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County Hall
Rhadyr
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NP15 1GA

Friday, 2 March 2018

Notice of meeting

Democratic Services Committee

Monday, 12th March, 2018 at 2.00 pm,
Council Chamber - Council Chamber

AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public open forum	
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5.	To receive for information the final Independent Remuneration Panel report for 2018/19	5 - 88
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10.	Coordinating Role	Verbal Report
11.	MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN COMMUNITY INVOLVEMENT SCHEME	113 - 158
12.	Council and Cabinet Forward Work Plan Council and Cabinet Forward Work Programme	
13.	Scrutiny Forward Work Programme	159 - 170

14.

To note the date and time of next meeting as 23rd April 2018 at 2pm

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Evans
T.Thomas
D. Dovey
L.Dymock
M.Groucutt
G. Howard
L.Jones
J.Treharne
S. Woodhouse
P. Clarke
F. Taylor
J.Watkins
P. Jordan

Public Information

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Welsh Language

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Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

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Public Document Pack **Agenda Item 4**

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber - Council Chamber on Monday, 15th January, 2018 at 2.00 pm**

PRESENT: County Councillor D. Evans (Chairman)
County Councillor T.Thomas (Vice Chairman)

County Councillors: D. Dovey, M.Groucutt and J.Watkins

OFFICERS IN ATTENDANCE:

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Kellie Beirne	Chief Officer, Enterprise
Hazel Ilett	Scrutiny Manager

APOLOGIES:

Councillors L.Dymock, G. Howard, J.Treharne, S. Woodhouse and F. Taylor

1. Declarations of interest

None.

2. Public Open Forum

There were no matters for the public open forum.

3. To confirm the minutes of the previous meeting

The minutes of the meeting held on 23rd October 2017 were approved and signed by the Chair.

4. Members IT - Issues and resolutions

The Local Democracy Manager presented a list of IT issues reported by elected members. He added that the record would continue to be developed to identify any common themes, and welcomed comments from the Committee.

The Chief Officer added that this remain an agenda item to ensure that we stay on top of the needs and requirements of IT.

With regards to mobile phones we heard that the Surface Pro has the capability but if mobile phones are needed we would need to develop a business case. It was suggested that Members be surveyed regarding communication devices and processes.

ACTION – Survey all Members and report back to April Committee.

5. Report writing, training and standards

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber - Council Chamber on Monday, 15th January, 2018 at 2.00 pm

The Chief Officer opened a broad discussion on key aspects of governance, and to identify any issues.

- The Council and Cabinet Forward Work Plan was explained and improvements highlighted.
- A space on the Hub has been created to provide key reporting dates.
- Quality of reports was discussed and feedback welcomed.
- Officer contacts
- Coordination – views of Select Committees.
- The role of Members Secretaries, and what support is needed by Members.

The following Members responses were received:

- A flow chart detailing officer roles would be helpful. The Local Democracy Manager added that if Members provide a list of their most frequent contacts, Democratic Services would provide detail.
- More information about the services of the Members Secretaries would be useful.
- Lack of officer feedback on issues reported was a concern.
- With regards to meeting spaces, the Chamber could be seen as confrontational, so other areas should be considered. In terms of skyping meetings, this is only available in the conference room, and consideration needs to be given to whether investment is needed to move to skype in further areas.

The Committee agreed to follow these items up on at the next meeting.

6. Members' training

The Scrutiny Manager provided an overview of recent training, which included safeguarding and equalities.

A recent training event 'The Role of the Modern Councillor' had been a useful session, conducted by an experienced outside trainer. Members had found this very effective.

A scrutiny training event with Torfaen Council had been cancelled but would look to reschedule a new date later in the year.

A Scrutiny Member Development Programme specifically for scrutiny members had been completed, and this would be reported back to Democratic Services Committee.

The committee discussed lack of attendance at meetings. It was agreed that the Chair should contact Group Leaders to express the concerns of the Committee regarding the levels of attendance at training events. It was also mentioned that the Constitution could be amended to reflect the introduction of penalties for continued lack of attendance.

7. Remote attendance - priorities and work programme

We were advised that at present the facility is only available in the conference room. In terms of committees using remote attendance, that would be for the Chair to decide. Up to date only Cabinet has trialled remote attendance. The Local Democracy Manager welcomed any further questions in due course.

8. Co-ordinating and alignment - issues falling from Co-ordinating Board

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber - Council Chamber on Monday, 15th January, 2018 at 2.00 pm

The Scrutiny Manager advised that several updates have been made since the disbanding of Coordinating Board. Particularly noting the inclusion of the Chair of Audit Committee, Mr. Phillip White, of council business such as planner updates and members seminars.

The Chair agreed that the Coordinating Board had become a talking shop and noted that Mr. White had been given an open invitation to meetings of Democratic Services Committee. He also agreed that the committee could pick up Coordinating Board issues and be updated for the next meeting, maybe forming small workshops.

We recognised the need to align with the Public Service Board Select Committee.

9. Select updates and reports to council

Members were updated on the forward work programmes.

Concerns were raised regarding Cabinet requesting 5 days notice for questions for Cabinet Members. We agreed to invite the Leader to a future meeting to discuss.

10. Future Monmouthshire workshops

The Deputy Chief Executive explained that under Future Monmouthshire lots of different pieces of work have started such as an asset base, how to get best out of staff, how to use data differently and different ways to deliver services in the future. One theme has been procurement and Economy and Development Select Committee have decided to fully utilise their attributes as locally elected members. Rather than Task and Finish Groups, officers were now offering a workshop format to enable engagement. Significant progress has been made and priorities and cost saving benefits have been identified.

The Scrutiny Manager added that a regular Cabinet item for scrutiny reports should be reconsidered. We agreed to discuss this at the next meeting.

11. Members' diary 2018/19

It was requested that detail of Elected Members be added as an insert to the printed diaries, as it had been done so in the past.

12. To confirm the date and time of next meeting as Monday 5th February 2018 at 14.00

We noted the date of next meeting as 5th February 2018.

We noted the following:

Special Council meeting 15th February 2018 at 2pm.
Council meeting 1st March 2018 at 2pm.

The meeting ended at 15:40pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber - Council Chamber on Monday, 15th January, 2018 at 2.00 pm**



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

27 February 2018

Dear Colleague

Independent Remuneration for Wales – Annual Report 2018/19

The Panel is appreciative of those individuals and organisations that responded to the draft Report issued in September last year. We have considered the views and comments that were expressed and have made some amendments which are reflected in the Report.

The Panel has decided to make a modest increase in the basic salary for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. Other changes to the remuneration framework particularly in respect of community and town councils are set out in the body of the Report.

The Panel believes that it is vital to continue to have a constructive dialogue with those affected by its decisions. So during the Summer/Autumn we visited each of the newly elected county/county borough councils which provided an

opportunity for members and officers of these newly elected councils to discuss matters relating to remuneration within the Panel's responsibility. We met with over 400 members in total which has provided us with comprehensive information on the current role and workload of an elected member.

In the coming year it is our intention to improve communications with community & town councils commencing with arranging meetings with council clerks.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a horizontal line underlining the name.

John Bader

Chair



Independent Remuneration Panel for Wales

Annual Report

February 2018

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

Page 7

ANNUAL REPORT 2018

FOREWORD

Elections to Principal Councils and Community & Town Councils took place in 2017 and as with our previous approach when new councils are formed the Panel visited all 22 of the unitary authorities. This provides us with an opportunity to discuss issues with a cross section of members and senior officers. In total we met with 142 executive members, 280 other elected members, 59 co-optees and 90 chief officers. The visits have helped us form the direction for future consideration. On behalf of my colleagues I wish to express our thanks to all councils for their engagement with the visits and the welcome and hospitality we received.

The visits and the resulting discussions assisted in continuing to ensure that we have a comprehensive understanding of the development of the role of a councillor and the workload pressures that appear to be increasing across the board.

The conclusions from our discussions have wherever possible been incorporated in our determinations and in particular our decision to provide a modest increase in the basic salary.

As a Panel we believe the overwhelming majority of the 1,254 elected members of the 22 councils are committed to serving their communities and put in many hours that the basic remuneration could not cover. Affordability is an issue for both the councils and tax payers and this restricts other than modest additional costs to the total payments to members. What we wish to prevent is further erosion of the link with the average Welsh earnings.

In our draft report we proposed several changes in respect of the remuneration of community & town councillors. We received a large number of responses in relation to these changes, most of which suggested that our draft proposals were a step too far. We have taken account of many of the points that were raised and modified the arrangements contained in the draft report. Our decisions can be found in Section 13 of this report. The Panel received several enquiries during the recent consultation on the draft report regarding tax queries for community and town councils. The question was raised as to whether the Panel could contact HMRC to see if they could receive a blanket dispensation for community councils. This issue is outside of the

Panel's remit and it is therefore a matter for each individual councillor or community council to resolve their own taxation issues.

My personal thanks to my fellow Panel members who constantly demonstrate the knowledge and enthusiasm to ensure we produce reports that are based on key information.

Also my appreciation of the work of our secretariat without which we could not function effectively.

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 tenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the seventh 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. These are significant and considerable 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 amount¹ ...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. As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role but at the same time be affordable. The Panel's determinations in its 2009 Report aligned 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 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.

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

5. 2017 was an election year for councils in Wales and we visited all 22 principal councils as soon as practicable following the elections to provide an opportunity for members and officers to comment on the Remuneration Framework and to put forward ideas for future consideration. We appreciate the welcome that we received from every council and the useful discussions that arose during our visits.
6. One of the observations that many members expressed was that when the basic salary is compared with a traditional paid employment – ‘a job’ - the salary is too low to attract younger people and to encourage 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. However, it is recognised that elected members of principal councils are not employees and are not remunerated as such.
7. 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 £13,600 (an increase of 1.49%). No increase is proposed for senior salaries but these post holders will receive the increase in the basic salary element.
8. The Annual Report 2016 introduced two levels of salary for members of councils’ executives and committee chairs of principal authorities, Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs). This was to provide flexibility to enable authorities to reflect, in their schedules of remuneration, variations in the level of responsibility of portfolios and chairs. However as far as the payments to members of executives is concerned this flexibility has not been used other than in one case. Similarly it has not been taken on board in respect of chairs of committees. It was clear from the discussions that arose during the Panel’s visits that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations. The Panel accepts this and has therefore removed the two tier arrangement for executive members and for committee chairs.
9. 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.

10. 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.
11. We believe there are still major issues to be addressed with community and town councils which we will be raising with individual councils and their representative organisations. However as a start to this process we are proposing to introduce grouping councils according to the level of income or expenditure. However, we received many responses to the draft report expressing concern about the form of the groups and other proposals. As a result we have made amendments to take account of some of the responses but retained mandatory payments to senior members in those councils in the highest group and the reimbursement of costs of care for all councils. The determinations for community and town councils are in Section 13.
12. 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.
13. 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. The Panel's decisions are attached at Section 15.

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 remuneration 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 salary. The Framework provides additional recompense 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 11	page 26	page 30	N/A ²
Senior Roles	page 14	page 26	page 30	page 41
Committee Chairs	page 14	page 26	page 30	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	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 21	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 19	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Financial Loss Allowance	N/A	N/A	N/A	page 43
Statement of Payments	page 80	page 80	page 80	Page 80
Schedule of Remuneration	Page 78	Page 78	Page 78	N/A
Salaries of Chief Executives and Chief Officers	Page 47	N/A	Page 47	N/A

² Not Applicable

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

Basic salary for elected members of principal councils

- 3.1 The Panel originally determined in its Annual Report 2009 that payment of the basic salary would be aligned 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 £15,000 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.
- 3.2 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 continued the practice of visiting all Welsh principal councils to meet with elected members to inform and update understanding of their activities. The WLGA Exit Survey of members who stood down in 2017 has also been considered. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.
- 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 Retail Price Index, the Consumer Price Index, NJC Pay Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that 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. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

- 3.5 Although public sector funding continues to be constrained, the Panel therefore considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members.

Senior salaries for elected members of principal councils

- 3.6 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2018/19 the maximum number of senior salaries payable within each council will not be altered (other than for the Isle of Anglesey Council. See note ii) and will be as set out in Table 1. The rate payable for senior salaries shall not be altered in 2018/19 except to reflect the increase in the basic salary.

Determination 1: Basic salary in 2018/19 for elected members of principal councils shall be £13,600.

Notes to Determination 1:

- i. The responsibility element of senior salaries is not being increased but senior salary holders will receive the uplift to the basic salary.
- ii. The Cabinet Secretary for Finance and Local Government agreed in respect of the Isle of Anglesey Council to increase the number of posts that could be paid a senior salary beyond the fifty percent maximum contained in the Measure subject to a determination by the Panel. The Panel issued a Supplementary Report to give effect to this increase.

Table 1: Maximum numbers of council membership eligible for payment of a senior salary

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

Payments to members of the Executive, Chairs of committees and the Leader of the Opposition

3.7 The Panel has not changed the previous decisions in respect of the senior salaries paid to these post holders.

(i) The Executive:

The visits to all principal councils by the Panel in 2009 produced the general conclusion 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. The recent visits and discussions with members and officers did not change this conclusion. In fact many executive members indicated that their workload has increased. There is still a variety of arrangements in both the structure and operation of cabinets dependent on the specific organisational requirements of each authority.

Many councils operate with a cabinet of 10, the statutory maximum, others choose to have smaller cabinets and therefore the range of individual portfolios is much greater. We have previously concluded that this should be able to be reflected in the remuneration framework. However, it is not the role of the Panel to determine the structure of cabinets of local authorities. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs and adjust payments within the Executive to reflect responsibility. As a result of the strong views expressed during the visits that the Panel should be prescriptive in respect of the salaries of executive members this provision has been amended. Consequently there will be one salary level within each population group as set out in Table 2 (overleaf):

(ii) Chairs of Committees

The Panel has recognised the overwhelming support for its determinations to be prescriptive and therefore has removed the two tier arrangement for chairs of committees although we continue to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority.

Where chairs of committees are paid, the remuneration is: £22,300.

The Senior Salary Bands

Determination 2: The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2.

Table 2: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,600			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,300 £37,300	£48,300 £33,800	£43,300 £30,300
Band 2 Executive members	£32,300	£29,300	£26,300
Band 3 Committee chairs (if remunerated):	Level 1	£22,300	
Band 4 Leader of largest opposition group ³		£22,300	
Band 5 Leader of other political groups		£ 17,300	

Table 2 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

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

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. No increase is proposed for senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- c. Committee chairs will be paid at Band 3, although an individual authority may determine not to pay particular chairs.
- 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*”.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.8 The Panel maintains the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility of civic heads and deputies rather than the local population. The Panel is aware but surprised that many councils have set the salaries for their civic heads and deputies to accord with the population groups rather than necessarily reflecting the specific responsibilities attached to the roles. For the removal of doubt, it should be noted that the three established groups of principal councils calculated by population are not required to be applied in relation to payments to civic heads and deputies.
- 3.9 The Panel has set three possible levels of civic salary - higher, mid and lower. Each authority must decide which level (if any) is to be paid for each of these roles according to local factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.
- 3.10 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

Determination 3: The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic heads and deputy civic heads <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

Table 3 notes:

- a. 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).
 - b. 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 civic heads. The Panel recognises the range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing.
- 3.11 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. This requires the post holder to exemplify and promote good citizenship.
 - 3.12 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.
 - 3.13 The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority does not necessarily relate to the commitment required, or given by, civic heads.
 - 3.14 All principal councils have a number of community councils within their areas and many also include town councils. Where a community council has a particularly active civic head this may have some impact on the workload of the principal council's civic head.

- 3.15 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

Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.

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

Key factors underpinning the Panel's determinations:

- 3.16 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.
- 3.17 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 (but see section 4 on JOSCs).
- 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

- 3.18 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.
- 3.19 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.
- 3.20 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 a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.21 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.

For co-opted members the support should be appropriate and proportionate.

Determination 6: The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its 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 percent⁴ 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.

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

3.24 Job Sharing Arrangements

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so both job sharers 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 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees⁵. The payments align with those of chairs of committees of principal councils set out in Section 3. In future they may be the basis for governance in respect of regional working.

The following determinations apply:

Determination 9: The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.

Determination 10: In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.

Determination 11: The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.

Determination 12: In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.

Determination 13: Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.

Determination 14: Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

Determination 15: A deputy chair of a JOSC or sub committee is not eligible for payment.

Determination 16: Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

⁵ [http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20\(Joint%20Overview%20and%20Scrutiny%20Committees\)%20\(Wales\)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf](http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20(Joint%20Overview%20and%20Scrutiny%20Committees)%20(Wales)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf)

- 4.2 The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of this report.

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

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

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

Determination 18: 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 19: When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.

Determination 20: 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 21: 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 22: 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 23: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

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

7. Payments to Members of National Park Authorities

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 National Park Authorities (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 4.

Table 4: Membership of Welsh National Park Authorities

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

- 7.4 In addition, Standards Committees of NPAs have Independent Co-opted members whose remuneration is included in the framework as set out in Section 9.

- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/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 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from 1 April 2018 in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.
- 7.8 Therefore, there is a corresponding increase of £50 (rounded) on the basic salary for members of NPAs from 1 April 2018.
- 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.
- 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 £7,375 or £6,075, commensurate with the significant and sustained duties to be discharged in a particular role.
- 7.11 During 2016, the Panel met with members and officers of the 3 NPAs. Feedback was received during the Panel's visits about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

- 7.12 Feedback was also 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.
- 7.13 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 is extending 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.
- 7.14 The Panel has made the following determinations:

Determination 24: The basic salary for NPA ordinary members shall be £3,675.

Determination 25: The senior salary of the chair of an NPA shall be £12,375.

Determination 26: 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: £6,075 or £7,375.

Determination 27: 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 28: Members must not receive more than one NPA senior salary.

Determination 29: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.

Determination 30: 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.

8. Payments to Members of Welsh Fire and Rescue Authorities

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 Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise of 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 5.

Table 5: Membership of Fire and Rescue Authorities

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

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

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

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

Basic and Senior Salaries

8.6 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.

8.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

8.8 Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.

8.9 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.

8.10 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.

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

8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

8.13 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 is extending 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

8.14 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 33 or 34 cannot be used exclusively for this role.

8.15 The Panel has made the following determinations:

Determination 31: The basic salary for FRA ordinary members shall be £1,745.

Determination 32: The senior salary of the chair of an FRA shall be £10,445.

Determination 33: 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 £5,445.

Determination 34: 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.

Determination 35: Members must not receive more than one FRA senior salary.

Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility

Determination 37: 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 ⁷

- 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.
- 9.3 The determinations are set out below:

Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).

Table 6: 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 39: Reasonable time for pre meeting preparation is eligible 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 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

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

Determination 41: 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 42: Meetings eligible for the payment of fees include 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.

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.

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 43: 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 him/her the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel has considered this and is amending the Framework to provide 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.

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.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2 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.
- 13.3 Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake varied significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.
- 13.4 The Panel is of the view 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.
- 13.5 Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures they could use as the basis for any groupings and it considers that 3 groups based on the level of income *or* expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income *or* expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.
- 13.6 In the draft report the Panel proposed a range of mandatory payments for councils. As part of the consultation on the draft report, the Panel received some helpful feedback from councils with income or expenditure of less than £30,000 which outlined the disproportionate impact this would have on their precept and administrative costs. The Panel has considered this and adjusted its groupings as set out in table 7 below.

In creating these three groups it has reflected that councils with income or expenditure in excess of £200,000 are subject to section 40 of the Wellbeing of Future Generations Act; approximately 50% have income or expenditure

below £30,000; and those councils with income or expenditure of between £30,000 and £200,000 are likely to have a greater range of responsibilities.

The Panel has reflected different payment requirements for councils in each of these three groups as set out in the remainder of this report. The Panel will be considering further differentiations based on the groups in the future.

Table 7: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2017-18 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.7 The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and / 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 councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C as set out in determinations 44 and 45. The Panel is also mandating reimbursement of cost of care for all members of Community and Town Councils as set out in determination 51.
- 13.8 The Panel is also of the view that Councils in Group A are likely to have a greater number of committees reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 46.
- 13.9 Where not mandated, each determination requires a formal decision by each of these community or town councils annually. 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.
- 13.10 In all cases, 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.
- 13.11 In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made.
- 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.

Payments towards costs and expenses

13.13 The Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C. Receipts are not required for these payments.

Determination 44: Community and town councils in Groups A and B 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.

Determination 45: Community and town councils in Group C are authorised to 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.

Senior roles

13.14 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 are authorised to pay up to five responsibility payments for specified roles.

Determination 46: 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 47: Community and town councils in Groups B or C are authorised to 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 if that is claimed.

Reimbursement of travel costs and subsistence costs

13.15 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.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

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

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may 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

13.16 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24

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

hours.

Reimbursement of the costs of care

- 13.17 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.
- 13.18 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 51: 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 Honoraria

- 13.19 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 should be authorised to pay an honorarium for these roles. In previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.
- 13.20 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.
- 13.21 The Panel is concerned only with the amount paid to the mayors/chairs as an honorarium to be used or retained at their discretion. This is separate from a budget for mayoral/chair activities. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Publicity requirements

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

Monitoring compliance

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

Note: The above requirements do not apply to community and town councils at this time. The following applies to all authorities including community and town councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it 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) as soon as practicable and no later than 30 September following the close of the year to which it relates. It must be submitted to the Panel no later than that date.

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

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

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at <http://gov.wales/docs/dsijg/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.



Reuben Bergman
Head of Human Resources
Vale of Glamorgan Council

rbergman@valeofglamorgan.gov.uk

30 January 2017

Dear Mr Bergman

Reduction in Salary for a Chief Officer Post

Your email dated 25th January has been considered by the Independent Remuneration Panel for Wales. All members of the Panel expressed their views on the proposal, and as you requested to receive the Panel's comments on this proposal prior to 9th February, this was done by email.

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 for a reduction to the salary of your Director of Social Services as submitted.

Yours sincerely

John Bader
Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

27 February 2017

Dear Mr Jarman,

Honorarium Payment to the Head of Children and Young People's Services

Your letter dated 15 February 2017, accompanying documentation and explanatory email was considered by the Independent Remuneration Panel for Wales at their meeting on 22 February. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

The Panel considered whether an honorarium paid to a chief officer fell within the Panel's remit. It consulted the *Amended Guidance to the Independent Remuneration Panel for Wales under Section 43A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015*, issued by the Welsh Government. The guidance does not define salary, so the Panel applied the ordinary meaning of the word, namely remuneration in return for services under a contract of employment. The Panel is satisfied that its remit covers all such payments, including those termed honoraria, temporary promotion allowances, bonuses or any other term which distinguishes them from the basic salary. The Panel also considered the Honorarium Policy of Neath Port Talbot council and note that it excludes chief officers. The Panel concluded that making an additional payment to a chief officer in recognition of his or her additional duties is an alteration to the salary that does fall within the Panel's remit.

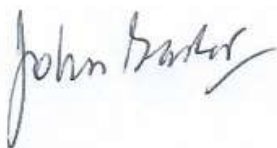
Given that the initial addition to the salary was effective from March 2016 it is clear therefore that Neath Port Talbot council were in breach of their duty under the legislation to consult the Panel.

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 in respect of the continuation of the additional payment, it is the decision of the Panel to approve the proposal as submitted. The Panel however is concerned that the council's failure to consult the Panel is an indication that the council has not been as transparent as it might have been in deciding to alter the salary of this particular chief officer. Your letter is clear that this honorarium payment will cease on the 31st August 2017, either because of the appointment of a Head of Adult Services or because of the introduction of a new management structure. If a new management structure is introduced and results in changes to the salaries (including additions/honoraria) of chief officers of the council the Panel expects that it will be consulted in a timely manner and full disclosure of the justification for the changes will be provided.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader

Chair



Carys Edwards MA FCIPD
Penaeth Proffesiwn AD – Head of Profession HR
Cyngor Sir Ynys Mon County Council
Council Officer
Llangefni
Ynys Mon
LL77 7TW

26 July 2017

Dear Ms Edwards,

Head of Children’s Service – Increase in Salary Level

Your emails dated 29 June, 5th July and 13 July and the enclosed report from your Chief Executive have been considered by the Independent Remuneration Panel for Wales at its meeting on 19th July. 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 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 current salary level of the vacant Head of Children’s Service of £59,757 – £65,933 to a maximum of £74,000.

Yours sincerely

John Bader

Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

26 July 2017

Dear Mr Jarman

Your letter dated 5 July with its proposal to extend the honorarium payment to the Head of Children and Young People's Services until 31st December 2017 was considered by the Panel at its meeting on the 19 July. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

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 extend the honorarium payment until 31st December 2017. The Panel expect this to be a final extension and to see any relevant proposals for the restructuring of the Senior Management Team in due course.

Yours sincerely

John Bader

Chair



Will Godfrey
Chief Executive
Newport City Council

20 September 2017

Dear Mr Godfrey

Decrease of Chief Education Officer Salary

The email sent on your behalf by Rachael Davies dated 6 September 2017 with the enclosed report *Review of the Chief Education Officer Salary at Newport City Council September 2017* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 September. 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 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 decrease the current salary level of the Chief Education Officer from Band 1 (£82,261 - £90,923) to Band 2 (£73,841 - £79,514) following your revision of the job description for the Chief Education Officer with the accountability for the regional focus being removed.

Yours sincerely

John Bader
Chair

CLlr Thompson-Hill
Chair of Senior Remuneration Panel
Denbighshire County Council

C/o

sophie.vaughan@denbighshire.gov.uk



24 November 2017

Dear CLlr Thompson-Hill

Your submission sent on the 7 November with its proposed salary package for the replacement chief executive officer to be recruited by 1 April 2018 was considered by the Panel at its meeting on the 15 November. 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 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 remove the Performance Related Pay element of up to 12% of the annual salary and for the top point of the proposed three point incremental grade to be £127,513, the same amount as the current chief executive's salary.

Yours sincerely

John Bader

Chair

Carys Edwards MA FCIPD
Penaeth Proffesiwn AD
Head of Profession HR
Cyngor Sir Ynys Mon – Isle of Anglesey
County Council
Council Offices
Llangefni
Ynys Mon
LL77 7TW



14 December 2017

Dear Ms Edwards

Head of Learning – increased salary range

Your email dated 24 November 2017 with the enclosed *Report to the Independent Remuneration Panel* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 December. Five out of the six 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 proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority, in the light of the particular issues in relation to Education, it is the decision of the Panel to approve the proposal to increase the salary of the Head of Learning from the current spot point salary of £72,114 to a range of £72,810 - £82,293

Yours sincerely

John Bader

Chair

Annex 1: The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.
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 all its 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.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for an additional payment of £1,675.

12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
Local Government Pension Scheme	
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
18.	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.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	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.
21.	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.
22.	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.

23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
24.	The basic salary for NPA ordinary members shall be £3,675.
25.	The senior salary of the chair of an NPA shall be £12,375.
26.	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: £6,075 or £7,375.
27.	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.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
31.	The basic salary for FRA ordinary members shall be £1,745.
32.	The senior salary of the chair of an FRA shall be £10,445.
33.	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 £5,445.
34.	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.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	

38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible 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.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	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.
42.	Meetings eligible for the payment of fees include 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.
Reimbursement of Costs of Care	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
44.	Community and town councils in Groups A and B 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.
45.	Community and town councils in Group C are authorised to 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.
46.	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.
47.	Community and town councils in Groups B or C are authorised to 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 if that is claimed.

48.	<p>Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.¹⁰ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
49.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.
50.	<p>Community and town councils are authorised to 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"> • Up to £34.00 for each period not exceeding 4 hours. • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.
51.	<p>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.</p>
52.	<p>Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>

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

53.	Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. 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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Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

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

Introduction

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

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

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

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

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

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

Part 1

General

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

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

Interpretation

2. In the IRPW Regulations:

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

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

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

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

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

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

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

Part 2: Schedule of member/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 inside 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 inside 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 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 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 a 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 (including chairs of JOSCs or sub-committees of JOSCs). 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 year to which the payments relate 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**

SUBJECT:	DIARY OF MEETINGS FOR 2018/19
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	12th March 2018
DIVISION/WARDS AFFECTED:	N/A

- 1. PURPOSE:**

To review the draft diary of meetings for 2018/19 and forward to Council for approval.
- 2. RECOMMENDATIONS:**

That the diary of meetings for 2018/19, as attached, be approved.
- 3. KEY ISSUES:**
 - 3.1 Each Committee has reviewed the timing of their meetings and the diary has been drawn up to reflect each Committee's preferences.
 - 3.2 Some Committees set their own dates during the year eg SACRE, Appointment of LEA Governors Committee, Strategic Programme Boards, Corporate Parenting Panel and these will be added to the diary in due course.
 - 3.3 The diary includes, for information only, dates of meetings for cabinet boards, political groups and outside bodies that are not agreed by Council and are subject to change by the organising bodies.
 - 3.4 As per previous years, as far as is practicable meetings have not been scheduled during school holidays as requested by Councillors.
 - 3.5 County Council meetings have been scheduled to start at 14:00 in the diary. The timing of County Council meetings may change following a review of the trial period by Democratic Services Committee for alternating the start time of County Council meetings.
- 4. REASONS:**

The Council calendar needs to be approved annually to ensure appropriate governance arrangements are in place for the year and enables Members and officers to forward plan effectively.
- 5. RESOURCE IMPLICATIONS:**

None as a direct result of this report.
- 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

There are no sustainable development or equality impacts arising from this report.
- 7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding or corporate parenting implications associated with this report.

8. **CONSULTEES:**
Senior Leadership Team; Political Group Leaders,
9. **BACKGROUND PAPERS:**
None.
10. **AUTHOR:**
John Pearson, Local Democracy Manager

CONTACT DETAILS:

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CALENDAR OF MEETINGS

1 MAY 2018 - 2 AUGUST 2019

MAY, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 2.00 pm Planning Committee	2 10.00 am Strategic Transport Group 2.00 pm Cabinet	3	4
7 Bank Holiday	8 5.00 pm AGM, County Council	9 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	10 12.30 pm Welsh Church Fund 2.00 pm County Council	11
14 10.00 am Conservative Group Meeting 10.30 am Lower Wye IDD Advisory Group 1.00 pm Caldicot and Wentlooge Advisory Group	15	16 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting	17 10.00 am Children and Young People Select Committee	18 10.00 am Place Board
21	22 10.00 am Adults Select Committee	23 10.00 am Monmouthshire Housing Association (MHA) 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	24 10.00 am Strong Communities Select Committee 2.00 pm Audit Committee	25 10.00 am Digital Programme Board
28 School Holiday Start Bank Holiday	29	30 2.00 pm Planning - Delegated Panel Meeting	31	

JUNE, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 School Holiday End
4 10.00 am Joint Advisory Group 2.00 pm Democratic Services Committee	5 2.00 pm Planning Committee	6 2.00 pm Cabinet	7 10.00 am Economy and Development Select Committee	8
11 10.00 am Conservative Group Meeting	12 10.00 am Licensing and Regulatory Committee	13 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	14	15 1.30 pm Standing Advisory Council on Religious Education (SACRE)
18 10.00 am Standards Committee	19	20 2.00 pm Planning - Delegated Panel Meeting	21 12.30 pm Welsh Church Fund 2.00 pm County Council	22 10.00 am Brecon Beacons National Park Authority
25	26	27 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	28 10.00 am Children and Young People Select Committee	29

JULY, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
2 2.00 pm Wye Valley AONB Joint Advisory Committee	3 2.00 pm Planning Committee	4 2.00 pm Cabinet	5 2.00 pm Audit Committee	6
9 10.00 am Conservative Group Meeting 11.00 am Monmouthshire Farm School Endowment Trust 2.00 pm Caldicot and Wentlooge Advisory Group	10 10.00 am Adults Select Committee	11 10.00 am Severnside Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	12 10.00 am Strong Communities Select Committee	13 10.00 am Digital Programme Board
16 2.00 pm Democratic Services Committee Page 94	17 10.00 am Licensing and Regulatory Committee	18 10.00 am Monmouthshire Housing Association (MHA) 10.00 am Central Mon Area Committee 10.00 am Lower Wye Area Committee 2.00 pm Planning - Delegated Panel Meeting	19 10.00 am Economy and Development Select Committee	20
23	24 School Holiday Start	25 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	26 12.30 pm Welsh Church Fund 2.00 pm County Council	27
30 10.00 am Brecon Beacons National Park Authority	31			

AUGUST, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 2.00 pm Planning - Delegated Panel Meeting	2	3
6	7 2.00 pm Planning Committee	8 5.00 pm Individual Cabinet Member Decisions	9	10
13	14	15 2.00 pm Planning - Delegated Panel Meeting	16	17
20	21	22 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	23	24
27 Bank Holiday	28	29 2.00 pm Planning - Delegated Panel Meeting	30	31

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SEPTEMBER, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
3 School Holiday End 10.00 am Joint Advisory Group	4 2.00 pm Planning Committee	5 2.00 pm Cabinet	6 10.00 am Children and Young People Select Committee 2.00 pm Audit Committee	7
10 10.00 am Conservative Group Meeting 10.30 am Lower Wye IDD Advisory Group 2.00 pm Caldicot and Wentlooge Advisory Group	11 10.00 am Adults Select Committee	12 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	13 10.00 am Strong Communities Select Committee	14
17 10.00 am Standards Committee	18 10.00 am Licensing and Regulatory Committee	19 10.00 am Strategic Transport Group 2.00 pm Monmouthshire Housing Association (MHA) 2.00 pm Planning - Delegated Panel Meeting	20 12.30 pm Welsh Church Fund 2.00 pm County Council	21 10.00 am Brecon Beacons National Park Authority
24 2.00 pm Democratic Services Committee	25	26 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	27 10.00 am Economy and Development Select Committee	28 10.00 am Place Board

OCTOBER, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 2.00 pm Planning Committee	3 2.00 pm Cabinet	4	5
8 10.00 am Conservative Group Meeting	9	10 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	11	12
15	16 10.00 am Licensing and Regulatory Committee	17 10.00 am Lower Wye Area Committee 2.00 pm Planning - Delegated Panel Meeting	18 10.00 am Children and Young People Select Committee	19
22	23 10.00 am Adults Select Committee	24 10.00 am Severnside Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	25 12.30 pm Welsh Church Fund 2.00 pm County Council	26
29 School Holiday Start	30	31 2.00 pm Planning - Delegated Panel Meeting		

NOVEMBER, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 School Holiday End 10.00 am Brecon Beacons National Park Authority
5 2.00 pm Wye Valley AONB Joint Advisory Committee	6 2.00 pm Planning Committee	7 2.00 pm Cabinet	8 2.00 pm Audit Committee	9
12 10.00 am Conservative Group Meeting 2.00 pm Caldicot and Wentlooge Advisory Group	13	14 10.00 am Central Mon Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	15 10.00 am Strong Communities Select Committee	16
19 10.30 am Lower Wye IDD Advisory Group	20	21 10.00 am Monmouthshire Housing Association (MHA) 2.00 pm Planning - Delegated Panel Meeting	22 10.00 am Economy and Development Select Committee	23 10.00 am Digital Programme Board
26	27 10.00 am Licensing and Regulatory Committee	28 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	29 10.00 am Children and Young People Select Committee	30

DECEMBER, 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
3 10.00 am Joint Advisory Group 2.00 pm Democratic Services Committee	4 2.00 pm Planning Committee	5 2.00 pm Cabinet	6 10.00 am Strong Communities Select Committee	7
10 10.00 am Conservative Group Meeting	11	12 10.00 am Monmouthshire Housing Association (MHA) 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	13 12.30 pm Welsh Church Fund 2.00 pm County Council	14 10.00 am Brecon Beacons National Park Authority
17 10.00 am Standards Committee	18 10.00 am Adults Select Committee	19 2.00 pm Planning - Delegated Panel Meeting	20 2.00 pm Audit Committee	21
24 School Holiday Start	25 Bank Holiday	26 Bank Holiday	27 Bank Holiday	28

JANUARY, 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Bank Holiday	2 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	3	4 School Holiday End
7	8 2.00 pm Planning Committee	9 2.00 pm Cabinet	10 10.00 am Economy and Development Select Committee	11 10.00 am Place Board
14 10.00 am Conservative Group Meeting 10.30 am Lower Wye IDD Advisory Group 12.00 pm Caldicot and Wentlooge Advisory Group	15 10.00 am Licensing and Regulatory Committee	16 10.00 am Strategic Transport Group 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	17 12.30 pm Welsh Church Fund 2.00 pm County Council	18
21	22	23 10.00 am Severnside Area Committee 10.00 am Lower Wye Area Committee 2.00 pm Planning - Delegated Panel Meeting	24 10.00 am Children and Young People Select Committee	25
28	29 10.00 am Adults Select Committee	30 10.00 am Monmouthshire Housing Association (MHA) 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	31 10.00 am Strong Communities Select Committee 2.00 pm Audit Committee	

FEBRUARY, 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 10.00 am People Board
4 2.00 pm Democratic Services Committee	5 2.00 pm Planning Committee	6 2.00 pm Cabinet	7	8
11 10.00 am Conservative Group Meeting	12	13 10.00 am Central Mon Area Committee 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	14 10.00 am Economy and Development Select Committee	15
18	19 10.00 am Licensing and Regulatory Committee	20 2.00 pm Planning - Delegated Panel Meeting	21 10.00 am Children and Young People Select Committee	22 10.00 am Digital Programme Board
19 School Holiday Start	26	27 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	28	

MARCH, 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 School Holiday End
4 2.00 pm Wye Valley AONB Joint Advisory Committee	5 2.00 pm Planning Committee	6 2.00 pm Cabinet	7 12.30 pm Welsh Church Fund 2.00 pm County Council	8
11 10.00 am Conservative Group Meeting	12 10.00 am Adults Select Committee	13 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	14 2.00 pm Audit Committee	15
18 10.00 am Standards Committee	19	20 1.00 pm Bryn y Cwm Area Committee 2.00 pm Planning - Delegated Panel Meeting	21 10.00 am Strong Communities Select Committee	22 10.00 am Place Board
25 10.00 am Joint Advisory Group	26	27 10.00 am Monmouthshire Housing Association (MHA) 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	28 10.00 am Economy and Development Select Committee	29

APRIL, 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
1 2.00 pm Democratic Services Committee	2 2.00 pm Planning Committee	3 2.00 pm Cabinet	4 10.00 am Children and Young People Select Committee	5
8 10.00 am Conservative Group Meeting	9 10.00 am Licensing and Regulatory Committee	10 10.00 am Strategic Transport Group 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	11 12.30 pm Welsh Church Fund 2.00 pm County Council	12
15 School Holiday Start	16	17 10.00 am Severnside Area Committee 10.00 am Lower Wye Area Committee 2.00 pm Planning - Delegated Panel Meeting	18 10.00 am Strong Communities Select Committee	19 Bank Holiday
22 Bank Holiday	23 Bank Holiday	24 2.00 pm Planning - Delegated Panel Meeting 5.00 pm Individual Cabinet Member Decisions	25	26 School Holiday End
29	30 10.00 am Adults Select Committee			

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MAY, 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 2.00 pm Cabinet 2.00 pm Planning - Delegated Panel Meeting	2 10.00 am Economy and Development Select Committee 2.00 pm Audit Committee	3
6 Bank Holiday	7 2.00 pm Planning Committee	8	9	10
13 10.00 am Conservative Group Meeting	14 5.00 pm AGM, County Council	15	16 2.00 pm County Council	17
20	21	22	23	24
27	28	29	30	31

SUBJECT: Governance and Decision-Making

MEETING: Democratic Services Committee

DATE: 12th March 2018

DIVISIONS/WARDS AFFECTED: All

1 PURPOSE

- 1.1 To provide the committee with an update on arrangements to improve the transparency of decision-making and ensure that arrangements for making decisions are robust and fit for the future

2 BACKGROUND

- 2.1 The Committee has a remit to review the adequacy of the arrangements in place to discharge democratic services functions. The Cabinet member has previously stated the need to improve evaluation and closing loop on decisions made by cabinet and a number of changes have been made since the election to achieve this.

3 RECOMMENDATIONS

- 3.1 Members are invited to consider the effectiveness of decision-making processes following a number of recent changes and whether they are having the desired impact in contributing to a culture of informed and transparent decision-making.
- 3.3 Members are invited to consider whether the changes have adequately addressed issues raised on local and national studies on governance produced by Wales Audit Office.

4 KEY ISSUES

- 4.1 The Democratic Services Committee is ideally placed to ensure that the authority has arrangements in place to take informed and transparent decisions which are subject to effective scrutiny. This is the process of 'how' we make decisions.
- 4.2 The Committee also has a role in ensuring that the authority has effective scrutiny arrangements and is able to challenge and evaluate the decisions that have been made and ensure that the authority learns from them. This about ensuring that decisions have the desired impact.
- 4.3 The approval of a Corporate Plan setting out an ambitious programme of work means that members and officers have clarity on the areas that the organisation will be focusing on over the next four-and-a-half years. Much of the detail still needs to be worked up and subject to scrutiny and decision-making. This is coupled with continuing financial pressures and mean that the pace of change will be relentless with members expected to consider an increasing amount of decisions with more pressing timescales. These decisions could become more complex, generating considerable

interest amongst local people with the need to involve people and ensure transparency and accountability is paramount.

- 4.4 Wales Audit Office have carried out local and national studies on governance. The detailed proposals from these are overseen by Audit Committee. The local study was published in March 2017 and concluded that “The council has a clear strategic approach for significant service changes, although, better information would help Members when deciding the future shape of the council.” Specific proposals for improvement included: Updating the constitution; improving the quality of options appraisals; ensuring that service change reports better reflect stakeholder views to inform decision-making; setting out at the point of decision-making how the impact is going to be measured and monitored and keeping decision-making under review. These were broadly similar to the issues identified across Wales in the national report. These are summarised at appendix 1.
- 4.5 Since the local elections, and the creation of Cabinet portfolio for governance, there have been a number of changes to the report templates used for Council and Cabinet decisions. These now include a specific options appraisal section, an evaluation pro-forma and a clear expectation that officers not only list who has been consulted but also the outcome of that consultation.
- 4.6 Business Support Officers that provide administrative support to senior management team have recently begun to work more closely with Democratic Services Officers using a single planner across the whole organisation to improve clarity and visibility of proposals being discussed at Directorate Management Teams before they enter the member decision-making process. This should also make co-ordination easier allowing select committees to plan scrutiny at an earlier opportunity and prioritise their work programme accordingly. The system included a log of when evaluations will be completed so that these can be examined by the decision-makers and made available to select committees.
- 4.7 Changes that still need to be fully embedded include earlier completion of the Future Generations evaluation template that accompanies reports. These ensure that proposals take account of the council’s well-being objectives and the sustainable development principle and that they fully consider the impact on groups with protected characteristics as outlined in the Equality Act 2010 and put in place actions to address these.
- 4.8 A further change that has been made is the use of member workshops alongside seminars as a way to ensure that emerging issues are not only communicated, but that councillors can engage with them in a more hands-on way.

5. REASONS

- 5.1 To ensure that the organisation has effective governance arrangements in place providing transparency on the way in which decisions are made and evaluated.

6 RESOURCE IMPLICATIONS

- 6.1 None

7. FUTURE GENERATIONS ASSESSEMENT INCLUDING SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 7.1 This report does not propose any change in policy or service and so no assessment has been completed.

8. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None

9. AUTHOR

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Good governance when determining significant service changes

This Wales Audit Office Report is available at <http://www.audit.wales/publication/good-governance-when-determining-significant-service-changes>

1. Councils need to better articulate how they will approach making significant changes to services to meet financial and other challenges in the medium term
2. Councils should set out clear governance arrangements for determining significant service changes
3. Councils should consider a range of options for significant service changes supported by appropriate evidence to inform decisions
4. Councils should consult stakeholders on significant service changes and the importance of proactively engaging stakeholders in the development of future service change proposals is likely to increase
5. Councils should develop arrangements to systematically monitor the impact of making significant changes to services
6. Councils should routinely review their decision-making arrangements and make changes to service change decision-making processes where appropriate

SUBJECT: Involvement and Local Democracy

MEETING: Democratic Services Committee

DATE: 12th March 2018

DIVISIONS/WARDS AFFECTED: All

1 PURPOSE

- 1.1 To provide the committee with an update on issues of involvement in local democracy.

2 BACKGROUND

- 2.1 The Committee has previously begun to explore how the authority can engage people more meaningfully in the democratic process, create opportunities for people to engage with the authority in new ways, work collaboratively and involve people in building sustainable and resilient communities. This is part of a broader desire to understanding new perspectives and ideas in democratic development.
- 2.2 The Committee have received papers on New Directions in Democracy; Issues emerging from public engagement and the Monmouthshire Made Open Platform.

3 RECOMMENDATIONS

- 3.1 Members are invited to consider how the issues in this paper, an in particular those drawn from the corporate plan should be used to shape its work programme.

4 KEY ISSUES

- 4.1 Local government has a key role in helping communities to define the futures to which they aspire and helping the public understand how decisions are made and also how they can participate in the democratic process.
- 4.2 The approval of a Corporate Plan setting out an ambitious programme of work means that members and officers have clarity on the areas that the organisation will be focusing on over the next four-and-a-half years. It also includes some specific references to how this will be done which are central to the work of this committee.
- 4.3 Financial pressures and the pace of change will mean members dealing with decisions which are more complex, generating considerable interest amongst local people. With less money, we will not be able to keep doing everything that we have done in the past. We will listen to our communities, find out what matters to them and focus on these areas. The need to involve people in shaping decisions and ensure transparency and accountability is paramount.
- 4.4 The corporate plan has a number of design principles. Of greatest relevance to the work of this committee is accountability:

Through setting out plans and goals in clear ways and ensuring we are open in all decision-making, engagement and evaluation of performance. We will give account of and be held accountable for the things we do and for the things we do not do.

The process of member and public scrutiny will continue to be an important feature in this.

- 4.5 Specific issues in the Corporate Plan of relevance to the committee are:
- Strengthening decision making and accountability
 - Re-shaping and our governance arrangements including more detailed options appraisals
 - Identifying ways to get more people involved in local democracy and scrutiny to enhance local decision-making
 - Developing remote access and attendance at meetings to maximize participation
 - Ensuring meaningful community engagement extend the reach of Monmouthshire Made Open
- 4.6 Our digital engagement platform, [Made Open](#), is about facilitating collaboration and demonstrating the impact of what can be achieved by working together with communities to identify challenges and work together on co-producing the solutions. Members have previously received a presentation about the platform. It is part of a suite of digital tools that form part of the way in which we can involve communities to help shape and inform decision-making.
- 4.7 At a previous meeting last meeting the committee agreed to identify a single issue, perhaps drawn from a range of evidence including the well-being assessment, surveys and previous engagement work and use this as a pilot to test how we can engage in more effective ways which will help ensure robust public accountability and demonstrate our commitment to involvement outlined in the Well-being of Future Generations Act. A number of members have volunteered for this group, however the start of the work was delayed until the approval of the corporate plan. The working group will be convened and an update report provided to the next meeting of this committee

5. REASONS

- 5.1 To create opportunities to work more collaboratively with communities to understand the issues that matter and work in new ways with people to develop solutions and promote engagement in local democratic processes as outlined in the White Paper, *Reforming Local Government: Resilient and Renewed*.

6 RESOURCE IMPLICATIONS

- 6.1 None

7. FUTURE GENERATIONS ASSESSEMENT INCLUDING SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

7.1 This report does not propose any change in policy or service and so no assessment has been completed.

8. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None

9. AUTHOR

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SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN COMMUNITY INVOLVEMENT SCHEME
MEETING: DEMOCRATIC SERVICES COMMITTEE
DATE: 12 MARCH 2018
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 The purpose of this report is to seek comment from the Democratic Services Committee on the draft LDP Community Involvement Scheme.

2. RECOMMENDATIONS:

- 2.1 That the Democratic Services Committee considers the draft LDP Community Involvement Scheme and, if applicable, recommends additions or amendments.

3. KEY ISSUES:

Context

- 3.1 A report will be considered by Council on 19th March 2018 with regard to the land use planning framework for Monmouthshire. That report is based on the conclusions of a full review into the operation and effectiveness of the current Monmouthshire Local Development Plan 2011-2021, and Council will be asked to:

- 1) Approve the commencement of work on a replacement Local Development Plan for Monmouthshire for the period 2018-2033;
- 2) Endorse the draft Delivery Agreement including Community Involvement Scheme for four week targeted consultation; and
- 3) Agree in principle to be part of a South East Wales Strategic Development Plan for the Cardiff Capital Region.

- 3.2 Without prejudicing any discussion and decision on those matters to be considered by Council on 19th March 2018, the comments and input of the Democratic Service Committee on the draft Community Involvement Scheme would be invaluable. This input will help shape the way in which we engage our communities and stakeholders when preparing the new LDP, should Council agree to proceed with a new Plan.

Why is this important?

- 3.3 The land use planning system is one of the main tools available to the Council to seek to deliver its purpose, as identified in the Corporate Plan 2018-2022, of helping to build sustainable and resilient communities that support the well-being of current and future generations. The Local Development Plan (LDP) allocates land for types of development (such as housing or employment uses), designates land as open space or green wedge, and provides a policy framework which provides the basis or making decisions on planning applications. It seeks to support good quality development in the right locations, and resist poor quality or inappropriately located development.

- 3.4 To ensure the new Local Development Plan meets the needs and ambition of our communities while being deliverable it is important to engage communities and stakeholders.

The draft Community Involvement Scheme

- 3.5 The draft Delivery Agreement is provided at **Appendix 1** to this report. The Delivery Agreement is split into two key parts: the timetable for preparing the LDP and the Community Involvement Scheme.
- 3.6 The timetable for producing the revised LDP provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in Part 2 of this Delivery Agreement.
- 3.7 The Community Involvement Scheme outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as Part 3 of the Delivery Agreement.
- 3.8 Pages 13 to 16 of the document set out the people with whom we will seek to engage. Table 3 sets out how different groups would be involved in the stages of the LDP preparation.

Next steps

- 3.9 The Democratic Services Committee is invited to consider the draft Community Involvement Scheme and provide any comments or suggested amendments. The draft Scheme will be reported to Council on 19th March, and if agreed by Council, would be subject to four weeks' targeted consultation before being reported back to Council on 10th May 2018. Council approval of the final Delivery Agreement including Community Involvement Scheme in May 2018 would be followed by the submission of the Delivery Agreement to the Welsh Government. Its approval by Welsh Government would trigger the commencement of work on Monmouthshire's new LDP.

4. OPTIONS APPRAISAL

- 4.1 The regulations require the submission of a Delivery Agreement including Community Involvement Scheme in order to commence a new LDP. The Democratic Services Committee is invited to consider the draft Community Involvement Scheme and provide comments for amendments or additions to the CIS.
- 4.2 The options available to the Committee are:
- 1) To consider the draft Community Involvement Scheme and suggest amendments or additions; or
 - 2) To consider the draft Community Involvement Scheme but resolve that no amendments or additions are necessary; or
 - 3) To decline to consider the draft Community Involvement Scheme.

5. EVALUATION CRITERIA AND REASONS:

- 5.1 The input of the Democratic Services Committee is invited to help ensure community engagement is the best that it can be within the time and procedural constraints. This will not prejudice any decision that Council may make on 19th March.

6. RESOURCE IMPLICATIONS:

- 6.1 There are no resource implications arising from this report beyond a small amount of officer time.

7. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS:

- 7.1 Under the 2004 Planning Act, the LDP is required to be subject to a Sustainability Appraisal (SA). The role of the SA is to assess the extent to which planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. In addition, the European Strategic Environmental Assessment (SEA) Directive requires the '*environmental assessment*' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the new LDP will be subject to a SA, whose findings will be used to inform the development of LDP Scheme, policies and site allocations in order to ensure that the LDP would be promoting sustainable development. It will be necessary to update the environmental baseline, plans, policies and programmes as part of any LDP revision process. The new LDP would also include a Well-being Assessment and Health Impact Assessment (potentially as integral part of the SA).
- 7.2 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised.
- 7.3 The Community Involvement Strategy sets out how communities and stakeholders will be engaged in a new LDP, should Council resolve to proceed with a new Plan. Collaboration, involvement and participation are integral to the ways of working required under the Well-being Act.
- 7.4 A full Well-being assessment has not been completed for this report because the report does not seek a decision. Endorsement of the CIS for targeted consultation will be considered by Council on 19th March 2018.

Safeguarding and Corporate Parenting

- 7.3 There are no safeguarding or corporate parenting implications arising directly from this report. Engagement with children and young people would be via existing organisations such as schools or via Engage 2 Change.

8. CONSULTEES

- None to date. The purpose of this report is to agree a framework for future consultation and engagement, with associated political reporting.

9. BACKGROUND PAPERS:

Appendix 1: Draft Delivery Agreement including Community Involvement Scheme

10. AUTHORS & CONTACT DETAILS:

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**Monmouthshire County Council
Local Development Plan**

**LDP Revision
Draft Delivery Agreement**

March 2018

Planning Policy Service

Monmouthshire County Council

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1.0 Part 1 - Introduction

- 1.1 A full review of the Monmouthshire Local Development Plan 2011 – 2021 (adopted 27th February 2014) has been undertaken, the findings of which are set out in the LDP Review Report. The Review Report provides an overview of the issues that have been considered as part of the full review process and subsequently identifies any changes that are likely to be needed to the LDP, based on evidence. It concludes by recommending that the Council commence the preparation of a revised LDP following the full revision procedure. The final Review Report is published alongside the Draft Delivery Agreement.
- 1.2 The adopted Monmouthshire Local Development Plan (February 2014) remains extant and will continue to provide the policy framework for the determination of planning applications while the Revised LDP is being prepared. This will remain in force until 31 December 2021 or on adoption of a revised LDP, if sooner¹.

Purpose of a Delivery Agreement

- 1.3 The Revised LDP will cover the 2018-2033 period. Preparation of a Delivery Agreement² is a key requirement in preparing a revised plan. This document provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP. The revised LDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.
- 1.4 The Delivery Agreement is split into two key parts:
- The **Timetable** for producing the revised LDP. This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in *Part 2* of this Delivery Agreement.
 - The **Community Involvement Scheme** outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as *Part 3* of this Delivery Agreement.

¹ Section 62 (9) Planning and Compulsory Purchase Act 2004 (as amended Planning (Wales) Act 2015)

² Section 63 (1) Planning and Compulsory Purchase Act 2004 & Regulations 5 – 10 LDP (Wales) Regulations (as amended 2015)

1.5 A glossary of terms can be found in Appendix 4.

Draft Delivery Agreement Consultation

1.6 This Draft Delivery Agreement (DA) is currently being consulted upon with specific consultation bodies to seek views on the timetable and community involvement scheme. Following targeted consultation on the Draft Delivery Agreement, the Council will:

- Consider the consultation responses and revise the DA as appropriate.
- Report the updated DA to Council for approval.
- Submit DA to Welsh Government for agreement.
- Publish DA on Council website and place in Planning Reception and Community Hubs/Libraries across the County.
- Review DA on a regular basis (quarterly).

Preparation of the Revised LDP

1.7 In preparing the revised LDP the Council will aim to achieve the following key objectives³:

- Facilitate Sustainable Development by fully integrating a Sustainability Appraisal (incorporating Strategic Environmental Assessment) into the plan making process. A Well-being Assessment and Health Impact Assessment will also be produced.
- Ensure early and effective community involvement in order to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for the revised LDP.
- Enable policy integration by producing a revised LDP that is internally consistent with other corporate priorities and other policies and strategies at the national, regional and local level, appreciating the need to avoid unnecessary repetition.
- Deliver a fast and responsive approach to plan-making.
- Produce a revised LDP that is strategic, concise and distinctive in setting out how Monmouthshire will develop and change, with particular regard to the well-being of future generations whilst also addressing key issues collaboratively with adjacent local planning authorities.
- Deliver sustainable development, with full consideration of infrastructure requirements, availability of resources, viability and market factors.

1.8 The revised LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The emerging Local Well-Being Plan (LWBP) will be of particular importance at the local level. The LWBP relates to the economic, social, environmental and cultural well-being of Monmouthshire and will have clear links with the LDP where it relates to land use planning.

³ Welsh Government LDP Manual (Edition 2, 2015)

Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

- 1.9 A Sustainability Appraisal⁴, (SA) incorporating Strategic Environmental Assessment⁵ (SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and economic implications of the plans strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.
- 1.10 The Council will continue to adopt an integrated approach to the SA/SEA of the revised LDP, ensuring that the revised plan is internally consistent, with economic and social issues considered alongside other matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.
- 1.11 The SA, incorporating the SEA will be undertaken as follows:
- A Sustainability Appraisal Scoping Report. This will identify the existing sustainability issues in the Monmouthshire area and provide baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives will be revised and updated as necessary. A revised Sustainability Framework will be produced.
 - An Initial Sustainability Appraisal Report (ISAR). This will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the revised Deposit LDP is prepared.
 - A Final Sustainability Appraisal Report (SAR). This will bring together all elements of the SA and take into account the binding recommendations of the Planning Inspector. The Final SAR will be published following receipt of the Inspectors Report.
 - A Sustainability Appraisal Adoption Statement will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

⁴ Section 62 (6) Planning and Compulsory Purchase Act 2004

⁵ European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

Habitats Regulations Assessment (HRA)

1.12 The Habitats Directive⁶ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. Monmouthshire includes a range of international nature conservation designated sites such as Special Areas of Conservation and a RAMSAR site. Habitats Regulations Assessment will be undertaken alongside SA/SEA to ensure an integrated approach to assessment. It is intended that the process will again run concurrently with the plan making process and form an iterative part of plan preparation.

1.13 There are two stages of Habitats Regulation Assessment:

- Screening
- Habitats Regulations Assessment

Evidence Base Assessments

1.14 As outlined in each of the published Annual Monitoring Reports, and the Review Report, there is a need to update and undertake various evidence base assessments throughout the preparation of the revised LDP. At this stage it is envisaged that this will include:

- Needs assessments in relation to population, housing, employment and retail
- Additional land allocations to meet the chosen growth strategy for the new Plan period
- Affordable Housing Viability Assessment
- Local Housing Market Assessment
- Sustainable settlement hierarchy
- Urban capacity study
- Employment Land Review
- Amenity Open Space survey
- Settlement boundary review
- Renewable Energy Assessment
- Infrastructure Plan

This is not a definitive list and additional evidence base update requirements may emerge as the plan revision progresses.

Well-being of Future Generations Act

1.15 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to; a prosperous Wales, a resilient Wales, a healthier Wales, a more equal

⁶ 92/43/EC

Wales, a Wales of cohesive communities, a Wales of vibrant culture and Welsh language, and, a globally responsible Wales. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between both the LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced, which is currently in the process of being finalised. This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP, which will follow the five ways of working.

Tests of Soundness

- 1.16 ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the revised LDP is found not to be sound then the Welsh Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.
- 1.17 The Council must submit the revised LDP to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the Plan is fundamentally sound. The Inspector will assess whether the preparation of the plan has been undertaken in accordance with legal and regulatory procedural requirements, and, complies with the Community Involvement Scheme. The Inspector must also determine whether the Plan meets the three soundness tests⁷:
- **Test 1 – Does the plan fit?** (i.e. is it clear that the LDP is consistent with other plans?);
 - **Test 2 – Is the plan appropriate?** (i.e. is the plan appropriate for the area in the light of the evidence?);
 - **Test 3 – Will the plan deliver?** (i.e. is it likely to be effective?).
- 1.18 The conclusions reached by the Inspector will be binding and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the revised LDP.

⁷ Welsh Government LDP Manual (Edition 2, August 2015)

2.0 Part 2 - Timetable

- 2.1 The Council has established a timetable summarising the key stages in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the replacement LDP having regard to the resources available. In preparing the timetable, regard has been given to the WG's expectation that a revised plan can be prepared in considerably less than 4 years, taking into account the resources available and the extent of changes required (Planning Policy Wales Edition 9, November 2016). Moreover, it has regard to the fact that the current LDP expires in December 2021 and there is a pressing need to maintain Plan coverage.
- 2.2 Table 1 is split into definitive and indicative stages:
- **Definitive Stages** – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates, while challenging, are considered realistic and every effort will be made to adhere to these dates.
 - **Indicative Stages** – This part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, number of examination hearing sessions, time taken to receive Inspector's Report) over which the Council has far less control. Those dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1 - Key stages in Replacement Plan Preparation

Key Stages	Timescale	
	From	To
Delivery Agreement	January 2018	May 2018
	Full Council – May 2018 Submission to Welsh Government – May 2018 (Response to LPA to be received within 4 weeks)	
Pre-Deposit Participation	July 2018	November 2019
	Report to Council on draft Preferred Strategy – November 2019	
Preferred Strategy (Pre-Deposit) Consultation.	December 2019	October 2020
	Preferred Strategy - 6 week consultation Report to Council on draft Deposit Plan – October 2020	
Statutory Deposit Plan Consultation	November 2020	May 2021
	Deposit Plan - 6 week consultation	

	Report to Council on focused changes and submission of Deposit Plan to Welsh Government – May 2021
Stages	Timescale
Indicative	
Submission of LDP to Welsh Government	Summer 2021
Independent Examination	Autumn 2021
Inspector's Report	Winter 2021
Adoption	Early 2022 (must be adopted within 8 weeks of receiving the Inspector's binding report)

- 2.3 A detailed project plan outlining the timescale for each of the stages of plan preparation is included in Appendix 2.

Resources

- 2.4 The Head of Planning, Housing and Place-Shaping will be responsible for the overall delivery of the revised LDP, with the Planning Policy Manager responsible for the day-to-day project management. The Planning Policy Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below, approximately 80% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working. Additional time will be dedicated by the Head of Planning, Housing and Place-Shaping to the efficient delivery of the replacement LDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from; Development Management, Heritage, Housing, Highways, Business and Enterprise, Green Infrastructure, Education, Democratic Services and Legal Services.

Table 2 – Planning Policy Staff Resources

Officer Job Title	Number of posts
Planning Policy Manager	1.5. (0.5FTE Manager due to retire in June 18, this 0.5 post will subsequently be deleted).
Principal Planning Policy Officer	1
Senior Planning Policy Officer	2 (this includes an additional fixed term post)
Planning Policy Research Officer	1

- 2.5 The Council recognises that additional professional specialist services will also be required to progress and establish a robust evidence base to inform the revised LDP.

While it is anticipated that a considerable amount of evidence base work will be undertaken by MCC officers, predominately Planning Policy, the use of external consultants is likely to be necessary, particularly in relation to highly technical/specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.

- 2.6 The Delivery Agreement has been prepared on the basis of a revised Monmouthshire Local Development Plan only. Work is however on-going on a regional basis, collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Monmouthshire and Torfaen Councils have identified a number of topic areas where an evidence base could be prepared jointly.
- 2.7 A sufficient budget is available to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Risk Management and Analysis

- 2.8 While the timetable for preparation of the revised LDP is realistic, it is acknowledged that it will also be challenging. It is recognised that there are a number of factors that could result in plan preparation deviating from the proposed timetable. The timetable consequently allows for flexibility through a degree of tolerance of up to 3 month delay, before a formal revision to the Delivery Agreement is required. Appendix 3 sets out a risk assessment including a number of potential issues that could cause difficulties in keeping to the proposed timetable, together with the Council's proposed approach to managing them.

Supplementary Planning Guidance (SPG)

- 2.9 The revised LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which LDP policies will be applied. While SPG does not form part of a development plan it should be derived from and be consistent with the relevant LDP. The SPG should also be clearly cross referenced to the policies and proposals it supplements.
- 2.10 Since the adoption of the current LDP a total of 8 Supplementary Planning Guidance documents have been prepared and adopted to support existing LDP policies. The SPG cover the following topic areas:
- Green Infrastructure, April 2015
 - Conversion of Agricultural Buildings Design Guide SPG April, 2015

- LDP Policies H5 & H6 Replacement Dwellings in the Open Countryside and Extension of Rural Dwellings SPG, April 2015
- Affordable Housing SPG, March 2016
- Renewable Energy and Energy Efficiency SPG, March 2016
- Primary Shopping Frontages Supplementary Planning Guidance, April 2016
- Sustainable Tourism Accommodation SPG, November 2017
- Rural Conversions to Residential or Tourism Use, November 2017

2.11 It is anticipated that the SPG topics listed above will continue to be necessary and relevant, and so will be carried forward with any amendments necessary to support the revised LDP, and/or the updated evidence base.

2.12 For example it is recognised that updated viability testing is essential to inform the revised LDP which could result in changes to existing policy, particularly affordable housing. Accordingly it is likely that the Affordable Housing SPG will need to be revised to reflect such changes. It is anticipated that this will be revised alongside the preparation of the revised LDP. It should nevertheless be noted that SPG to the LDP cannot be formally adopted until after the Inspector's Report has been received and it is clear that there are no changes to the policy approach set out in the revised plan. It is not anticipated that any new/additional SPG will be prepared or consulted on in parallel with the revised LDP, primarily due to the challenging timescales.

Monitoring and Review

2.13 The Council will monitor and regularly review progress of the replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. As noted in paragraph 2.8 the timetable allows for a marginal degree of flexibility, however, any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP.
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

2.14 An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be

redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

3.0 Part 3 – Community Involvement Scheme

- 3.1 The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP. While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, one of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan's strategy and policies. The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long-term, integration, involvement, collaboration and prevention. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Section 2, Table 1 and Appendix 2), which should be read in connection with the CIS.
- 3.2 Monmouthshire County Council's key purpose is to help build sustainable and resilient communities that support the well-being of current and future generations. This is intrinsically linked to land use planning and is therefore key to the delivery of the LDP. Accordingly, the CIS is based on Monmouthshire County Council's four values; openness, fairness, flexibility and teamwork.

Openness. *We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.*

Fairness. *We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.*

Flexibility. *We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.*

Teamwork. *We will work with you and our partners to support and inspire everyone 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.*

- 3.3 Monmouthshire County Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the LDP will take place in accordance with the guidelines set out in the CIS. The Council

recognise that engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation process can be identified as:

- To involve people at the earliest opportunity, in time to shape plan preparation work
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner
- To provide an accessible consultation process and adapt this as necessary to account for individual needs
- To encourage and enable everyone with the opportunity to be involved, if they so choose
- Adopt alternative approaches to ensure hard to reach groups are involved from the outset
- Draw on local knowledge to improve decision making and help the realistic implementation of decisions
- That the planning system should help implement the community's vision for the area
- To seek consensus and strengthen community involvement
- To engage as full a spectrum of the community as possible in strategic issues
- To provide two way dialogue by responding to comments received and publishing responses in a report of consultation

Welsh Language and Bilingual engagement

3.4 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh.
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual.
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual.
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service.
- Draft LDP documents can be made available in Welsh if requested. The Adopted Revised LDP will be available in both Welsh and English format.

How will we involve you?

3.5 We will seek to publicise the LDP revision process at every stage and reach as much of the community as possible, as well as other stakeholders to advise people about the revised LDP and how they can get involved. This will be done by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation)

- Through use of **Twitter**, by utilising both the corporate @MonmouthshireCC account and the @MCCPlanning account.
- Via **Facebook** on the Monmouthshire County Council page.
- Engagement with Members through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings.
- Making use of existing networks such as the quarterly Community Cluster Meetings and Bryn-Y-Cwm Area Committee, utilising the five-area cluster model which provides a forum for respective Town and Community Council's to come together and liaise with the County Council.
- All LDP information and documents will be made available on the Council's website, which will be updated regularly.
- Deposit of documents at the Council's headquarters, libraries and Community Hubs.
- Press releases for the local media, where appropriate.
- Producing a regular newsletter that describes progress on the revised LDP.
- Public information exhibitions, drop in sessions and meetings in accessible and neutral locations.
- Advertising each stage of participation/consultation on **Monmouthshire Made Open**, a social network created specifically for those who believe we can build a more sustainable and resilient Monmouthshire, by working together.
- Site notices will be displayed regarding proposed land allocations at relevant stages and letters will be sent to adjacent properties (excluding Candidate Site's submitted as these relate to submissions for consideration rather than proposals)

Who will we involve?

Individuals who have registered an interest through the Revised LDP Database

- 3.6 A database has been maintained to include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the LDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the LDP revision process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of LDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is coming into force in May 2018. By commenting on the LDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the LDP revision process and for a period of 6 years following adoption.
- 3.7 If you wish for your details to be added to the revised LDP database, please contact the Planning Policy Team by email, phone or in writing using the contact details as set out in paragraph 3.24.

County Councillors

- 3.8 It is recognised that the involvement of Members of Monmouthshire County Council throughout the revised LDP preparation will be of key importance. Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County as a whole. Accordingly, Members will play an essential role in the revised LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the Monmouthshire area as a whole.
- 3.9 The Cabinet Member for Enterprise has responsibility for the planning policy, including the revised LDP. Liaison with the Cabinet Member and all other Members is essential throughout the process. All Member seminars will consequently be undertaken as and when deemed necessary, particularly at key stages of the revised LDP including but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

Town and Community Councils

- 3.10 Town and Community Councils also play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Monmouthshire. Town and Community Councils will be consulted at every stage of the LDP revision process and through their individual communication methods will help raise awareness of the revised LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community. As noted in Section 3.5 the quarterly community cluster meetings and Bryn-Y-Cwm Area Committee will be engaged in the preparation of the revised LDP, as appropriate.

Partnership Groups

- 3.11 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the revised LDP, particularly in the early stages of public participation when structured discussion is desirable.
- 3.12 Liaison with the Monmouthshire Public Service Board and partners will be of particular importance to ensure the revised LDP aligns with the Local Well-being Plan. We will also work closely with the Council's Community and Development Partnership Team who operate as a bridging mechanism between partners, Town & Community Councils and the community. The Community and Development Partnership Team is also central to the delivery of the Monmouthshire Wellbeing Plan.

Members of the Public, Businesses, Land Owners, Developers and Agents

- 3.13 As outlined previously extensive engagement will be undertaken at each key stage of the LDP revision process. Efforts will be made to engage with the business community at an early

stage which could be achieved through liaison with the individual chambers' of commerce across the County. We will also engage with planning agents who are regular customers of Monmouthshire's planning service. As noted in section 3.6 anyone can request for their details to be included on the LDP revision database. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.

- 3.14 The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology is being established across the South East Wales region for local planning authorities to utilise for their respective revised LDPs. A Call for Candidate Sites will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out in section 3.5.

Additional Consultation Bodies

- 3.15 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees⁸ comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Aneurin Bevan Health Board who cover the Monmouthshire area and Dŵr Cymru Welsh Water, the local water undertaker. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

- 3.16 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the revised LDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.

⁸ As defined in LDP Regulation 2. Full list provided in Appendix 1.

3.17 The following groups are identified as not having been sufficiently engaged in plan preparation previously and will subsequently be actively encouraged to participate in the revised LDP process:

- Young People – the established group Engage 2 Change, Monmouthshire Youth Council⁹ will be invited to participate as appropriate in the LDP revision process. This will ensure the voices of young people are heard and enable young people to share their views on a wide range of issues that they consider important to them and their local area.
- Disabled People – engagement with the existing Access for All Forum will be of importance in order to gain the views of those living with disabilities in Monmouthshire. The forum offers an opportunity for people with disabilities to influence the policies and decisions that affect them.
- Gypsy and Travellers – the Gypsy and Traveller Accommodation Assessment Stakeholder Group will be utilised at relevant stages to ensure the gypsy and travelling community are appropriately engaged.

3.18 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County, small house-builders and small and medium-sized enterprises. Accordingly, we will endeavour to reach out to these groups by utilising existing mutual points of contact wherever possible.

What we expect from you

3.19 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we will seek your involvement. This will ensure that individual views are considered and taken into account throughout the LDP revision preparation process.

3.20 It is also of importance that you notify the Planning Policy team should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to Candidate Sites it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Planning Policy team in order to ensure progress is not delayed.

Building Consensus

3.21 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the preparation of the revised LDP, which will be of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit

⁹ Youth Workers and pupils from King Henry VIII School, Caldicot School, Chepstow School and Monmouth School

trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and, to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, decisions made will not be revisited via subsequent consultation opportunities, so participants are requested to focus their input on the matter being considered at that stage.

Late representations

3.22 As noted in paragraph 3.17 responses are required by the specified deadline of the specific consultation period in order for them to be considered. Any late comments/representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. The timescale to produce the revised LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

3.23 The revised LDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Planning Policy pages of the Council's website <http://www.monmouthshire.gov.uk/planning-policy> . Electronic representation forms will also be made available during periods of consultation. In addition to online availability the documents will also be available in paper copies in the following locations:

- Planning Reception, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA
- Abergavenny Library, Baker Street, Abergavenny, NP7 5BD¹⁰
- Abergavenny Community Hub, Market Hall, Cross Street, Abergavenny, NP7 5HD¹¹
- Caldicot Community Hub, Woodstock Way, Caldicot, NP26 5DB
- Chepstow Community Hub, Manor Way, Chepstow, NP16 5HZ
- Monmouth Community Hub, Rolls Hall, Whitecross Street, Monmouth, NP15 3BY
- Usk Community Hub, 35 Maryport Street, Usk, NP15 1AE
- Gilwern Library, Common Road, Gilwern, NP7 0DS

3.24 Paper copies of documents will not be sent out during the LDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be offered, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual.

¹⁰ Abergavenny Library and Community Hub are currently in separate locations, this may change during the process of the revised LDP. These details will be updated as necessary.

¹¹ See above footnote.

Timetable and proposed Methods of Engagement

3.25 The following table sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the LDP preparation process. The list is not exhaustive and may need to be adapted to ensure the community and stakeholders are suitably involved at each stage. The proposed methods of engagement will vary dependent on the stage of plan preparation, subject matter, preference of those involved and the resources available at the time, recognising that the proposed timetable and methods should not hinder plan preparation.

Table 3 - Community involvement timetable and proposed methods of engagement.

Definitive Stage: Delivery Agreement						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Prepare timetable for the revised LDP process • Preparation of Community Involvement Scheme • Consultation on Draft DA • Submission of Final DA to Welsh Government following Council approval 	<ul style="list-style-type: none"> • Provide details of integration of the SA/SEA process in the timetable 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific consultation bodies 	<ul style="list-style-type: none"> • Consultation with Members via Council Meeting • Consultation with Democratic Services Committee • Targeted consultation with specific consultation bodies via direct correspondence • Information by letter or email 	<ul style="list-style-type: none"> • A realistic timeframe for preparation of the revised LDP • Details of risk management • Community involvement proposals specified • Collaborative working • Formal commencement of LDP revision 	Draft Delivery Agreement to Democratic Services Committee & Full Council - March 2018 Full Council - May 2018	The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2 (5) (2015)
Definitive Stage: Pre-Deposit Participation						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Review and update existing LDP evidence base 	<ul style="list-style-type: none"> • Sustainability Appraisal Scoping Report 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate 	<ul style="list-style-type: none"> • Awareness raising of revised LDP 	Full Council to report on draft Preferred	The Town and Country Planning (Local

<ul style="list-style-type: none"> • Call for Candidate Sites – for a 16 week period • Engage with consultees to develop consensus on vision, issues and objectives. • Engage with consultees to develop consensus on options, including, growth levels and spatial distribution • Obtain Member approval on Preferred Strategy 	<p>Update baseline information, indicators and objectives.</p> <ul style="list-style-type: none"> • Produce revised sustainability framework. • HRA Screening of pre-deposit proposals for likely significant effects (stage 1). • Prepare Health Impact Assessment. 	<ul style="list-style-type: none"> • Specific & General consultation bodies (Including Aneurin Bevan Health Board) • Other consultees (including Public Service Board) • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings • Publication of each participation/consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group and Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Involvement of those who do not normally participate • Seek consensus on vision, issues and objectives • Collaborative working • Seek consensus on options, including, growth levels and distribution • Receipt of Candidate Sites • Draft SA/SEA Scoping Report • Draft Preferred Strategy 	<p>Strategy – November 2019</p> <p>Log details of involvement for inclusion within Report of Consultation.</p>	<p>Development Plan) (Wales) Regulation 14 (2004) and Regulation 2 (10) (2015)</p>
<p>Definitive Stage: Pre-Deposit Consultation - Preferred Strategy and Initial Sustainability Appraisal Report (ISAR)</p>						
<p>Summary of key steps</p>	<p>SA/SEA & HRA</p>	<p>Who will be involved</p>	<p>Methods of engagement</p>	<p>Outcome</p>	<p>Type of reporting required</p>	<p>LDP Regulations</p>
<ul style="list-style-type: none"> • Formal consultation on Preferred Strategy 	<ul style="list-style-type: none"> • Formal consultation on ISAR 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Engage with Members through workshops and 	<ul style="list-style-type: none"> • Preferred Strategy • Initial Sustainability Appraisal Report 	<p>Full Council to report on draft Deposit Plan – October 2020</p>	<p>The Town and Country Planning (Local</p>

<ul style="list-style-type: none"> • Formal consultation on ISAR • Publication of Candidate Sites Register • Preparation of Initial Report of Consultation providing feedback and comments on representations received. • Preparation of Deposit LDP • Obtain Member approval on Deposit LDP 	<ul style="list-style-type: none"> • HRA of Deposit Plan. Revisit HRA Screening to determine whether the policies and proposals have potential to lead to likely significant effects, beyond those considered in Stage 1 screening. 	<ul style="list-style-type: none"> • Specific & General consultation bodies • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<p>report to Council meetings</p> <ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group & Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Candidate Site Register • Draft Deposit Plan 	<p>Details of responses received to be incorporated into Report of Consultation.</p>	<p>Development Plan) (Wales) Regulations 15 & 16 (2004) and Regulation 16a (2015)</p>
Definitive Stage: Deposit Consultation - Deposit Plan, Sustainability Appraisal Report (SAR) and Habitats Regulations Assessment (HRA)						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Deposit of LDP for public inspection • Formal consultation on Deposit LDP, SAR, HRA 	<ul style="list-style-type: none"> • Formal consultation on SAR (incorporating 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific & General 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings 	<ul style="list-style-type: none"> • Deposit Plan • Final Sustainability Appraisal Report • Habitats Regulations Assessment 	<p>Details of responses received to be incorporated into</p>	<p>The Town and Country Planning (Local Development</p>

<p>and any relevant supporting documents</p> <ul style="list-style-type: none"> • Preparation of Report of Consultation providing feedback and comments on representations received 	<p>Health Impact Assessment)</p> <ul style="list-style-type: none"> • Formal consultation on HRA 	<p>consultation bodies</p> <ul style="list-style-type: none"> • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Update Engage 2 Change Group & Access for All group • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Representations and comments on Deposit Plan, SA/SEA, HRA to be included in Report of Consultation 	<p>Report of Consultation.</p>	<p>Plan) (Wales) Regulations 17, 18 & 19 (2004)</p>
Indicative Stage: Submission of LDP to Welsh Government						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Consider any representations made on deposit proposals and update Deposit Plan & Report of Consultation accordingly 	<ul style="list-style-type: none"> • Consider any implications of representations on SAR & HRA • Submit SAR 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account 	<ul style="list-style-type: none"> • Submission of Deposit LDP and supporting documents to Welsh Government for formal examination 	<p>Full Council to report on responses received on Deposit Plan, any Focused Changes and to seek</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulation 22</p>

<ul style="list-style-type: none"> • Potential Focused Changes consultation • Submit Deposit LDP, Report of Consultation, Sustainability Appraisal Report (SAR), Community Involvement Scheme and any relevant supporting documents (including the evidence base) to the Welsh Government and Planning Inspectorate 	<ul style="list-style-type: none"> • Submit iterative HRA 	<ul style="list-style-type: none"> • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copies of documents in the following locations: County Hall, Libraries and Community Hubs 		endorsement for submission – May 2021	(2004) and Regulation 2 (17) (2015)
Indicative Stage: Independent Examination						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish details of Hearing Sessions and notify all interested parties specifying dates and location • Seek common ground with objectors to focus hearing sessions • Update Matters Arising Changes (MACs) as appropriate • Consult on Matters Arising Changes 	<ul style="list-style-type: none"> • Appraise any MACs utilising the SA/SEA as appropriate • Appraise any MACs utilising the HRA as appropriate 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Ensure examination is open to all who wish to observe 	Statements of common ground, as necessary	The Town and Country Planning (Local Development Plan) (Wales) Regulation 23 (2004)

		<p>Meeting Invitees</p> <ul style="list-style-type: none"> • All others on LDP database 				
Indicative Stage: Inspector's Report						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish Inspector's Report following receipt (within prescribed 8 week period) • Inform interested parties of receipt and publication of Inspector's Report 		<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copy of Inspectors Report in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Binding Inspector's Report 	None	The Town and Country Planning (Local Development Plan) (Wales) Regulation 24 (2004)

Indicative Stage: Adoption						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Obtain Member approval to formally adopt • Inform all on LDP database of adoption of the revised LDP • Produce adoption statement • Produce the adopted LDP bilingually 	<ul style="list-style-type: none"> • Publish SA Report • Publish HRA Report 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Engage with Members via an all Member Workshop and Council Meeting • Once adopted publication on Council's website • Once adopted, notification via Twitter utilising planning policy and corporate account • Once adopted, notification via Facebook utilising corporate account • Once adopted, Press Release will be published • Once adopted, notification via letter or email • Once adopted, provide copy of Adopted LDP in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Formal adoption of the revised LDP 	Full Council prior to formal Adoption – Early 2022	The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

Contact details

3.26 You can contact the planning policy team using any of the following methods:

Email: planningpolicy@monmouthshire.gov.uk

Telephone: 01633 644429

Post:

Planning Policy

Monmouthshire County Council

County Hall

The Rhadyr

Usk

NP15 1GA

Appendix 1 – List of Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP.

Specific Consultation Bodies¹² (including UK Government Departments):

- Welsh Government (Planning division will co-ordinate consultations)
- Natural Resources Wales
- Network Rail
- Office of Secretary of State for Wales
- Telecommunication Operators - EE, Vodaphone and O2, Openreach, Virgin Media
- Aneurin Bevan Health Board
- Gas and Electricity Licencees - National Grid, Wales & West Utilities
- Sewerage and Water undertakers – Dwr Cymru Welsh Water
- Department for Transport (including Secretary of State for functions previously exercised by the Strategic Rail Authority)
- UK Government Departments- Department of Business, Energy and Industrial Strategy
- Home Office
- Ministry of Defence

Neighbouring local authorities:

- Blaenau Gwent County Borough Council
- Brecon Beacons National Park Authority
- Bristol City Council
- Cardiff Capital Region Strategic Planning Panel¹³
- Forest of Dean District Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- South Gloucestershire Council
- Torfaen County Borough Council
- West of England Joint Spatial Plan

Town and Community Councils in the Monmouthshire area:

- Abergavenny Town Council
- Caerwent Community Council
- Caldicot Town Council
- Chepstow Town Council
- Crucorney Community Council
- Devauden Community Council
- Goetre Fawr Community Council
- Grosmont Community Council
- Gwehelog Fawr Community Council

¹² As defined in LDP Regulation 2.

¹³ Once established.

- Llanarth Fawr Community Council
- Llanbadoc Community Council
- Llanelly Community Council
- Llanfoist Fawr Community Council
- Llangattock Vibon Avel Community Council
- Llangwm & Llansoy Community Council
- Llangybi Fawr Community Council
- Llanhennock Community Council
- Llanover Community Council
- Llantilio Crossenny Community Council
- Llantilio Pertholey Community Council
- Llantrisant Community Council
- Magor with Undy Community Council
- Mathern Community Council
- Mitchel Troy United Community Council
- Monmouth Town Council
- Portskewett Community Council
- Raglan Community Council
- Rogiet Community Council
- Shirenewton Community Council
- St Arvans Community Council
- Tintern Community Council
- Trellech United Community Council
- Usk Town Council

General Consultation Bodies

The Council will consult the following general consultation bodies, where appropriate, in accordance with this Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

(i) Voluntary bodies whose activities benefit any part of the authority's area:

- Age Concern Gwent
- CAIR (The Monmouthshire Disablement Association)
- Gwent Association for the Blind
- Gwent Association of Voluntary Organisations Monmouthshire (GAVO)
- Gwent Wildlife Trust
- Royal Voluntary Service (RVS)
- Rural Community Action Monmouthshire

(ii) Bodies representing the interests of different racial, ethnic or national groups in the authority's area:

- All Wales Ethnic Minority Association
- Citizen's Advice Cymru
- Ethnic Minority Foundation
- Friends, Families and Travellers

- South East Wales Racial Equality Council (SEWREC)
- (iii) Bodies which represent the interests of different religious groups in the authority's area.
- The Representative Body of the Church in Wales
- (iv) Bodies which represent the interests of disabled persons in the authority's area.
- Downs Syndrome Association
 - Gwent Association for the Blind
 - Mencap Cymru
 - Mind Cymru
 - Royal National Institute for Deaf People
 - Wales Council for Deaf People
 - Wales Council for the Blind
 - Wales Council for the Disabled
- (v) Bodies which represent the interests of persons carrying on business in the authority's area.
- Abergavenny Community Enterprise
 - British Wind Energy Association
 - Confederation of British Industry (Wales)
 - Homemakers Community Recycling
 - Newport and Gwent Enterprise Agency
 - South East Wales Energy Agency
 - Viridor Waste Management
- (vi) Bodies which represent the interests of Welsh culture in the authority's area.
- Cadw
 - Glamorgan Gwent Archaeological Trust Ltd
 - Royal Commission on Ancient and Historic Monuments

Other Consultees

The Council will consult the following other consultees, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

- Abergavenny Local Historic Society
- Arriva Trains Wales
- British Aggregates Association
- British Geological Survey
- British Waterways
- Bryn Y Cwm Community Forum
- Business Wales (South Wales Regional Centre)
- Campaign for Real Ale (Camra)
- Campaign for the Protection of Rural Wales (CPRW)
- Capital Region Tourism (Monmouth)

- Centre for Ecology & Hydrology
- Chambers of Trade & Commerce – Abergavenny, Caldicot, Chepstow, Monmouth and Usk
- Charter Housing Association
- Chartered Institute of Housing (Cymru)
- Chartered Institution of Waste Management Wales
- Chepstow Business Club
- Civic Societies – Abergavenny & District, Monmouth and Usk
- Community Land Advisory Service Cymru (CLAS)
- Country Landowners and Business Association Cymru (CLA)
- Crown Estate
- Department for the Economy and Transport
- Design Commission for Wales
- Disability Rights Commission Wales
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Energy Savings Trust Wales
- Farmers Union of Wales (FUW)
- Federation of Master Builders
- Federation of Small Businesses in Wales
- Fields in Trust
- Forestry Commission Wales
- Freight Transport Association
- Friends of the Earth – Abergavenny & Crickhowell and Chepstow
- Gwent Badger Group
- Gwent Joint Passenger Transport Unit
- Gwent Police
- Gwent Young Farmers Clubs
- Health and Safety Executive (Wales)
- Home Builders Federation
- Institute of Directors Wales
- Institution of Civil Engineers Wales
- Joint Council for Wales
- Llanarth Estate
- Llanellen Parish Association
- Llangybi Estate
- Llanover and Coldbrook Estate
- Local Assembly Member
- Magor with Undy Sports and Leisure Association
- Mineral Products Association
- Monmouth Archaeological Society
- Monmouth, Brecon and Abergavenny Canals Trust
- Monmouthshire Bat Group
- Monmouthshire Green Web

- Monmouthshire Local Policing Unit
- National Air Traffic Services
- National Farmers Union Cymru (NFU)
- National Trust
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Pontypool Park Estate Office
- Public Health Wales
- Rail Freight Group
- Ramblers Cymru
- Redwick Community Council
- RSPB Cymru
- Rural Housing Enabler
- Shelter Cymru
- Shirenewton and Mynyddbach Fields Association Ltd
- Society for the Protection of Ancient Buildings
- South Wales Fire and Rescue Service
- Sports Council for Wales
- Sustrans Cymru
- The Canal and River Trust
- The Chepstow Society
- The Coal Authority
- The Gypsy Council
- The National Library of Wales
- The Open Spaces Society
- The Planning Inspectorate
- The Theatres Trust
- Transition Chepstow
- Traveller Law Reform Project
- Wales Council for Voluntary Action (WCVA)
- WEA Cymru (Adult Learning Wales)
- Wales Environment Link
- Welsh Environmental Services Association
- Welsh Health Estates
- Welsh Historic Gardens Trust
- Welsh Language Commissioner
- Woodland Trust Wales (Coed Cadw)
- Wye Valley AONB
- Wye Valley Society

Appendix 2 - Timetable for Revision of the LDP

	2018					2019					2020					2021					2022																											
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Delivery Agreement (DA)																																																
Preparation of Draft DA																																																
Political Reporting - draft DA																																																
Targeted Consultation on draft DA																																																
Political Reporting following consultation on DA (agreement to submit to WG)																																																
Submission to Welsh Government																																																
DA agreed by Welsh Government																																																
Update Evidence Base																																																
Review Evidence Base																																																
SA: Review/Update SA baseline and SA framework																																																
Pre-Deposit Participation																																																
Call for Candidate Sites																																																
Candidate Sites - Stage 1 Assessment																																																

	2018					2019					2020					2021					2022																																							
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Consultation on Draft SA Scoping Report																																																												
Identification & assessment of vision, issues and objectives																																																												
Identification and assessment of options (growth levels and spatial distribution)																																																												
Consultation on Options (non-statutory)																																																												
Candidate Sites - Stage 2a Assessment																																																												
Preparation of Preferred Strategy, SA Report & HRA																																																												
Preferred Strategy Political Reporting																																																												
Pre-Deposit Consultation																																																												
Consultation on Preferred Strategy																																																												
Consultation on Initial SA Report																																																												
Analyse consultation responses and prepare Initial Consultation Report																																																												
Candidate Sites - Stage 2b Assessment																																																												
Candidate Sites - Stage 3 Assessment																																																												

Appendix 3 – Risk Assessment

Issue	Level	Potential Impact(s)	Mitigation
Council Matters			
Change in staff resources available to undertake revised LDP preparation. Staff turnover in small team.	Medium Medium	Programme slippage	Consider additional resources (including support from other sections within the Council) and ensure robust structure. Ensure revised LDP process maintains highest level corporate priority.
Reduction and lack of financial resources.	Medium	Programme slippage. Delay in securing information required to progress plan.	Ensure plan preparation process is adequately costed with in-built capacity for unforeseen costs.
Corporate reorganisation of structures.	Medium	Programme slippage	Ensure revised LDP process maintains highest level corporate priority.
Council decision making structure/ political reporting cycle. Political Change/Elections.	Medium Low	Programme slippage.	Streamline decision-making procedures and ensure timetable is realistic. Early Member training. Monitoring.
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Low / Medium	Programme slippage.	Ensure organisation wide support of plan process and timetable from outset.
Challenging timetable to prepare revised LDP within 3 years	Medium/ High	Programme slippage.	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management with

Issue	Level	Potential Impact(s)	Mitigation
due to greater than anticipated workload (e.g. greater number of representations received or SA/SEA/HRA requirements).			adequate contingencies/flexibility. If appropriate reconsider timetable and resources.
National Issues			
Additional requirements arising from the issue of new legislation and/or national guidance. e.g. revised LDP alignment with revised Planning Policy Wales and LDP Manual.	Medium/ High	Programme slippage.	Monitor emerging legislation/guidance; report and respond early to changes as necessary.
Involvement in preparation of Strategic Development Plan (SDP)	Medium/ High	Programme slippage. Resource implications, extent of input to the SDP currently unknown.	Ensure sufficient resources are available and corporate support of SDP process and timetable from outset.
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Medium/ High	Work on individual LDP to date would be abortive.	Cannot be mitigated, full justification of the Council's approach to produce an individual Monmouthshire LDP has been provided.
Ability of statutory consultees and/or Planning Inspectorate to respond within set timescales.	Low / Medium	Programme slippage. Key milestones are not met. Examination and/or Report delayed.	Maintain close liaison with statutory consultees and the Planning Inspectorate to ensure early identification of potential problems.

Issue	Level	Potential Impact(s)	Mitigation
Local Issues			
Insufficient information to undertake SA/SEA.	Medium	Programme slippage.	Identify expectations of consultation bodies. Consider additional resources.
Large volume and /or highly significant levels of objection to proposals e.g. site allocations.	Medium	Programme slippage. Plan cannot be submitted for examination without significant work.	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.
Review of revised Plan resulting from a requirement to align with a Strategic Development Plan.	Low	Programme slippage.	Ensure involvement in progress of regional work. Early response to potential local implications.
Plan fails the test of 'soundness'.	Low / Medium	Programme slippage. Part of the Plan is excluded or changed. Additional work needs to be carried out before the Plan can be adopted. The plan could be withdrawn.	Ensure LDP has a robust evidence base, properly subjected to SA/SEA/HRA, with well audited community and stakeholder engagement. Maintain liaison with Welsh Government on preparation procedures.
Legal Challenge.	Low / Medium	Programme slippage. Adopted Plan quashed in whole or part. Additional work/time/financial requirements.	Good knowledge of statutory requirements to ensure compliance.

Appendix 4 – Glossary of terms

Adopted Plan	The final version of the Local Development Plan.
Adoption	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the LDP strategy and objectives are being achieved and whether the LDP policies are functioning effectively.
Baseline	A description of the present state of an area.
Candidate Site	A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate Sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
Council	Monmouthshire County Council (excluding for planning purposes the Brecon Beacons National Park administrative area that falls within Monmouthshire).
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit	A formal six week stage in which individuals and organisations can make representations on the Local Development Plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement	A proactive process that seeks to encourage the involvement and participation of the community and other groups in the decision making process.
Evidence Base	Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination	The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Habitat Regulations	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of

Assessment (HRA)	European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report	The Report prepared by an independent Inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
Involvement	Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
Local Planning Authority (LPA)	In the case of Monmouthshire, this is Monmouthshire County Council (excluding the Brecon Beacons National Park administrative area where the local planning authority is the National Park).
Monmouthshire County Council (MCC)	This is the name of the Local Planning Authority preparing the LDP.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and stakeholders to input into decision making.
Partners	Other local authority departments and statutory bodies where the LDP will help to deliver some of the objectives of their strategies. Partners may be expected to contribute in the formulation of relevant parts of the plan.
Planning Inspectorate	The Wales branch of the Planning Inspectorate are an independent body who will be responsible for the formal examination of the LDP.
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
Pre-Deposit	Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.

Representations	Comments received in relation to the LDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests	In order to adopt a LDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	People whose interests are directly affected by a LDP (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross-boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPA's must have regard to the SDP when developing their LDPs.
Submission	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal (SA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Timetable	Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.

Well-being of Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'.

Monmouthshire's Scrutiny Forward Work Programme 2018

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
Special Joint Meeting of CYP and Adults Select 8 th March 2018	Area Plan	This is a draft plan which will be consulted upon in terms the priorities that will drive where investment across the region ~ scrutiny members to consider what this means for future service delivery/how can it inform the work programme.	Claire Marchant Matt Gatehouse Phil Diamond TCBC	Consultation
	Dementia Friendly Workshop		Phil Diamond TCBC	
20 th March 2018	Universal Credit Rollout *Is this needed now? *	To advise of emerging proposals and bring members up to speed with the roll out, highlighting the risks and advising on some of the proposals for support.	Ian Bakewell	Performance Monitoring
	Disabled Facility Grants	Report on the progress implementing disabled adaptations further to the additional funding received for 2017/18.	Ian Bakewell	Performance Monitoring
	Use of Bed and Breakfast Accommodation	Performance update on the use of Bed and Breakfast accommodation in supporting homelessness.	Ian Bakewell	Performance Monitoring
	Local review of homelessness and related services		Ian Bakewell	Performance Monitoring
Special Meeting Joint with CYP April 2018	TBC			
22 nd May 2018	Supporting People Service Review 2018-19	Usual reporting focusses on funding for the next financial year, however, this year we are delivering a status quo funding budget in line with Welsh	Chris Robinson	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2018

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Government's intention to maintain Supporting People budgets for the forthcoming year. A service review in 2018/19 will lead to the utilisation of the flexible funding options recently announced by Welsh Government.		
	Care Closer to Home *TBC*	Discussion on Care Closer to Home and how this sits within Monmouthshire Integrated Services.	Julie Boothroyd	Performance Monitoring
	Disability Transformation Work *TBC*		Claire Robins	Performance Monitoring
10th July 2018	*TBC*			
Special late June/early July	Chief Officers Annual Report (Social Services)	To scrutinise the progress of social services and the future strategic direction.	Claire Marchant	Performance Monitoring
Joint with CYP				

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Future Agreed Work Programme Items: Dates to be determined

- ✓ Crick Road Care Development ~ Final Business Case
- ✓ Future Commissioning of Adults Services ~ linked to "Turning the World Upside Down"
- ✓ Budget Pressures within services and spend analysis
- ✓ Community Development and Well-being
- ✓ Welfare ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform
- ✓ Housing Report: Local Housing Market Assessment

Monmouthshire's Scrutiny Forward Work Programme 2018

- ✓ **Annual Complaints Report for Social Services**

Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **Aneurin Bevan University Health Board ~ Joint meeting with CYP**
- ✓ **"Information, Advice and Assistance Service ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)**
- ✓ **The implementation of the Social Services and Well-being Act 2014 ~ (October 2017)**
- ✓ **Mental Health and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant**
- ✓ **Well-being ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs**
- ✓ **Implementation of the Social Services and Well-being Act 2014 ~ review post 18 month together with the duties around prisons ~ (March 2018)**
- ✓ **Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**
- ✓ **Regional Integrated Autism Service**
- ✓ **Annual Report**

Monmouthshire's Scrutiny Forward Work Programme 2018

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
Special Joint Meeting of CYP and Adults Select 8 th March 2018	Area Plan	This is a draft plan which will be consulted upon in terms the priorities that will drive where investment across the region ~ scrutiny members to consider what this means for future service delivery/how can it inform the work programme.	Claire Marchant Matt Gatehouse Phil Diamond TCBC	Consultation
	Dementia Friendly Workshop		Phil Diamond TCBC	
22nd March 2018	2nd Phase Family Support Review		Claire Marchant	Performance Monitoring
	National Report on School Categorisation 2017-18	Report of the Education Achievement Service (EAS)	EAS Will Mclean	Performance Monitoring
Joint Informal Session with Strong Communities Date TBC	Support for Refugees TBC	Progress report and invitation to young people to attend.	Shereen Williams	Policy Development
17th May 2018				
	Budget Monitoring - Period 12	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
28th June 2018	Education Achievement Service	Report on performance 17/18 and briefing on regional financial policy.	Susan Radford, Blaenau Gwent CBC	Performance Monitoring
Special late June/early July Joint with CYP	Chief Officers Annual Report (Social Services)	To scrutinise the progress of social services and the future strategic direction.	Claire Marchant	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2018

Future Agreed Work Programme Items: Dates to be determined

- **School Placement Capacity** ~ numbers in the south of the county considering the new housing developments planned.
- **Nursery provision** - the plans for welsh government to give 30 hours free childcare for nursery age - do we have capacity? What about our reliance on charities to run some of the 'state' provision.
- **Chief Officer's Self-evaluation Report** ~ Annual report of the Chief Officer on progress of the service and future strategic direction.
- **An update report regarding the process of issuing Free School Meals.**
- Update on the Donaldson report
- **Additional Learning Needs** - Review and provision/ALN Bill/Readiness and training
- **Schools** - quality indicators from new inspection framework/how categorisation works and actions taken to support improvement/EIB and Intervention Monitoring/ Donaldson Report on Successful Futures (Member suggestion to investigate how successfully pioneering schools are measuring their performance in line with curriculum). Review of 21st Century Schools.
- **Service Pressures** for the council and schools.
- **Inclusion updates** - wellbeing/attitudes to learning/supporting the pupil voice
- **Non-maintained/Early Years** - provision/outcomes/childcare offer
- **National Categorisation/Estyn outcomes** -Progress towards addressing recommendations
- **Post 16 education provision/Apprenticeships/Engagement and progression**
- **Welsh Education Strategic Plan** - annual update
- **Childcare sufficiency** - annual update
- **Play Sufficiency** - annual update
- **New Estyn framework** - suggested 'All Member Seminar'
- **External reference Group** - additional meeting
- **Children's Mental Health and Counselling Services**
- **Well-being reporting (obesity, eating disorders etc)**
- **Gwent Ethnicity Network Grant and support for refugees and asylum seekers**
- **Young Carers Strategy** ~ Implementation of the first year
- **Flying Start** ~ presentation for information

Monmouthshire's Scrutiny Forward Work Programme 2018

Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service** ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ **The implementation of the Social Services and Well-being Act 2014** ~ (October 2017)
- ✓ **Mental Health and Learning Disabilities** ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ **Well-being** ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs

Monmouthshire's Scrutiny Forward Work Programme 2018

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
15 th March 2018	Sale of County Hall	Oversight of this report requested by Members prior to a council decision.	Roger Hoggins	Pre-decision Scrutiny
	Local Development Plan Review	Reporting back following consultation, ahead of a decision to be taken by Council on 19 th March to commence a new LDP.	Mark Hand	Policy Development
	Marketing Monmouthshire for Business	First meeting Update ~ verbal feedback	Chair Councillor Paul Pavia	Working Group
CROSS BORDER VISIT *TBC* Page 165	Meet border/neighbouring English councils	Discussion on issues that cross county boundaries to explore any synergies/learning: <ul style="list-style-type: none"> ✓ Affordable housing, transport ✓ Impact of the removal of the Severn Tolls ✓ Tourism and enterprise 	Kellie Beirne Mark Hand	Action Learning
26 th April 2018	Abergavenny Outdoor Structure *TBC*	Contact Cllrs Woodhouse and Powell if deferring.	Rachael Rogers	Pre-decision Scrutiny
7 th June 2018				
19 th July 2018				

Monmouthshire's Scrutiny Forward Work Programme 2018

Future Meeting Items:

Agreed Scrutiny Focus for 2017-18:

- Affordable housing, transport and the LDP
- Impact of the removal of the Severn Tolls
- City Deal and the regional agenda (business plan sign off February 2018)
- Tourism and enterprise

- **ICT in Schools** ~ scrutinise jointly with CYP Select ~ Post Evaluation Review to return. Joint scrutiny of the outcomes for young people: Implementing the technology → delivering the teaching and learning → digital attainment levels.

Work Programme Items for circulation:

Agreed for the following reports to be emailed as opposed to tabled (unless requested by members):

- **Velethon Report for 2017 when available**
- **I County Strategy 2** ~ revised strategy to incorporate digital maturity and culture ~ October
- **People Strategy** ~ corporate strategy for staff ~ October
- **Information Strategy** ~ linking 3 strands: information governance, data insight and digital data ~ October
- **Employability Grant** ~ October
- **'Inspire Programme' Extension** ~ October

Monmouthshire's Scrutiny Forward Work Programme 2018

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
29 th March 2018	Social Justice Policy	Scrutiny of the new policy to deliver the portfolio ahead of Council adoption.	Cath Fallon Sara Jones	Pre-decision Scrutiny
	Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015	The Act is a landmark piece of legislation and received Royal Assent on 29 April 2015. The Gwent Violence against Women, Domestic Abuse and Sexual Violence Partnership Board has published the region's first joint strategy to tackle VAWDASV ~ scrutiny of the implementation.	Regional VAWDASV Team Councillor Sara Jones Sharran Lloyd	Policy Development
	Strategic Equality Plan	To monitor the progress on the annual monitoring report (2016-2017).	Alan Burkitt	Policy Development
Special Meeting early April 2018	Traffic & Road Safety	To present a strategy for dealing with traffic and road safety (separate to the Speeding Strategy being worked upon by the Strong Communities Task and Finish Group) ~ following a member workshop.	Paul Keeble Roger Hoggins	Policy Development
	Heavy Goods Vehicles on country lanes	To consider the implications of restricting HGV's with a view to developing a future policy.	Paul Keeble/Roger Hoggins	Policy Development
24 th May 2018	Revised Waste Policies and new Recycling Collection Model	Scrutiny of the introduction of a new recycling service, to be supported by a suite of policies to ensure clarity on the procedures for certain activities e.g. assisted collections, missed collections etc.	Carl Touhig / Roger Hoggins	Policy Development/Pre-decision scrutiny

Monmouthshire's Scrutiny Forward Work Programme 2018

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Air Quality management & role of Environmental Health'	TBC	David Jones How Owen	Policy Development

Future Agreed Work Programme Items: Dates to be determined

- * **Open Space Review** ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.
- * **Gwent Refugees and Asylum Seekers** ~ progress report. ~ Joint scrutiny with CYP Select
- * **Modern Day Slavery and Human Trafficking** ~ topic raised by the chair for in-depth scrutiny.
- * **Air Pollution** ~ working groups to report to Select Committee.
- * **People Services** ~ further sickness data requested.
- * **Cremations and Burials**

Emerging issues/topics to be raised with the committee before inclusion ~ some reports to be received by email for comment rather than in-depth scrutiny.

Monmouthshire's Scrutiny Forward Work Programme 2018

Public Service Board Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
22nd January 2018	Draft Public Service Board Well-Being plan	Opportunity to scrutinise the draft before adoption	Matthew Gatehouse Sharran Lloyd	Pre-decision Scrutiny
	Discussion with Future Generations Commissioner Sophie Howe	<ul style="list-style-type: none"> • The Commissioner's vision for the act and what it can achieve • The Commissioner's priorities • The role of PSB Scrutiny and the Commissioner's expectations 	Hazel Clatworthy	Performance Discussion
	Presentation on well-being engagement and measuring well-being at a community level	Understanding community well-being and how it is measured.	Abi Barton Rhian Cook	Presentation
21st March 2018	TBC			

PSB DATES:

30th January 2018 - 2pm
4th April 2018 - 2pm

PSB SELECT:

Tuesday 22nd January 2018 - 10am
Wednesday 21st March 2018 - 10am

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