are advised that levels of payments to which members are entitled cannot be varied by a vote of Council. Only an *individual member* may communicate in writing to the proper officer (the Chief Executive) if as an individual they wish to decline all or part of the payment to which they are entitled. In relation to the final report Members will be fully appraised following its publication in February 2024.

5.13 **Conclusion**

Members will note the provisions of the draft Annual report as outlined above.

6. ASSUMPTIONS

- 6.1 No assumptions are necessary as this report reflects the content of the draft report from the Independent Remuneration Panel for Wales.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 No Integrated Impact Assessment has been undertaken as the Independent Remuneration Panel for Wales has the power under the Local Government (Wales) Measure 2011 to set Members Allowances.

8. FINANCIAL IMPLICATIONS

- 8.1 Based on the existing numbers of senior and civic salary payments made costs could increase by approximately £90,000. This additional cost will need to be factored into the forthcoming budget round for the 2024/25 financial year.

9. PERSONNEL IMPLICATIONS

- 9.1 There are no personnel implications arising from this report.

10. CONSULTATIONS

- 10.1 Consultation has been undertaken as listed below and any responses received have been incorporated into the report. A summary of the views of the Co-optees are set out as follows

Response 1

When I took on the role of co-opted memberseveral years ago, I did so without prior knowledge that the position had any form of remuneration and as such I have no strongly held views on how future payments are to be calculated.

Response 2

When I put myself forward to become a co-opted member I was unaware of any payments available to me. So to find that I was going to be paid for something that I was willing to do voluntary was a lovely surprise.

Response 3

A co-opted member noted that whilst feedback was taken from Heads of Democratic Services, they were not aware of any feedback received or sought from co-opted Members and suggested that opportunities to engage with the forum of Ethics & Standards Committee Chairs and forum of Governance & Audit Committee Chairs organised by WLGA are taken when drafting future Reports.

They agree with decision of IRPW to recommend increase in the level of remuneration for elected Members; Members of National Park and Fire & Rescue Authorities, but does not agree that the level of remuneration for co-opted Members of Local Authorities is not increased and comments that the reasoning given by IRPW to recommend the increase for elected Members surely applies equally to co-opted Members. If the IRPW believes this not to be the case, then detail as to how the decision re co-opted Members was made should be outlined within the Annual Report. The IRPW has determined that the total cost of remuneration for elected members is relatively low in terms of overall Council budgets, and so how much then is this more so for remuneration of co-opted Members?

They agree with the core aim of IRPW to ensure that levels of remuneration are fair and reasonable. But, by not increasing payments to co-opted Members this is not achieved as it is unfair and unreasonable to increase payments to one cohort of Members and not another. This gives the impression that elected Members are somehow more valued for commitment to their roles than co-opted Members.

The hourly rate to be approved by designated officers is endorsed and would be more cost effective and may encourage and facilitate more engagement with officers when needed. However, clear guidance will need to be published regarding how an hourly rate may reflect the number of days allocated by a Council that co-opted Members are allowed to claim remuneration for.

Regarding the question concerning knowledge of remuneration etc, the information provided clearly outlined levels of remuneration and expenses. On appointment Officers were very clear as to what could and could not be claimed for in respect of remuneration and expenses.

Finally, they were keen that IRPW be made aware there is variation across Councils as to what can and cannot be claimed for and would encourage examination of this further by IRPW to ensure greater consistency across all Councils. Such inconsistencies include number of meetings that can be claimed for; whether or how much preparation time ahead of meetings can be claimed for; whether Corporate IT

support is available; whether IT equipment and/or running costs and working from home costs can be claimed for; and whether other payments such as subsistence costs when travelling a distance to attend meetings in person can be claimed for.

Response 4

1-Determination 5

The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings.

I do not see this as being the case with CCBC. The meetings are no more frequent, they remain long meetings. They currently are led by the officers in terms of content that may on occasions not meet the requirements to be able for the Committee to fulfil their obligations. This may mean that there needs to be an overhaul of agenda management.

CCBC are at the outset of their journey in how to best use the skills of lay members. This may include supporting the council outside of the current severely constrained and officer orchestrated meeting schedule.

2 -The Panel considered moving to an hourly rate as this would better reflect new ways of working and hours actually worked. However this is based on the straight forward premise that it takes every member the same length of time to deal with the matters that are being put in front of them and a straight forward approach of the risk that each committee manages or faces.

The current sessional approach provides the best opportunity for the participation and growth in numbers putting themselves forward for lay member roles specifically. The reason for this is recompense for the loss of income from existing employment as diaries would still need to be clear for the dates of meetings etc. Many lay members work and need certainty about how long sessions would be rather than an ad hoc approach to meeting lengths, preparation time etc to continue with their participation.

From a governance perspective this weakens the very nature of oversight.

The paper sets out that the proposal would not always be relevant as in person meetings can be scheduled for several hours. The proposal should be agnostic as to the method of meeting. This is not about in person attendance and should focus of the risk of lay members not fulfilling their responsibilities.

I would suggest that to encourage participation that the current situation remains in place.

3- I note that there is a section on Mandatory payments. Lay members are not covered by Determination 6 Payment for extra costs of working from home or consumables. Appreciating that the proposal is for each Council to determine their approach my comment in general is that these differentials could also be a barrier for individuals putting themselves forward to participate as a lay member.

4-I note that Determination 5 For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be

appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings. I would urge against local determination as this undermines the total governance system which is based on commonality. The risk could be that ultimately an individual local authority applies their own approach and falls foul of meeting its obligations of oversight as specifically the recruitment and capacity within that group of lay members falls away.

Members are also advised that the following feedback was received from officers in terms of the Governance and Audit Committee and the Scrutiny Manager as outlined below.

The role requires more than reading of papers plus meeting attendance, there is mandatory training required by the PSIAS (Public Sector Internal Audit Standards), the chair may also be invited to regular meetings with Head of IA and or S151 and will also have membership of the Governance Panel and other networks such as the WLGA G&A Chairs network. The 12 days limit is more than sufficient for lay members but feels that it would not be appropriate to limit the claimable allowance for the Chair. The attendance of a Chair at relevant events are to be encouraged as this will help with development and understanding of the role of Chair and the wider role of the Governance and Audit Committee. If we wish to attract retain and develop skilled and knowledgeable people into these roles we should remunerate them appropriately.

In terms of scrutiny we usually pay a half day rate which will allow for preparation time, the pre-meeting and attendance at the actual meeting which may be 1-2 hours. It may be useful to have the hourly rate when co-opted members are asked to attend training as in those cases there is no preparation required.

11. STATUTORY POWER

- 11.1 Local Government and Housing Act 1989, the Local Government Act 2000, Local Government Wales Measure 2011, Local Government (Democracy) (Wales) Act 2013 and Family Absence for Members of Local Authorities Wales Regulations 2013.

Author: Lisa Lane Head of Democratic Services and Deputy Monitoring Officer

Consultees: Christina Harray, Chief Executive
Dave Street, Deputy Chief Executive
Mark S Williams, Corporate Director Economy and Environment
Richard (Ed) Edmunds, Corporate Director for Education and Corporate Services
Robert Tranter, Head of Legal Services and Monitoring Officer
Stephen Harris, Head of Financial Services and Section 151 Officer
Dave Roberts, Principal Accountant
Deb Gronow, Internal Audit Manager
Cath Forbes-Thompson, Scrutiny Manager

Appendix 1 Draft report Independent Remuneration Panel for Wales 2024/25

Appendix 2 Additional Consultation Questions

This page is intentionally left blank



Independent Remuneration Panel for Wales

Annual Report

DRAFT

October 2023

Contents

Foreword

Introduction

Role and responsibilities of the Panel

Methodology

Deliberations and determinations for 2024 to 2025

Summary of Determinations 2024 to 2025

This document was downloaded from GOV.WALES and may not be the latest version.

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

Get [information on copyright](#).

Foreword

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

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

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

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

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

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

Frances Duffy

Chair

Panel Membership

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

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

Introduction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Role and responsibilities of the Panel

Our Role

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

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

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

We make determinations on:

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

- arrangements for monitoring compliance with the Panel's decisions

Our aim

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

Our goals

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

Our strategic objectives

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

The Panel

- Frances Duffy (Chair)

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

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

Methodology

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

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

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

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

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

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

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

Deliberations and determinations for 2024 to 2025

Basic salary for elected members of principal councils: Determination 1

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

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

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

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

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

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

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

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

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

Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

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

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

Group B

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

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

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

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

Group C

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

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

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

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

There have been no changes made to allowances for:

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

Salaries for Joint Overview and Scrutiny Committee: Determination 3

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

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

There are no other changes.

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

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

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

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

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

Table 2: payments to national parks authorities

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

Table 2: payments to fire and rescue authorities

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

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

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

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

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

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

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

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

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

Community and Town Councils

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

Mandatory payments: Determination 6

Payment for extra costs of working from home

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

Set payment for consumables

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

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

Compensation for financial loss: Determination 7

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

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

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

Reporting requirements: Determination 8

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

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

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

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

Payments to community and town councils

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

14,000)

Financial loss 1 Optional
(Electorate
over
14,000)

Travel and
subsistence 1 Optional
(Electorate
over
14,000)

Costs of care 1 Mandatory
(Electorate
over
14,000)

Reimbursement for
time spent on CTC
matters (previously
known as Basic
Payment) 2 £156 mandatory for all members. All councils must
(Electorate pay their members £156 a year (equivalent to £3 a
over week) towards the extra household expenses
10,000 to (including heating, lighting, power and broadband) of
13,999) working from home

Reimbursement for
office consumables
whilst working from
home 2 £52 mandatory for all members. All councils must pay
(Electorate their members £52 a year (equivalent to £1 a week)
over towards the cost of office consumables whilst working
10,000 to home
13,999)

Senior role payment 2 Mandatory for 1 member: optional up to 5
(Electorate
over
10,000 to
13,999)

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

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

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

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

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

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

13,999)

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

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

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

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

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

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

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

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

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

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

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

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

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

to 4,999)

Deputy Mayor or
Deputy Chair of
Council

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

Attendance
allowance

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

Financial loss

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

Travel and
subsistence

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

Cost of care

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

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

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

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

Senior role payment	5 (Electorate less than 1,000)	Optional: up to 3 members
---------------------	-----------------------------------	---------------------------

Mayor or Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £1,500
---------------------------	-----------------------------------	-------------------------------------

Deputy Mayor or Deputy Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £500
---	-----------------------------------	-----------------------------------

Attendance allowance	5 (Electorate less than 1,000)	Optional
----------------------	-----------------------------------	----------

Financial loss	5 (Electorate less than 1,000)	Optional
----------------	-----------------------------------	----------

Travel and subsistence	5 (Electorate less than 1,000)	Optional
------------------------	-----------------------------------	----------

Cost of care	5 Mandatory (Electorate less than 1,000)
--------------	---

There have been no changes made to payments for undertaking senior roles; allowances for travel and subsistence; care and personal assistance or attendance allowance.

All current Determinations will be published on our website.

Summary of Determinations 2024 to 2025

Determination 1

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

Determination 2

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

Determination 3

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

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

Determination 4

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

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

Determination 5

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

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

Determination 6

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

Determination 7

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

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

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

Determination 8

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

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

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

This document may not be fully accessible.

For more information refer to our [accessibility statement](#).

This document was downloaded from GOV.WALES and may not be the latest version.

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

Get [information on copyright](#).

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Ymgynghoriad ar Adroddiad Drafft 2024 i 2025

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

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

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

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

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

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

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

Ydw

Nac ydw

Dim barn

Unrhyw sylwadau ychwanegol

--

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Cwestiwn 2 – Hyblygrwydd lleol ar gyfer taliadau i unigolion cyfetholedig

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

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

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

Ydw
Nac ydw
Dim barn

Unrhyw sylwadau ychwanegol

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Cwestiwn 3 – Annog teithio cynaliadwy

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

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

Oes

Nac oes

Dim barn

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

Unrhyw sylwadau ychwanegol

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Cwestiwn 4 – Ymwybyddiaeth o hawliau cynrychiolwyr

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

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

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

Beth yw eich statws?

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

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

- Cydnabyddiaeth ariannol am eich rôl

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

- Pensiwn (prif gynghorau yn unig)

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

- Ad-daliad am dreuliau

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

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

- Ad-daliad am gyfrifoldebau gofalu

Ydw

Nac ydw

- Taliadau absenoldeb teuluol (Prif Gyngorau yn unig)

Ydw

Nac ydw

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

--

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

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

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

Ydw

Nac ydw

Dim barn

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

Beth yw'r rhesymau dros eich barn?

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

Ydw

Nac ydw

Dim barn

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

Beth yw'r rhesymau dros eich barn?

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Consultation on Draft Report 2024 to 2025

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

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

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

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

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

Yes

No

No Opinion

Any additional comments

--

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

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

Yes

No

No Opinion

Any additional comments

--

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Question 3 - Encouraging sustainable travel

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

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

Yes

No

No Opinion

Any additional comments

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Question 4 - Awareness of the entitlements of representatives

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

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

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

What is your status?

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

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

- Remuneration for your role

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

- Pension (Principal Councils only)

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

- Reimbursement of expenses

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

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

- Reimbursement for caring responsibilities

Yes
No

- Family absence payments (Principal Councils only)

Yes
No

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

--

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

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

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

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

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

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

Yes

No

No View

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

What are the reasons for your view?

Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol, Chwefror 2024

Independent Remuneration Panel for Wales draft Annual Report, February 2024

Question 6 - Publication of consolidated sums for other bodies

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

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

Yes

No

No View

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

What are the reasons for your view?