



## **DEMOCRATIC SERVICES COMMITTEE - 15TH DECEMBER 2014**

**SUBJECT: DRAFT INDEPENDENT REMUNERATION PANEL FOR WALES  
ANNUAL REPORT 2015/16**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151  
OFFICER**

---

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

- 1.1 To report the Independent Remuneration Panel for Wales' (the Panel) draft determinations relating to councillors and co-opted members for 2015/16.
- 1.2 To seek Members views on the Panel's draft determinations for 2015/16.

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

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

### **3. BACKGROUND**

- 3.1 The Panel is a statutory body established by Welsh Government in January 2008 to determine the scope and salaries, allowances and expenses payable to Councillors and Co-opted Members.
- 3.2 The Local Government (Wales) Measure 2011 gave the Independent Remuneration Panel for Wales additional powers to prescribe Members remuneration. This was a significant change to the well established practice of Members determining their own scheme of allowances within the maximum sums prescribed by the Panel. The Panel subsequently received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013, including the ability to make recommendations about the pay of heads of paid service for county and county borough councils and fire and rescue authorities.
- 3.3 This report reflects the Panel's draft determinations for 2015/16.

### **4. PRESCRIBED SCHEME OF REMUNERATION 2015/16**

- 4.1 The Independent Remuneration Panel for Wales is not suggesting any increases in payments made to Councillors and Co-opted Members for 2015/16:

### **5. BASIC SALARY**

- 5.1 All Members are entitled to receive the Basic Salary. The proposed Basic Salary for 2015/16 remains at £13,300.

## 6. SENIOR SALARIES

- 6.1 Senior Salaries are payable to Members that hold certain prescribed roles and, for this authority are limited to a maximum of 18 posts. Senior Salaries are paid inclusive of the Basic Salary.
- 6.2 The proposed Senior Salaries for 2015/16 remain the same as 2014/15 and are outlined below:

<b>Role</b>	<b>Proposed Senior Salaries 2014/15 £</b>
Leader	48,000
Deputy Leader	33,500
Cabinet Member	29,000
Committee Chairs (e.g. Scrutiny, Planning, Licensing, Audit, Democratic Services)	22,000
Leader of the Largest Opposition Group	22,000
Leaders of other Political Groups (not less than 10% of members). This currently not payable by the Council due to the political make up of members.	17,000

- 6.3 The Panel have stated that Senior Salaries of Council Leaders and Executive Members are based on the assumption that the roles are equivalent to full time. To underline this, the Panel have determined that a Cabinet Member can not receive a salary from any National Park Authority or Fire and Rescue Authority to which they have been nominated. In addition, a Member cannot receive more than one Senior Salary (there are certain exceptions for Chairs of Joint Scrutiny Committees and their sub committees) nor a Senior Salary and a Civic Salary.

## 7. CIVIC SALARIES

- 7.1 Payments made to the Mayor and Deputy Mayor are also under the remit of the Panel but are not included as part of the Council's 18 Senior Salary posts. Civic Salaries are paid inclusive of the Basic Salary. Last year the Panel introduced greater local flexibility by introducing 3 levels of remuneration for the Mayor and Deputy Mayor roles. It is proposed that these remain the same for 2015/16:

	<b>Mayor</b>	<b>Deputy Mayor</b>
Level 1	£24,000	£18,000
Level 2	£21,500	£16,000
Level 3	£19,000	£14,000

- 7.2 The Panel allow local determination for Civic Salaries as activity and responsibilities of the Civic Office holders vary greatly across the country. Last year the Council determined to pay Civic Office holders Level 2.

## 8. JOINT OVERVIEW AND SCRUTINY COMMITTEES

- 8.1 Last year the Panel introduced senior salaries for chairs of joint overview and scrutiny committees. Chairs of joint overview and scrutiny committees maybe remunerated in addition to the Council's 18 senior salaries. That said, it should be noted there is a statutory limit in place precluding no more than 50% of the Council's overall membership to be in receipt any type of senior salary. The Panel have proposed that for 2015/16 senior salaries for chairs of joint overview and scrutiny committees remain aligned with payments to chairs of council committees, namely a senior salary of £8,700 (plus the basic salary).

- 8.2 It is proposed that for 2015/16 chairs of joint scrutiny committees already in receipt of a senior salary in band 3 (committee chair), band 4 (Leader of the largest opposition group) or band 5 (Leader of other political groups) can receive an additional payment of £4,350.
- 8.3 It is proposed that for 2015/16 chairs of a sub committee of a joint scrutiny committee can receive an additional payment of £2,175 (plus the basic salary).
- 8.4 It is proposed that for 2015/16 chairs of a sub committee of a joint scrutiny committee already in receipt of a senior salary in band 3 (committee chair), band 4 (Leader of the largest opposition group) or band 5 (Leader of other political groups) can receive an additional payment of £1,090.
- 8.5 It is a matter for the constituent authorities to decide if they wish to award an additional payment to a chair of a joint scrutiny committee or sub committee and at which level the salary should be set. The payments for joint scrutiny committees and sub committees are to be pro rated for the duration of the committee or sub committee. The Council of the Member elected as Chair must pay for the above allowances unless there is an agreement to apportion costs by the partner authorities.

## 9. PENSIONS

- 9.1 The Panel have reaffirmed the entitlement of elected members to join the Local Government Pension Scheme.

## 10. ENTITLEMENT TO FAMILY ABSENCE

- 10.1 Members are reminded that they are entitled to the following periods of family absence:
- **Maternity Absence** – Available to pregnant Members who can take an absence period of up to a maximum of 26 weeks.
  - **Newborn Absence** – Available to a Member who is married to, the civil partner or partner of a child's mother and expects to have responsibility for the upbringing of the child. Up to two consecutive weeks are available to be taken within 56 days of a child's birth.
  - **Adopter's Absence** – Available to a Member who adopts a child. Up to two consecutive weeks are available to be taken within 56 days of a child being adopted.
  - **New Adoption Absence** – Available to a Member who is married to, the civil partner or partner of a person adopting a child and expects to have responsibility for the upbringing of the child. Up to two consecutive weeks are available to be taken within 56 days of a child being adopted.
  - **Parental Absence** – Available to a Member who has or expects to have responsibility for the care of a child and does not satisfy the criteria for Maternity Absence, Newborn Absence, Adopters Absence or New Adoption Absence. Up to 90 days can be taken in a single or a series of absences from the date a councillor assumes responsibility for the care of a child under the age of 14 and ends 1 year later.
- 10.2 Members are entitled to retain their basic or senior salary during any period of family absence. Should a senior salary holder take a period of family absence, a substitute appointment can be made to that senior salary post and a senior salary paid.

## 11. CO-OPTED MEMBER PAYMENTS

- 11.1 The Council must make payments to co-opted members with voting rights. Co-opted members can receive a payment for attending committee meetings, authorised training events, conferences, pre-meetings with officers, other formal meetings where co-opted members are requested to attend, travel time to and from a meeting and reasonable preparation time. Payments to co-opted members remain as a daily fee (with provision for a ½ day payment) and are set at the rates paid to members of Welsh Government Band 2 sponsored bodies.
- 11.2 The proposed fees payable to co-opted members with voting rights remain the same for 2015/16:

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

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

## 12. TRAINING AND DEVELOPMENT

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

## 13. CARE EXPENSES

- 13.1 The Panel is keen to promote the care allowance. This relates to dependent children below the age of 15 where costs are incurred in providing care while Members or Co-opted Members are engaged on Council business and, to a dependent over the age of 15 years who requires care while Members or Co-opted Members are away from their home on Council business.
- 13.2 It is proposed for 2015/16 the maximum care expenses payable remain at £403 per month. The monthly maximum is considered a reimbursement of care expenses and cannot be annualised.
- 13.3 Care expenses shall only be payable for actual and receipted costs.

## 14. TRAVEL AND SUBSISTENCE ALLOWANCES

- 14.1 The Panel are proposing to keep the current HMRC mileage rates for 2015/16 for Councillors and Co-opted Members with voting rights:

Motor vehicles up to 10,000 miles – 45p per mile

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

- 14.2 In 2012 the Panel introduced an additional definition of 'official business' to allow for the reimbursement of travel claims for Members undertaking constituency business (official business is defined as 'a duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions). Allowing travel claims for journeys made within Members wards is a matter for local determination. To date the Council made the decision not to allow such travel claims.
- 14.3 All other claims for travel such as bus/train/taxi fares (when authorised by the Democratic Services Manager) must be accompanied by appropriate receipts showing the actual expense. Members should always be mindful of choosing the most cost effective method of travel. Members should also be aware that tickets for public transport can be organised by Democratic Services staff.

## **15. SUBSISTENCE ALLOWANCES 2015/16**

- 15.1 The proposed subsistence allowances for 2015/16 for Councillors and Co-opted Members with voting rights are outlined below:
- 15.2 The maximum subsistence allowance is set at £28 per day (including breakfast when not provided as part of overnight accommodation). This is paid as a reimbursement of actual costs for approved duties with receipts provided.
- 15.3 The allowances available for an overnight stay whilst undertaking an approved duty are set at £150 for London and £95 elsewhere with receipts to be provided.
- 15.4 A maximum of £25 is available for an overnight stay with friends or relatives whilst on approved duty.

## **16. FOREGOING PAYMENTS**

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

## **17. IMPLEMENTATION**

- 17.1 It is expected that the Panel's determinations will take effect from the date of the Council's Annual General Meeting.

## **18. PERSONNEL IMPLICATIONS**

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

## **19. EQUALITIES IMPLICATIONS**

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

## **20. FINANCIAL IMPLICATIONS**

- 20.1 Members' salaries and expenses will be funded from the Democratic Services budget. If the Panel's proposals are implemented there will be no additional costs for 2015/16.

## **21. CONSULTATION**

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

## **22. RECOMMENDATIONS**

- 22.1 Democratic Services Committee comment on the Panel's draft determinations for 2015/16. The comments will be used to respond to the Panel's consultation exercise.

## **23. STATUTORY POWERS**

- 23.1 Local Government and Housing Act 1989, the Local Government Act 2000, Local Government Wales Measure 2011, Local Government (Democracy) (Wales) Act 2013 and the Independent Remuneration Panel for Wales Annual Reports and Regulations. This is a Council function.

Author: Jonathan Jones, Democratic Services Manager, Tel 01443 864242  
Jonesj16@Caerphilly.gov.uk

Consultees: Chris Burns, Interim Chief Executive  
Nicole Scammell – Acting Director of Corporate Services and Section 151 Officer  
Stephen Harris – Acting Head of Corporate Finance  
Gail Williams – Interim Head of Legal Services and Monitoring Officer  
Angharad Price – Interim Deputy Monitoring Officer  
David Thomas – Senior Policy Officer (Equalities and Welsh Language)