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County Hall
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Usk
NP15 1GA

Friday, 22 March 2019

Notice of meeting

Democratic Services Committee

Monday, 1st April, 2019 at 2.00 pm,
Conference Room - Usk, NP15 1GA

AGENDA

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1.	Apologies for absence	
2.	Declarations of interest	
3.	Public open forum	
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8.	Sub Group - Verbal Update	Verbal Report
9.	To confirm the minutes of the previous meetings:	
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10.	Date of next meeting: 20th May 2019 at 2pm	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

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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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MONMOUTHSHIRE COUNTY COUNCIL REPORT

<p>SUBJECT: MEMBERS' SALARIES AND PAYMENTS MEETING: DEMOCRATIC SERVICES COMMITTEE DATE: 1st April 2019 DIVISION/WARDS AFFECTED: N/A</p>
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1. PURPOSE:

To receive the determinations of the Independent Remuneration Panel for the civic year 2019/2020.

2. KEY ISSUES:

The Local Government Measure 2011 has repealed the former regulations requiring the Council to maintain a scheme of members' allowances and strengthened the role of the Independent Remuneration Panel for Wales (the Panel) in determining the level and scope of payments for all authorities in Wales.

Previous reports of the Panel have required Council to make a decision on certain aspects of the report such as banding levels of pay for certain chairs roles and the civic function. There are no longer any determinations for Council to make on the report and therefore Democratic Services Committee will receive and note the determinations contained in the report.

It will still be the responsibility of Council to make appointments to various positions at its annual meeting and remuneration of those posts will be made in line with the Panels attached report.

Individual members still reserve the right to forego all, or part of, the remuneration they receive and should they wish to do so will need to make the request in writing to the Head of Democratic Services.

A summary of the determinations is available from page 66 within the Panels report.

3. REASONS:

To note the determinations of the Independent Remuneration Panel for Wales.

4. RESOURCE IMPLICATIONS:

Any additional budget pressures due to the increase in member salaries will be met from within the existing member's budget.

5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None

6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

None

7. CONSULTEES:

All Councillors

8. AUTHOR:

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Independent Remuneration Panel for Wales

Annual Report

February 2019

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

Page 3

ANNUAL REPORT 2019

FOREWORD

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

In this Annual Report we have reflected some of the issues that arose during our visits. We have previously indicated that payments to councillors have not kept pace with the original comparator the Panel used to establish an appropriate level of remuneration because of pressures on public expenditure. The effect of this can be seen in the tables and graphs that are contained in the introduction section of this report.

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

Further changes in respect of payments to members of community and town councils are also included in the determinations.

We appreciate the responses to the draft report and thank the 40 respondents for their views. While some of the responses understandably expressed concerns about the increased costs at a time when local government in Wales continues to be financially stretched, we take the view that it is important to recognise the worth of local councillors and that for many, the current payments mean they also struggle financially. As we have consistently indicated representative democracy does not come without a cost. In the current circumstances we consider our determinations are fair to both members and those who pay for local services.

My personal thanks to my Panel members for their commitment and expertise and to our secretariat whose efficiency and diligence ensures that we meet our statutory responsibilities.

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://irpw.gov.wales>

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Introduction



This is the eleventh Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the eighth published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an 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. However, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role. In 2009 the Panel aligned members' payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary at that time was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
5. During our visits to all principal councils last year many members expressed the view that, compared with a traditional paid employment the basic salary is too low to attract younger people and to encourage greater diversity. They also pointed out the significant differences between remuneration and support

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

6. The financial constraints on the public sector and particularly local authorities have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel has decided to increase the basic annual salary to £13,868 (an increase of 1.97%).
7. The salaries of leaders and members of the executive have not been increased for several years (except for the increase in the basic element). We consider that holders of these posts have significant functional responsibility and compared to remuneration of many other public sector roles are not well paid. We have therefore determined a modest increase of £800 (inclusive of the £268 increase in the basic salary).
8. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.
10. We have continued to engage with community and town councils and met with several representative groups earlier in the year. We also convened 4 sessions with council clerks to provide an opportunity for clarification about administrative matters. As a result we propose further amendments to our framework in respect of community and town councils. The proposed determinations for community and town councils are in Section 13.
11. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh

Government.

12. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions each year. The Panel's decisions in the past year are at Section 15.

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

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as 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 27	page 31	N/A ²
Senior Roles	page 15	page 27	page 31	page 42
Committee Chairs	page 15	page 27	page 31	N/A
Opposition Groups	page 15	N/A	N/A	N/A
Civic Heads and Deputies	page 17	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Costs of Care	page 35	page 35	page 35	page 44
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 22	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 20	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 42
Compensation for Financial Loss	N/A	N/A	N/A	page 43
Statement of Payments	page 89	page 89	page 89	page 89
Schedule of Remuneration	Page 87	Page 87	Page 87	N/A
Salaries of Chief Executives and Chief Officers	Page 50	N/A	Page 50	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 in 2009 aligned the basic salary to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount (close to £16,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.

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

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

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

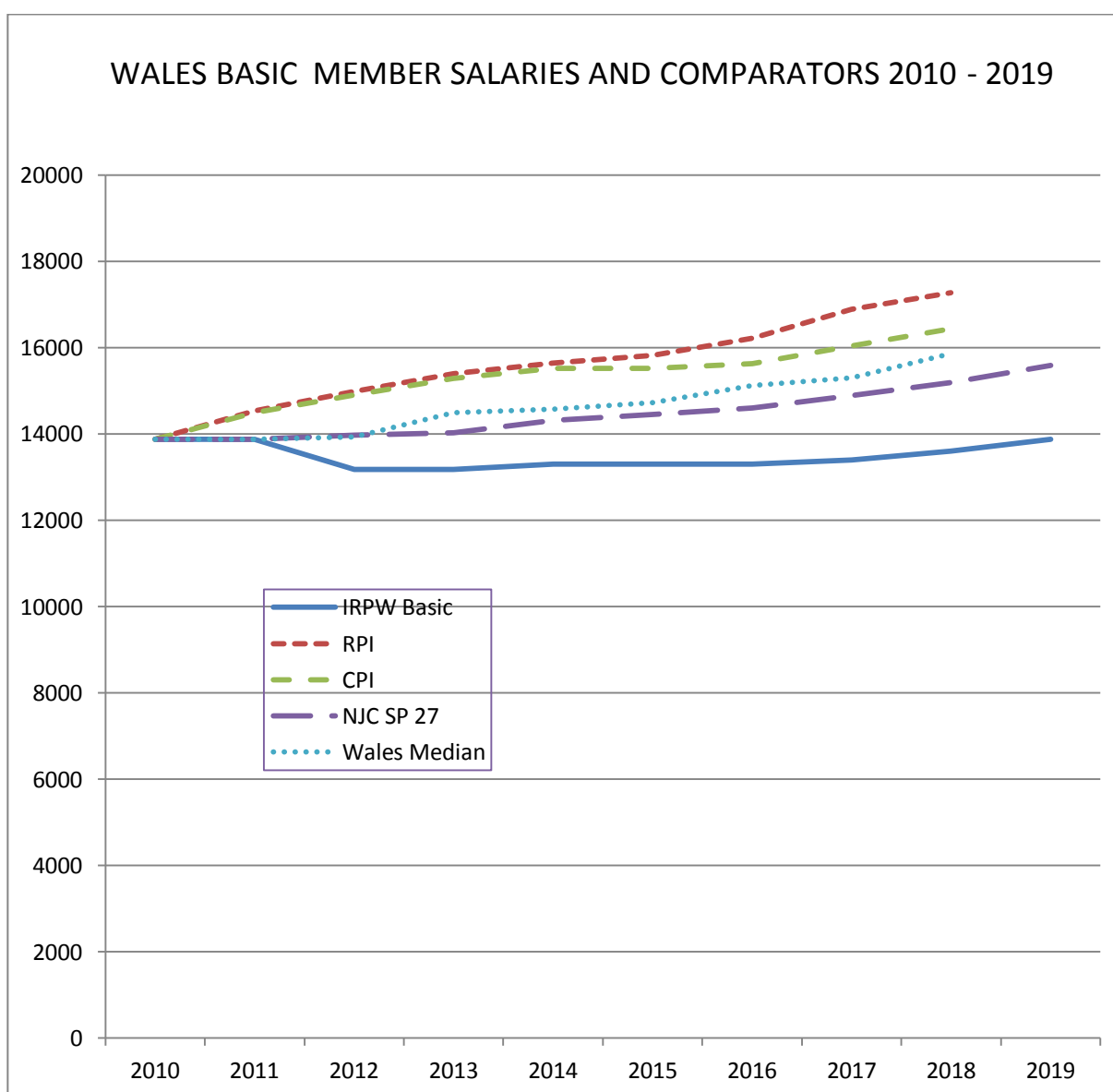
Table 1: Basic Members' salaries and alternative comparators 2010-18 by percentage

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

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

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

Graph 1:



- 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 is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').
- 3.3 In 2017 Panel members visited all Welsh principal councils to meet with elected members to inform and update their understanding of elected and co-opted member activities. During 2018 the Panel continued its regular liaison with councillors and officers. Panel members met with the Chairs of Democratic Services Committees and their officers. The Panel has also, through varied correspondence with councils and individual council members and others maintained its ongoing dialogue. The position generally expressed by councillors and officers remains, particularly in the context of austerity, that the basic workload discharged by all elected members is substantial and significantly exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2018. As well as the ASHE median gross earnings figures for Wales the Panel also considered the RPI, the CPI, NJC Pay Scales and Living Wage figures. As shown in Table 1 above, the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. In 2017 the Panel began action to narrow the gap and limit the rate of erosion. Any adjustments have been in keeping with the Panel's principle that its determinations should be affordable and acceptable. Although public sector funding continues to be constrained, the information set out in Table 1 and Table 2 supports the Panel's consideration that a further increase in the basic salary is justified. It has determined there shall be an increase of £268 a year which equates to 1.97%. This restores the level of the basic salary to the amount paid in 2011. The proposed increase applies to the basic salary for members of principal councils in recognition of the basic duties expected of all elected members.

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

Senior salaries for elected members of principal councils

- 3.5 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2019/20 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 3. This reflects the increase to the cap for the Isle of Anglesey Council as set out in the Panel's supplementary report issued in 2017.
- 3.6 Table 3 sets out the increases and decreases in senior salaries determined by the panel between 2010 and 2019. These are illustrated by Graph 2.
- 3.7 Despite a slight increasing trend in senior salary levels since 2012, which has been lower than any measure of inflation, the senior salaries remain lower than they were ten years ago. These comparative measures are set out in the paragraph above relating to basic member salary over the same period (Table 1 and graph 1).
- 3.8 For the purposes of this analysis the mid-point (Group B) has been used where there are three rates in a salary band.

Table 3 - IRPW Determinations on Senior Staff Remunerations 2010-19

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Leader	52007	52007	47500	47500	48000	48000	48000	48100	48300	49100
Deputy Ldr	36405	36405	33460	33460	33500	33500	33500	33600	33800	34600
Exec Memb	31204	31204	28780	28780	29000	29000	29000	29100	29300	30100
Chair/OpLdr	23576	23576	21910	21910	22000	22000	22000	22100	22300	22568
Group Ldr	18028	18028	16920	16920	17000	17000	17000	17100	17300	17568
Civic Ldr			21375	21375	21500	21500	21500	21600	21800	22568
Average % incr/(decr)		0	(7.8)	0	0.6	0	0	0.35	0.7	2.1

Graph 2 :

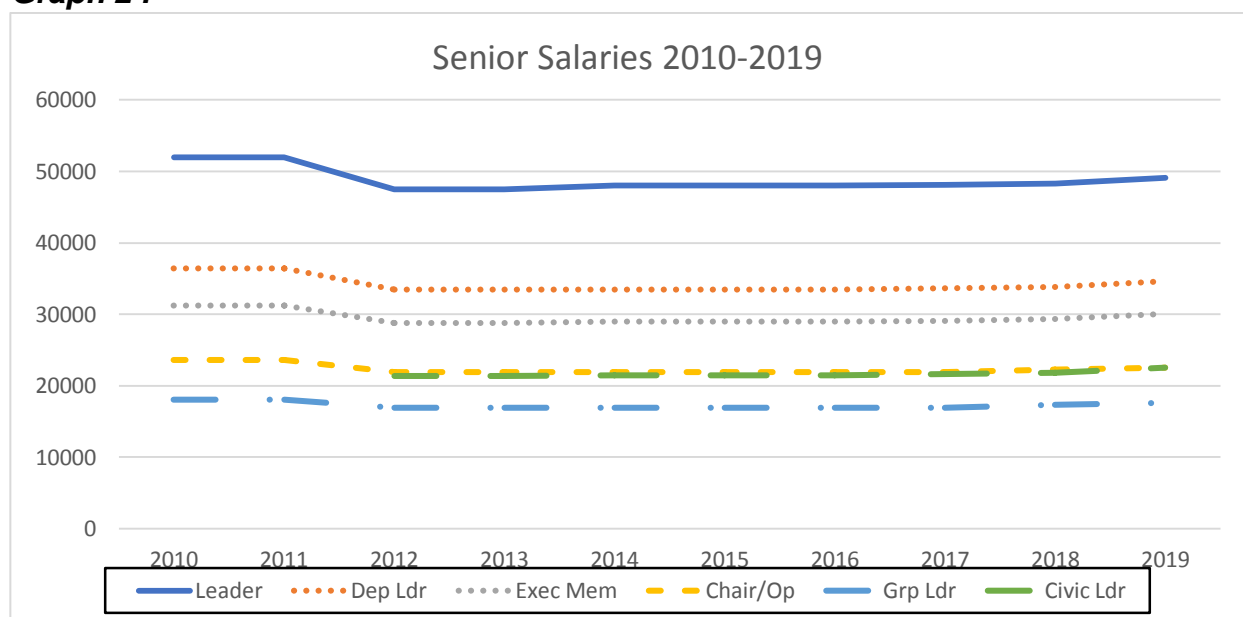


Table 4: Maximum numbers of council membership eligible for payment of a senior salary

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

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

The Executive

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

of an executive did not recognise the difference in responsibility or workload.

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

Chairs of Committees

- 3.9.4 There is a significant difference in the responsibilities and functions of chairing different committees. Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- 3.9.5 Where chairs of committees are paid, the remuneration is: £22,568.

The Senior Salary Bands

Determination 2: Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.

Table 5: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,868			
	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	£54,100	£49,100	£44,100
Deputy leader	£38,100	£34,600	£31,100
Band 2 Executive members	£33,100	£30,100	£27,100
Band 3 Committee chairs (if remunerated):		£22,568	
Band 4 Leader of largest opposition group ³		£22,568	
Band 5 Leader of other political groups		£17,568	

Table 5 notes:

- The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and

the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- b. It is proposed to increase Band 1 and Band 2 senior salaries for Leader, Deputy Leader and Executive Members by £800, inclusive of the £268 increase on the basic salary that all members will receive.
- c. Committee chairs will be paid at Band 3. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

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”.

Payments to Civic Heads and Deputies (Civic Salaries)

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

Determination 3: Where paid, a civic head must be paid a Band 3 salary of £22,568 and, where paid, a deputy civic head must be paid a Band 5 salary of £17,568.

- 3.13 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 authorities' 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. The Panel's requirement that members should not have to pay for the cost of the support (see determination 10) that is needed to carry out their duties applies also in respect of deputy civic heads.
- 3.14 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.
- 3.15 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a matter for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.16 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

- 3.17 Councils are reminded that if a presiding member is appointed they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £22,568.

Determination 4: Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.

Determination 5: The post of deputy presiding member will not be remunerated.

Key factors underpinning the Panel’s determinations:

- 3.18 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.
- 3.19 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 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:

Determination 6:

- a) **An elected member must not be remunerated for more than one senior post within their authority.**
- b) **An elected member must not be paid a senior salary and a civic salary.**
- c) **All senior and civic salaries are paid inclusive of basic salary.**
- d) **If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.**

Determination 7: 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.

Determination 8: 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

- 3.20 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.
- 3.21 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 9 and 10 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.
- 3.22 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.23 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.24 For co-opted members the support requirements are set out in section 9 and determination 38.

Determination 9: Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

Determination 10: 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

- 3.25 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 3.27.

Determination 11: Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

- 3.26 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.

⁴Local 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.

3.27 **Job Sharing Arrangements**

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

The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.

The Panel must be informed of the details of any job share arrangements.

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

4. Joint Overview and Scrutiny Committees (JOSC)

- 4.1 Little use has been made of the arrangements for JOSCs. Therefore, the Panel has decided to delete the payment from the framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.25 and 3.26.

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 12: 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 13: 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 14: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 15: 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 16: 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 17: 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 18: 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 (NPAs)

Structure of National Park Authorities

7.1 The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding NPAs. National Park Authorities have two main statutory purposes, namely:

- To protect and improve the natural beauty, wildlife and cultural heritage; and
- To promote opportunities for the public to understand and enjoy the National Park's special features.

In addition to fulfilling the National Park's purposes, it is the duty of the National Park Authority to foster the economic and social wellbeing of local communities within the Park.

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 6.

Table 6: 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 a 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 Over time, the salaries to members of NPAs and those of principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. Therefore, the salary for ordinary members of NPAs will increase by £60 to £3,735.
- 7.8 The Panel has also previously determined that the remuneration of a NPA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £12,435.
- 7.9 The Panel has provided local flexibility so that a NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee Chairs can be remunerated. A NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,435 or £6,135, commensurate with the significant and sustained duties to be discharged in a particular role.

Additional Senior Salaries

- 7.10 Feedback was received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.
- 7.11 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to NPAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.
- 7.12 The Panel has made the following determinations:

Determination 19: The basic salary for NPA ordinary members shall be £3,735.

Determination 20: The senior salary of the Chair of an NPA shall be £12,435.

Determination 21: A NPA senior salary can be paid to a Deputy Chair and up to two committee Chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility £7,435 or £6,135.

Determination 22: NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 23: Members must not receive more than one NPA senior salary.

Determination 24: A NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.

Determination 25: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

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

Note: Family absence does not apply to Welsh Government appointed members and local authority nominees are covered by their principal council so NPAs are not required to make any arrangements in this respect.

8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 7.

Table 7: 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 a 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 Over time, the salaries of members of FRAs and those of principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. The salary for ordinary members of FRAs will increase by £35 to £1,780.

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

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

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

Additional Senior Salaries

- 8.11 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to FRAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.12 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 27 or 28 cannot be used exclusively for this role.

8.13 The Panel has made the following determinations:

Determination 26: The basic salary for FRA ordinary members shall be £1,780.

Determination 27: The senior salary of the Chair of an FRA shall be £10,480.

Determination 28: An FRA senior salary can be paid to the Deputy Chair and up to two Chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.

Determination 29: FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 30: Members must not receive more than one FRA senior salary.

Determination 31: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 32: 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. Recognising the important role that co-opted members have, payment must be made for preparation time, committee and other types of meetings as well as other activities, including training, as set out in Determination 34.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 33: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 8).

Table 8: 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 34: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 35: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 36: The appropriate officer within the authority must 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 37: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

- 9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's determinations were not being fully implemented and there was limited support available for co-opted members.

Determination 38: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

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

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

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision for Community and Town Councils is set out 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 any individual 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 39: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying them the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

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

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of National Park Authorities.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

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

Reimbursement of other travel costs

- 12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and/or family

- 12.7 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 Since producing the 2018 Annual Report, the Panel has met with over 244 Councillors and Clerks representing 243 community and town councils in 13 meetings it held across Wales. The Panel also gave evidence to the Welsh Government's review of Community and Town Councils. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings

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

- 13.4 The discussions held with community and town councils during 2018 raised a number of queries in respect of which the following paragraphs provide further clarification.
- 13.5 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.6 Under the Local Government (Wales) Measure 2011, community and town

councils are relevant authorities for the purpose of remuneration.

- 13.7 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to make arrangements for correct payments to be made to all individuals entitled to receive them.
- 13.8 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.9 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.10 The Panel wants any member who has personal costs, support needs or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of all community and town councils as set out in Determination 40. The Panel is also mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 46.
- 13.11 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.12 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.13 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

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

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

Determination 40: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

- 13.16 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.17 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 41: 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 42: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

- 13.18 Where a person is a member of more than one town or community council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Reimbursement of travel costs and subsistence costs

- 13.19 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs and where it does the following determinations apply.

Determination 43: Community and town councils can 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 44: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.20 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure had not been adjusted for a number of years and therefore the Panel has updated it in line with the most recent *Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted)*. Members must be able to demonstrate that the financial loss has actually been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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.

Determination 45: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

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

Reimbursement of the costs of care

13.21 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.

13.22 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 46: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head

13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay for the cost of the support that is needed to carry out these duties. This requirement also applies in respect of deputy civic heads.

13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a matter for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.

- 13.25 For the avoidance of doubt, support in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post.
- 13.26 These support costs relate to the tasks and duties of the roles and individual councils will make funding decisions in relation to such support, as they deem appropriate for the levels of civic leadership they have in place.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This payment is to be used or retained at the individual's discretion and does not relate to the support costs set out above.
- 13.29 The Panel has determined that the maximum amount that can be paid to a chair/mayor of a community or town council is £1,500. The maximum amount that can be paid to a deputy mayor/chair is £500.

Determination 47: Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 48: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 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.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 10

Determination Number	Is a decision required by council?
40 - All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing
41 – Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it
42 – Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
43 – Community and town councils can make payments to each of their members in respect of travel costs for	Yes – the payment of travel costs is optional

attending approved duties.	
44 – If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional
45 – Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional
46 – All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so
47 – Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional
48 – Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional
49 - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 40 from the start of the financial year (unless they are elected later in the financial year).

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 41,42, 47 and 48 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to decide:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and, whether and how to recover any payments made to a member who leaves their role during the financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.9, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 49: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

Publicity requirements

13.41 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still 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 in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- and must be submitted to the Panel no later than that date.

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/dsjlg/publications/localgov/160212-irp-guide-salaries-en-v2.pdf>. This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal
- as long as these comply with any guidance issued by the Welsh Government.
- 15.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers

until 2020).

- 15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.
- 15.6 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

- 15.7 Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements. The Panel has considered this in the context of its resources and has decided that these limit the time that could be applied to this open power. So it will examine changes from year to year of the salaries of Chief Executives and Chief Officers to ensure that these comply with the requirements of the legislation.



19 February 2018

Mr Darren Mepham
Chief Executive
Bridgend County Borough Council

Dear Mr Mepham

Proposed Senior Management Structure

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

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

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

I hope that this explanation is helpful.

Yours sincerely

John Bader
Chair



Ceri Davies
Head of Human Resources
Pembrokeshire County Council

26 April 2018

Dear Mr Davies

Proposal to change the remuneration of a chief officer

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

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

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

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

Yours sincerely

John Bader
Chair



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

27 March 2018

Dear Ms Hayden

Application for Additional Specific Senior Salaries

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

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

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

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

Yours sincerely

Sinéad O'Toole
Secretariat



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

17 July 2018

Dear Ms Yeates

Chief Legal Officer – increase of salary

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

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

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

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

Yours sincerely

John Bader
Chair



Ceri Davies
Head of Human Resources
Pembrokeshire County Council

CC: JoanneP-Davies@pembrokeshire.gov.uk

7 September 2018

Dear Ceri,

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

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

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

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

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

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

Yours sincerely

John Bader
Chair



Ceri Davies
Head of HR
Pembrokeshire County Council

Ceri.davies@pembrokeshire@gov.uk

29 October 2018

Dear Ceri,

Proposal to change the remuneration of two chief officer posts

Your letter of 6 July with the enclosed report to the Independent Remuneration Panel and the additional information provided was considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. The entire 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 proposals to increase the salaries of the Head of Highways and Construction (Head of Infrastructure) and Head of Environmental Services and Public Protection from a Band 3 to a Band 2 (Band 3 £75,573- £83,133 per annum to Band 2 £83,133 -£91,443).

Yours sincerely

John Bader
Chair



Sophie Vaughan
Pay & Rewards Specialist
Denbighshire County Council
sophie.vaughan@denbighshire.gov.uk

29 October 2018

Dear Sophie,

Your email of 17 October with summary report and supporting documents for your proposal to increase the Head of Highways and Environment salary has been considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. 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 your submission the Panel it is the decision of the Panel to express concerns about your proposal to increase the Head of Highways and Environment salary from £68,889 - £71,002 to £84,009-£86,589.

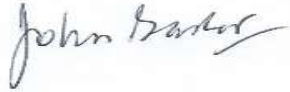
The omission of service responsibilities from the original job description is an odd circumstance which does not change the Panel's view that those services are typical of the range of duties which would be expected to be carried out by a head of highways.

The job as described does not differ from other comparable posts in north Wales and the information provided does not convince the Panel that the scope of the post has changed so much to justify the re-grading.

The Panel also queried which portfolio these missing service responsibilities were

placed previously. If these responsibilities are now going to be moved to the Head of Highways portfolio, is there a financial consequence for the post which will lose a significant part of the responsibilities.

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 of the Panel



Sue Robins
HR and OD Manager
Wrexham Council

Sue.Robins@wrexham.gov.uk

30 October 2018

Dear Sue,

Restructure of Senior Management Team

Your emails of the 18 and 22 October regarding a referral on senior pay including a summary document and additional information was considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. The entire 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 your proposal to restructure the senior management team, to delete 2 executives director roles, delete the current 7 Head of Department roles (salary range £77,476 - £88,089) and introduce 7 new roles of chief officers with a salary range of £85,000 - £95,000.

Yours sincerely

John Bader
Chair



Carys Edwards MA FCIPD
Head of Profession HR
Isle of Anglesey County Council
CarysEdwards@ynysmon.gov.uk

30 October 2018

Dear Carys,

Your email dated 11 October and the enclosed report have been considered by the Independent Remuneration Panel for Wales at its meeting on 24 October. 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:

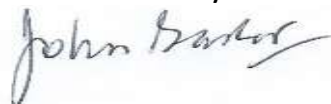
- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to recommend a variation to your proposal to increase the current salary level of the vacant Head of Highways from £61,554 – £67,923 to a maximum salary not exceeding £75,410.

The Panel noted that the proposed salary takes it above and beyond the highest comparators cited in your report. The Panel recognise the principle of the market rate for the post being used as the baseline as occurred in other hard to fill posts within Ynys Mon but the comparators used in that case were higher and the additional supplement did not take the salary above the highest paid range, but rather to a mid way point.

The variation the Panel recommend is for the salary level of the post to not exceed £71,606. This figure is at the top of the comparator salary ranges cited in your report and conforms to the previous case.

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 of the Panel



Geraint Edwards
Principle Human Resources Officer
Ceredigion
County Council

Geraint.edwards2@ceredigion.gov.uk

19 November 2018

Dear Mr Edwards

Review of Senior Management arrangements in Ceredigion County Council

Your email containing further clarification and information dated 5 November was considered by the Independent Remuneration Panel for Wales at their meeting on 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 proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

Having examined the submission from your authority it is the decision of the Panel to approve the proposal as submitted for the restructure of the senior management arrangements in your council.

Yours sincerely

John Bader
Chair



Carys Edwards MA FCIPD
Head of Profession HR
Isle of Anglesey County Council
CarysEdwards@ynysmon.gov.uk

21 January 2019

Dear Carys,

Thank you for your email of 10 December to the IRP mail box and the enclosed additional information provided. The papers have been considered by the Independent Remuneration Panel for Wales at its meeting on 17 January. 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

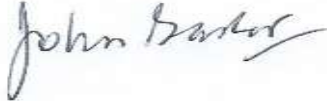
Having examined the submission and added information you have provided from your authority it is the decision of the Panel to continue to recommend a variation to your proposal to increase the current salary level of the vacant Head of Highways from £61,554 – £67,923 to a maximum salary not exceeding £75,410.

The Panel continue to note that the proposed salary takes it above and beyond the highest comparators cited in your report.

The variation the Panel recommend is for the salary level of the post to not exceed £71,606 as stated in the Panels previous letter of 30 October, the Panel cannot see any justification for changing their previous position despite the additional information you have provided.

The Panel reiterates that this figure is at the top of the comparator salary ranges cited in your report and conforms to the previous case.

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 of the Panel

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

Principal Councils	
1.	Basic salary in 2019/20 for elected members of principal councils shall be £13,868.
2.	Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.
3.	Where paid, a civic head must be paid a Band 3 salary of £22,568 and, where paid, a deputy civic head must be paid a Band 5 salary of £17,568.
4.	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.
5.	The post of deputy presiding member will not be remunerated.
6.	<p>a) An elected member must not be remunerated for more than one senior post within their authority</p> <p>b) An elected member must not be paid a senior salary and a civic salary</p> <p>c) All senior and civic salaries are paid inclusive of basic salary</p> <p>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.</p>
7.	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.
8.	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.
9.	Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

10.	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	
11.	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Local Government Pension Scheme	
12.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
13.	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.
14.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
15.	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.
16.	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.
17.	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.
18.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
19.	The basic salary for NPA ordinary members shall be £3,735.
20.	The senior salary of the chair of a NPA shall be £12,435.

21.	A NPA senior salary can be paid to a Deputy Chair and up to two committee Chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £7,435 or £6,135.
22.	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
23.	Members must not receive more than one NPA senior salary.
24.	A NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
25.	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	
26.	The basic salary for FRA ordinary members shall be £1,780.
27.	The senior salary of the chair of a FRA shall be £10,480.
28.	A FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.
29.	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
30.	Members must not receive more than one FRA senior salary.
31.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
32.	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	
33.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 8.
34.	Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

35.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
36.	The appropriate officer within the authority must 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.
37.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
38.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Reimbursement of Costs of Care	
39.	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	
40.	All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
41.	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.
42.	Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

43.	<p>Community and Town councils can 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.
44.	<p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £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.
45.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £54.00 for each period not exceeding 4 hours. • Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.
46.	<p>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.</p>
47.	<p>Community and Town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
48.	<p>Community and Town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>

49.	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.
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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.

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 can require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - ceases to be a member or co-opted member of the authority.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:
- a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council can if it so decides pay an allowance to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of duplication

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of salaries, allowances and fees

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:
- Specify the name of the recipient and the amount and nature of each payment.
 - Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
 - Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of the financial year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**
47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of member remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
 - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
 - c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.
 - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
 3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.
6. Principal councils must declare in the Schedule whether:
 - A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

Annex 4: Publication of Remuneration – the Panel’s Requirements

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members for each financial year. This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the previous financial year and in the same timescale also provided to the Panel. The following information must be provided:
 - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
 - b. The payments made by community and town councils to named members as:
 - Payments in respect of telephone usage, information technology, consumables etc.
 - Responsibility payments
 - Allowances made to a mayor/chair and deputy mayor/deputy chair
 - Compensation for Financial Loss
 - Costs incurred in respect of travel and subsistence
 - Reimbursement of the costs of care (see paragraph f below)
 - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
 - d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:
 - a local health board
 - a police and crime panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
 - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

- f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.
 - 1) The details of the amounts reimbursed to named members; or
 - 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

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

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

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

Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

Principal Councils	
Determination 1: This Determination has been updated	Basic salary in 2019/20 for elected members of principal councils shall be £13,868.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 5.
Determination 3: This Determination has been updated	Where paid, a civic head must be paid a Band 3 salary of £22,568 and where paid a deputy civic head must be paid a Band 5 salary of £17,568.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.
Determination 6: This is a new Determination	<ul style="list-style-type: none"> • An elected member must not be remunerated for more than one senior post within their authority. • An elected member must not be paid a senior salary and a civic salary. • All senior and civic salaries are paid inclusive of basic salary. • 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.
Determination 7: This is a new Determination	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.
Determination 8: This is a new Determination	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.
Determination 11: This Determination has been updated	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
The previous Determinations relating to Joint Overview and Scrutiny Committees have been deleted. Paragraph 4.1 of this report explains the alternative procedures.	

National Park Authorities	
Determination 19: This Determination has been updated	The basic salary for NPA ordinary members shall be £3,735.
Determination 20: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,435.
Determination 21: This Determination has been updated	A NPA senior salary can be paid to a Deputy Chair and up to two committee Chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility £7,435 or £6,135.
Determination 22: This Determination has been updated	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Fire and Rescue Authorities	
Determination 26: This Determination has been updated	The basic salary for FRA ordinary members shall be £1,780.
Determination 27: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,480.
Determination 28: This Determination has been updated	A FRA senior salary can be paid to the Deputy Chair and up to two Chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480.
Determination 29: This Determination has been updated	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities	
Determination 36: This Determination has been updated	The appropriate officer within the authority must 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 37: This Determination has been updated	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Determination 38: This is a new Determination	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Community and Town Councils	
Determination 40: This Determination has been updated	All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Determination 42: This Determination has been updated	Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
Determination 45: This Determination has been updated	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: - Up to £54.00 for each period not exceeding 4 hours. - Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.
Determination 49: This is a new Determination	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

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

<http://irpw.gov.wales>



REPORT

SUBJECT:	MOBILE PHONE POLICY
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	1 April 2019
DIVISION/WARDS AFFECTED:	N/A

1. PURPOSE:

To consider the attached mobile phone policy for members to support them in their role as councillor.

2. RECOMMENDATIONS:

That approve the attached mobile phone policy for councillors which formalises agreements made by the committee at previous meetings.

3. KEY ISSUES:

At previous meetings of the Democratic Services Committee, members have considered the most suitable telephony support that the Council can provide to its councillors to support them in fulfilling their duties as councillor. Currently councillors are provided with a VOIP telephone through their surface pro that allows free telephone calls provided you have an internet connection as well as access to the Council telephone directory.

Issues raised by councillors included incurring telephone costs for Council business as well as a need to keep personal and Council business separate and help to safeguard their personal life.

As such, members received a report presenting various options available to councillors from being provided with Council procured contract mobile phones to reimbursement of costs for a sim card. The minutes of that meeting are available here:

<https://democracy.monmouthshire.gov.uk/documents/g2537/Printed%20minutes%2024th-Sep-2018%2014.00%20Democratic%20Services%20Committee.pdf?T=1>

Members agreed the most suitable solution would be to reimburse the cost of sim only packages and investigate the potential for the Council to provide second hand/refurbished handsets to councillors. As there is no provider of second hand handsets in the National Procurement Framework the Council are unable to source handsets and those that are returned upon expiry of contracts are recycled and not suitable for re-use.

The attached policy details previous agreements on the most suitable solution at Democratic Services Committee, usage requirements and support available from Democratic Services as well as details on how to reclaim the costs incurred.

4. RESOURCE IMPLICATIONS:

Additional costs associated with reimbursing members for sim cards will be met within the existing members budget. Full costs will depend on the uptake of the initiative from councillors, individual costs are included in the policy and will be reviewed annually by the committee.

5. EQUALITY IMPLICATIONS:

None

6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

With the Council supplying a sim only package to councillors, it will allow members to have a dedicated telephone line for Council business that is separate from that used for personal business.

7. CONSULTEES:

Democratic Services Committee

8. AUTHOR:

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Mobile Phone Policy & Guidance

Introduction

The purpose of this policy is to give guidance on how the Authority will support its elected members in terms of the costs associated with telephony and data usage for mobile phones incurred as part of carrying out your role as councillor. The policy sets out general principles and aims to:

- Promote the use of mobile phone facilities in a cost effective manner whilst ensuring that councillors have choice regarding the most suitable facility for them.
- Ensure that members have access to telephony to be used in their role as Councillor without incurring personal expense.
- Safeguard councillors against the potential for personal abuse by not using personal contact information.
- Ensure that all users understand how mobile phones should and should not be used.
- Ensure members can access Council ICT on mobile devices without increasing risk to the systems.

Who does this guidance apply to?

This guidance applies to all elected members who have chosen to apply for the re-imbursment of the sim only option to cover the costs associated with carrying out your duties as a councillor.

Background

At the meeting of Democratic Services Committee on 24th September 2018, members received a report in relation to the costs of procuring contracted mobile phones and the associated issues with having a single supplier of mobile contracts in a rural area such as Monmouthshire. The report highlighted, amongst other issues, the relatively high procurement costs compared to personal mobile contracts, connectivity throughout Monmouthshire and the familiarity of handsets and ability for councillors to utilise the technology effectively.

Members highlighted the need for the Authority to provide telephony support to Members to ensure they do not incur personal expense in carrying out their role as councillor as well as the need to safeguard their personal details whilst being able to carry out their duties as a councillor. The Council currently supply all members with a surface pro that has a built in telephone and provides calls free of charge over the internet and has access to the full council telephone directory to quickly access officer details. However, this does not meet the members needs when 'offsite' away from their device or without internet connection.

The report at that meeting presented various options to proceed with telephony support and the committee agreed to explore further the option of personal sim only packages which would be reimbursed by the Authority and the potential to supply second hand handsets. All handsets returned as part of the authority procured mobile contracts are sent for recycling and not fit for purpose upon being returned at the end of the contract and therefore no handsets are available to supply to Councillors.

The Democratic Service Committee agreed at its meeting on 3rd December 2018 that the reimbursement of sim only packages was the most suitable and cost effective solution to resolving telephony issues that elected members face.

What can Councillors receive with a sim only package?

A sim only package is where you purchase a fixed amount of minutes and data for a set monthly fee. Most network providers offer a sim only package with unlimited minutes and texts and various levels of data usage for the month with the cost varying depending on the amount of data that you need. The data will be used anytime you want to access the internet, access emails, send pictures etc when you do not have an internet connection. Where you have an internet connection then your data usage would not be used. For example, where you have connected your device to your internet at home, Council Offices or anywhere else that has wifi connectivity, you will not use your data allowance at those locations.

By allowing councillors to procure their own sim only package, members are able to select the supplier who provides the best coverage within the area in which they reside and access any potential benefits they may have with existing mobile phone suppliers.

What do Councillors have to supply has part of the package?

The sim only packages requires Councillors to provide their own mobile device to be used in conjunction with the sim card. Concerns raised by Councillors was the need to have a separate telephone line for council business to that of a personal mobile or landline. A sim only package will allow Councillors to have a dedicated telephone number to be used purely for Council business and wouldn't not impact on their personal life in anyway. It will mean however that Councillors will need to carry two telephones if they choose this option, their personal mobile and their Council mobile, as well as their surface pro when attending committees. At the time of this policy, there is no supplier within the National Procurement Framework that offers second hand/refurbished handsets that the Council can purchase on behalf of members. Members will need to source a handset either from expired personal contracts or from a dedicated supplier of handsets. The flexibility this approach offers members allows them to purchase a device that has suitable functionality for the personal needs of the Councillor.

What can I use the sim only package for?

The sim only package offers the same functionality as any personal mobile contract and Councillors would be able to use the package for all telephone calls, text messages and internet needs. For example;

- This approach allows Councillors to use the sim for work associated with County and Community/Town Council work
- Members can access Office 365 and the Outlook app on their device, provided the device has suitable functionality, to access Council related emails and the data as part of the package can be used to access these without internet connection
- Using My Monmouthshire 'on-site' to log queries and issues with the Council directly can be used as it currently is
- Personal calls can be used on the device as the package allows for unlimited minutes so there is no additional cost to the Council depending on whether the call is council or personal.
- Apps such as facebook, twitter and whats app are all accessible through this package provided your mobile device has the functionality.

What restrictions are in place with this package?

In being reimbursed for this package, councillors are being provided with funding for its main use associated with Council business. When using any facilities on the device, councillors must always act in line with the Members Code of Conduct and could still be liable to breaches of that code depending

on how the device is used. You must not use the device in any way which is inconsistent with carrying out your role or might conflict with the Council's interests.

You must not use the mobile phone to access, use or distribute any material, or to participate in any activity which is, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to other users. The following list, though not exhaustive, is an example of the sort of material or activities that will be regarded as unacceptable;

- Bullying or harassment
- Personal insults, attacks or abuse
- Racist or sexist activity
- Upload, download or otherwise transmit commercial software or other material, in violation of its copyright
- Share confidential information that you are privy to in your role as councillor with those not permitted to access it.

If you identify any misuse of the mobile package then you must report it to the Head of Democratic Services immediately.

Additional costs incurred as part of the package

With the sim only package, sometimes there may be additional charges for the sending of picture messages, including emojis, GIFs and Meme's, and supplying additional data for the calendar month. These costs would not be reimbursed to Councillors as they should not be needed as part of your role. Devices that enable you to take pictures would allow you to email pictures where required and this can be transmitted via an internet connection without incurring additional costs and data usage.

What support can Councillors get?

Democratic Services are available to help members further understand how the process works, what packages are available and how to access it as well as help with understanding which package and device is the most suitable for you.

Reimbursement of costs

The council will reimburse the costs for the sim package in the monthly payroll along with the payment for members' allowances.

At the time of this policy being agreed, an unlimited calls and text package with 4gb of data is available through 3 for £11 per month. http://www.three.co.uk/Store/SIM/Plans_for_phones. For 2019-20, councillors will be reimbursed up to £11 per month depending on the package they choose and proof of the contract being set up forwarded to Democratic Services.

Councillors can claim the actual amount to be reimbursed by adding it to their expenses claims through My View and selecting 'Reimbursement with VAT Receipts' under miscellaneous expenditure and entering the amount you need to claim.

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REPORT

SUBJECT:	MEMBER SUPPORT
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	1 April 2019
DIVISION/WARDS AFFECTED:	N/A

1. PURPOSE:

To consider the attached Councillor Competency Framework and how the Council can support members in delivering their role.

2. RECOMMENDATIONS:

To consider and make recommendations for improvements to the support the Council offers members against key skills areas associated with the role.

3. KEY ISSUES:

The WLGA have produced a competency framework for councillors setting out the skills and knowledge that councillors need to perform various tasks associated with the Councillor role.

As a form of self-assessment against the framework the attached document highlights the support democratic services has put in place to assist members in gaining the relevant skills and knowledge against the various elements associated with the role.

One of the key issues that newly elected members face is the intensity of the induction programme they need to undertake upon being elected. Whilst the induction programme has been reduced to a minimum to allow for sufficient upskilling of councillors to undertake their roles immediately as well as meet legislative requirements, this area of the intranet is crucial in acting as a self-service portal for members to train themselves in key areas at a time that suits their needs. If members agree it would be useful, this framework could be broken into the various elements on the intranet and continuously updated to allow members changing roles to easily find the support documents associated with that role.

4. RESOURCE IMPLICATIONS:

None

5. EQUALITY IMPLICATIONS:

None

6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None.

7. AUTHOR:

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Areas of Competence	
Fundamentals: A range of generic skills required by all members.....	1
Local Leadership – A range of skills required by all councillors in their role as community leaders.....	1
Casework on behalf of the public.....	1
Partnership and representation	1
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Fundamentals: A range of generic skills required by all members

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Understanding the role of the Councillor	Understanding the responsibilities of a councillor and the powers and responsibilities to undertake corporate governance	<ul style="list-style-type: none"> • Undertake their role effectively in the Council, community and with partner agencies • Understand when it is and isn't appropriate to act for the electoral division or in the interest of the whole county • Acts proactively to deliver outcomes • Ensure members meet corporate and personal responsibilities 		<p>Member training provided as part of the induction process on Council, role of councillors and code of conduct.</p> <p>Code of Conduct training available on the hub as a video for refreshing.</p> <p>Pre-election briefing sessions held for all candidates which includes overview of role from an existing councillor.</p> <p>All candidates notified of induction timetable at time of nomination to prepare themselves for induction programme.</p> <p>Induction packs handed to all elected members at time of election result.</p> <p>Be a Councillor guide from WLGA available on the intranet.</p> <p>Councillor role descriptions available on the intranet.</p> <p>Outside bodies role descriptions and guidance included on the intranet.</p> <p>Training session on the role of the modern councillor offered to all members.</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 106</p> <p>Understanding the role of the local authority</p>	Understanding of the services delivered, statutory and discretionary and the policies, procedures, plans and strategies that underpin them.	<ul style="list-style-type: none"> • Councillors are able to describe the work of the Council to the public and understand where responsibilities lie with other agencies. • Contributes to the development of Council plans and strategies and takes decisions in light of these. 		<p>Dedicated workshops held during induction programme that sets the policy and operating context of the Council as well as the public service agenda in Wales and Monmouthshires position within it.</p> <p>Induction programme introduces all Senior Officers to new members who provided information on the services within their area and the policies that underpin those services.</p> <p>Councillors able to contribute to the development of plans and strategies through contributing to the relevant scrutiny committee and shaping policy through recommendations to Council/Cabinet.</p> <p>All key corporate policies must be agreed by Full Council and all members are able to contribute to the debate when considering policies.</p> <p>Cabinet is open to all members to contribute to the debate and ask questions of cabinet members. Questions must be submitted to the relevant cabinet member 24 hours in advance of the cabinet meeting to allow time to respond to the question effectively.</p> <p>Public engagement strategy available on the website which provides a summary overview of all committees and their responsibilities and how the public can engage with the various committees.</p>	
Conduct	<p>Understanding of the ethical framework governing councillors including Code of Conduct.</p> <p>Understanding the role of the Monitoring Officer</p>	<ul style="list-style-type: none"> • Abides by the code of conduct at all times. • Declares and defines interests where appropriate • Seeks advice from the Monitoring Officer where appropriate 		<p>All councillors receive mandatory code of conduct, ethics and standards training as part of the induction which covers their responsibilities.</p> <p>Code of conduct training video available on the hub for refresher training.</p> <p>Monitoring Officer easily accessible to assist with any queries/issues members have relating to code of conduct issues.</p>	

	Appreciation of the importance of accountability, integrity and transparency for good governance.	<ul style="list-style-type: none"> • Treats others with respect in all settings • Demonstrates integrity • Values others • Listens • Stays calm in difficult situations 		<p>Training on personal safety and handling difficult issues offered to all members.</p> <p>Local Government Ombudsman guidance available on the intranet</p> <p>Members Code of Conduct available on the intranet</p>	
Equalities and Respect	<p>Personal skills in demonstrating respect for others regardless of background.</p> <p>Understanding of equalities and diversity law relating to the work of the Council and role of Councillor.</p> <p>Understanding of the need for and what constitutes respectful behaviour towards others.</p>	<ul style="list-style-type: none"> • Demonstrates equalities values in personal behaviour and council decisions. • Treats everyone with respect at all times when acting as a councillor whether in Council, community or political group 		<p>Equalities and diversity training provided as part of induction as well as refresher courses held throughout the term.</p> <p>Code of conduct training for all members to make them aware of their responsibilities and expected behaviours.</p> <p>Review by Audit Committee and Standards Committee of any outcomes of investigations by the Local Government Ombudsman.</p>	
Page 107 Balancing Council and Community Expectations and responsibilities	Understanding of the distinct responsibilities of a councillor as a member of a corporate body and as a representative of an electoral division or community.	<ul style="list-style-type: none"> • Takes decisions relating to the corporate body or electoral division effectively. • Manages both community and council expectations through effective communication. 		<p>All councillors receive mandatory code of conduct training as part of the induction which covers their responsibilities.</p> <p>Equalities and diversity training provided as part of induction as well as refresher courses held throughout the term.</p> <p>Monitoring Officer easily accessible to assist with any queries/issues members have relating to code of conduct issues.</p> <p>Role descriptions for outside bodies appointments available on the intranet</p> <p>Details of surgeries are included on the website under each councillors page where it's available as well as newsletters that they publish within their area.</p> <p>Councillor role descriptions available on the internet.</p>	
Audit, Inspection and Regulation	An understanding of the role of Audit Inspection and Regulatory bodies and associated council process.	<ul style="list-style-type: none"> • Engages effectively with audit, inspection and regulatory process within the Council and uses the information to challenge and support services 		<p>Training for all regulatory committees including audit, planning and licensing offered to all councillors.</p> <p>Mandatory training required for members sitting on those committees.</p> <p>S106 Contributions and Planning training provided to all members.</p> <p>WLGA guidance on scrutiny of finance available on the intranet</p>	
Balancing Personal Commitments	An understanding of time management principals including prioritisation and delegation	<ul style="list-style-type: none"> • Maintains an effective work/life balance managing the time available to concentrate on the issues with the most significant outcome 		<p>Annual review of timing of meetings to ensure maximum attendance where possible.</p> <p>Introduction of remote attendance at meetings to help councillors engage effectively.</p> <p>All meetings are live streamed where the equipment is available, as well as a library of recordings of all meetings available on youtube for reference/catch up.</p>	

<p>Information Management</p>	<p>Understanding and interpreting information and data.</p> <p>Ability to handle data in the format provided by the Council</p> <p>Understanding of the definition of confidentiality and to how to handle confidential information</p> <p>Understanding of Data Protection and Freedom of Information legislation</p>	<ul style="list-style-type: none"> • Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. • Does not keep records about people without seeking their agreement • Responds promptly and appropriately to FOI requests • Does not distribute or share confidential or restricted information 		<p>Investment and training in members IT equipment to help them manage paperwork electronically and remain a paperless authority.</p> <p>GDPR and Data Protection training provided to all members as well as dedicated Data Protection and FOI training included during induction.</p> <p>Dedicated data protection page council intranet to inform members of requirements which includes Data Protection policy</p> <p>Privacy notices template provided to all members and published for councillors on Council website under each councillor's page.</p> <p>Agenda packs marked with red water mark and 'restricted' wording to highlight confidential information.</p> <p>ICO guidance available on the intranet and all data protection registrations funding by the local authority for Councillors</p> <p>Gifts and Hospitality Guidance and forms available on the intranet</p>	
<p>Using ICT and Social Media</p>	<p>Skills in all 'Office' applications such as word processing, presentation and spreadsheets.</p> <p>Communication and social media application training including email, tweeting, blogging and personal website management.</p>	<ul style="list-style-type: none"> • Conducts Council business electronically. • Communicates with the community electronically through social media. • Maintains and effective, positive and ethical online presence. 		<p>Digital training sessions offered to all councillors as part of induction.</p> <p>IT help areas on the intranet</p> <p>Democratic Services and Digital team available to help with ICT issues</p> <p>Training sessions planned for Facebook, Twitter, My Monmouthshire App etc</p> <p>WLGA guidance in handling online abuse available on the intranet</p> <p>Social Media guidance for councillors available on the intranet</p> <p>Freedom of Information Policy available on the intranet</p>	
<p>Meeting preparation and participation</p>	<p>Understanding of Standing Orders and protocols and rules of debate</p> <p>Skills in public speaking, debating and asking questions</p>	<ul style="list-style-type: none"> • Prepares effectively for meetings by reading papers and analysing data • Undertakes personal research and participates in any pre meetings • Contributes to positive meeting outcomes by seeking tangible decisions or actions • Effectively contributes to meetings making points clearly and succinctly • Remains focussed on the business in hand • Understands and applies meeting rules • Seeks guidance from officers and group leaders as appropriate 		<p>Code of Conduct training mandatory for all councillors</p> <p>Constitution requires five clear days publication of the agenda before a meeting rather than statutory three days to allow time for members to prepare effectively.</p> <p>Democratic services available to follow up on member queries and liaise with officers to provide relevant information.</p> <p>Remote attendance available for councillors to contribute to meetings if they are unable to attend in person</p> <p>All previous meetings available to view on youtube for members to review any business they miss</p>	

Working with the media	Skills in building relationships with the media and being interviewed on TV, radio and for the press and online media	<ul style="list-style-type: none"> • Is a recognised source of credible information for the media • Speaks confidently, authoritatively and appropriately in interviews • Enhances the reputation of the Council when appearing in on screen and in print 			
Self-Promotion	The ability to develop a profile in the community through local activities and effective communication and consultation	<ul style="list-style-type: none"> • Writes an annual report on achievements and activities • Is highly visible in the community • Maintains a high standard in both personal reputation and that of the Council 		<p>Annual report template pre-populated for all members and available on the intranet. Members need to personalise with personal achievements.</p> <p>All annual reports available on the website under each councillors page</p> <p>Surgeries and councillor newsletters can be published on the council website by sending to democratic services</p> <p>Member attendance at committees is published on the website</p> <p>Training on social media scheduled to be delivered for Facebook, Twitter and My Monmouthshire.</p>	
Page 109 Working with officers	<p>Understanding the roles of officers generally and the rules they need to abide by including an understanding of the role of senior officers.</p> <p>Skills in acting as a corporate employer</p> <p>Understanding of the appointments process and interviewing skills</p>	<ul style="list-style-type: none"> • Maintains professional relationships with officers recognising appropriate boundaries and abiding by the Member/Officer protocol • Acts as an effective member of an appointment panel, applying sound HR equality and diversity principles. 		<p>Induction programme included sessions from each Chief Officer where they provided members with an overview of their service areas and key contacts.</p> <p>Market place style session held during induction programme to allow councillors to meet officers and put names to face.</p> <p>Internal phonebook available on the intranet for members to find contact details</p> <p>Contact details for staff included in their outlook contact card</p> <p>Organisational structure available on the intranet</p> <p>Officers attending, and where able, providing training sessions to councillors as part of induction process.</p> <p>Member/Officer relationship protocol available on the intranet</p> <p>Appointments committee established as and when need arise with specific training provided to members at that time. Additional delegated powers for members included in the constitution for appointments to certain posts.</p> <p>Dedicated HR area available on the intranet which includes guidance and policies</p>	
Health and Safety	<p>Understanding of Health and Safety legislation in the work of the Council</p> <p>Understand how assess risks and ensure personal safety and that of others</p>	<ul style="list-style-type: none"> • Promotes and ensures the health and safety of everyone in the Council • Ensures personal safety when working in the Council and when in groups or alone in the community. 		<p>Personal Safety and Conflict Management training session offered to all members.</p> <p>Stress management and personal resilience guidance available on the intranet</p> <p>Dedicated health and safety section on the intranet for councillors</p>	

Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	<ul style="list-style-type: none"> Undertakes regular personal development reviews taking account of role descriptions and competency framework. Takes responsibility for developing personal skills and knowledge, attends learning and development activities 			
Financial Capability	<p>Understanding of the way councils and services are funded.</p> <p>Understanding and skills in budget setting</p> <p>Personal financial capability</p> <p>Understanding the impact of Welfare Reform and the austerity agenda.</p>	<ul style="list-style-type: none"> Engages effectively in the budget setting process Is prepared to take hard, evidence based decisions Demonstrates skills in numeracy when interpreting data and asking questions 		<p>Scrutiny of Local Government Finance Guidance available on the intranet</p> <p>Audit and Local Government Finance training offered to all members as part of induction programme</p> <p>S106 Contributions and Planning training offered to all members.</p> <p>Dedicated budget information area on the intranet setting out timescales and process</p>	
Interpersonal Skills	Self Awareness and skill in self-management, emotional intelligence, listening, negotiating, conflict management.	<ul style="list-style-type: none"> Acts in a professional and respectful manner Is self-aware and able to develop and manage relationship both within and outside the Council Brokers relationships and manages conflict in the community and Council, as well as between the two. 		<p>Personal Safety and Conflict Management training session offered to all members.</p> <p>Facilitation and conflict resolution guidance available on the intranet</p> <p>WLGA Guidance on Influencing skills available on the intranet</p> <p>Member Officer relationship protocol available on the intranet</p>	
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	<ul style="list-style-type: none"> Takes decisions based upon the needs of the future generations as well as the current population 		<p>Equality and impact assessment training offered to all councillors.</p> <p>Economies of the Future workshop offered to all members.</p> <p>Future Monmouthshire workshop offered to all members.</p> <p>Environmental Health workshop included as part of induction programme.</p> <p>Future Generations training including as part of induction programme.</p> <p>WLGA guidance on making sustainable decisions available on the intranet</p> <p>Environmental Health assessment in how it contributes to Wellbeing available on the intranet</p>	
Safeguarding	Understanding of the legal requirements, and the responsibilities placed on authorities and individual councillors to protect children and vulnerable adults at risk of abuse.	<ul style="list-style-type: none"> Is vigilant and acts to make sure that children and vulnerable adults are protected from abuse, taking appropriate decisions and reporting instances appropriately. 		<p>Social Care & Health training including as part of induction programme for all councillors.</p> <p>A councillors work – Safeguarding available on the intranet</p> <p>Social Services Complaints Policy available on the intranet</p> <p>Mandatory requirement for Councillors and Officers to have completed level 1 safeguarding training</p>	

Corporate Parenting	Understanding of the role of the Councillor as a Corporate Parent	<ul style="list-style-type: none"> • Takes appropriate responsibility for the welfare of looked after children, actively seeking appropriate information on their situation and progress 		<p>Various Corporate Parenting training sessions held as part of induction programme for all councillors.</p> <p>SSIA guidance on Child Exploitation available on the intranet</p> <p>MCC Carers policy available on the intranet</p> <p>Corporate Parenting Workbook available on the intranet</p>	

Local Leadership – A range of skills required by all councillors in their role as community leaders

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Working with the Community	Knowledge of community groups and leaders Understanding of community issues and concerns Ability to seek the views of all relevant parties	<ul style="list-style-type: none"> Understands the needs of the local community and secures action from the council on behalf of local people Communicates with the community, individuals and the Council to ensure engagement and understanding of all parties 		The effective ward councillor guidance available on the intranet Council Report – Guidance to members serving on outside bodies available on the intranet	
Consultation and engagement	Understands the different levels of engagement ranging from communication to co-production set out in the national principals of engagement for Wales.	<ul style="list-style-type: none"> Demonstrates positive outcomes as a result of effective engagement Uses a range of communication and consultation tools such as social media to understand the needs and views of the community 		<p>Social media training scheduled for all members.</p> <p>Training sessions to be provided on understanding the feedback received through MCC social media accounts as well as personal accounts</p>	
Voluntary sector	Understands the role and responsibilities of the voluntary sector in the area	<ul style="list-style-type: none"> Builds effective relationships with the voluntary sector and communicates and works with them where appropriate. 			
Local Issues	Understands the issues of importance to people locally and through the Council area. Knows which council plans will impact on local issues	<ul style="list-style-type: none"> Works with the community and the council to find solutions to local problems. Secures funding for local initiatives 		<p>Updates to forward work programmes distributed to all members weekly</p> <p>Forward work programme available on the intranet</p> <p>S106 Contributions & Planning training provided to all members</p> <p>Councillor contact details available on website for constituents for contact members.</p> <p>Annual reports on website allow public to see councillor achievements and involvement in local community.</p>	
Working with community and town councils	Understanding of the responsibilities of community councils and their forward work programmes	<ul style="list-style-type: none"> Works with community councils to deliver outcomes for the community Fosters positive relations and active communication with the community council and the clerk 		<p>Democratic Services act as point of contact for all town and community councils in Monmouthshire</p> <p>Democratic Services log queries and issues raised by community councils to monitor progress and responses. Information available on intranet.</p> <p>My Monmouthshire App allows seamless logging of issues between town and community council and County Council regarding specific issues such as street lighting, pot holes etc</p> <p>All town and community council information and contact details available on the council website.</p>	

Casework on behalf of the public

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Being accessible to the public	Understanding of and ability to arrange and publicise opportunities to discuss casework with the public	<ul style="list-style-type: none"> Makes themselves available through the most appropriate means to connect with people. Uses surgeries street surgeries, informal settings, home and social media as appropriate. Promises only that which can be delivered 		<p>All councillor information including contact details is available on the website for the public.</p> <p>Details of surgeries are included on the website under each councillors page where its available.</p>	
Managing Casework	Ability to use case management techniques and software and to monitor and communicate progress	<ul style="list-style-type: none"> Keeps the people on whose behalf they are working informed of progress Monitors progress of cases after they have been deferred to officers or other agencies 		<p>WLGA Guidance on handling casework available on the intranet</p> <p>Casework software being developed on the intranet for members to use free of charge. Should be ready for all members in early 2019. Awaiting testing from councillors.</p>	
Signposting	Knowledge of sources of information and advice within and outside the Council	<ul style="list-style-type: none"> Makes links between members of the public and the appropriate source of help in the Council or in the community 		<p>Internal phonebook available on the intranet for councillors to search and find information.</p> <p>Organisational structure provided in welcome pack and available on the intranet</p> <p>Meet and greet market place style induction session where members meet officers and understand their roles.</p> <p>Democratic Services available to help with signposting and resolving queries</p> <p>Outlook contact cards include services are and role information.</p>	

Partnership and representation

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Work on outside bodies	Understanding of the role of outside body Understanding of the role of the councillor on the outside body	<ul style="list-style-type: none"> • Reports to and from Council and outside body • Represents the views of the Council, personal views or that of the community effectively and appropriately • Members engaged in relevant training and briefing sessions provided by outside bodies 		Fire and rescue authority role description available on the intranet National park authority member role description available on the intranet WLG A Guidance on sitting on outside bodies available on the intranet	
Working as a trustee on other organisations	Understanding of the role of the organisation and your duties and responsibilities as a trustee Understanding of the political implications of conflict of interest from carrying out that role, and the role of a councillor	<ul style="list-style-type: none"> • Operates within the standards set in the Code of Conduct • Seeks advice from the Monitoring Officer as appropriate 		<p>Monitoring Officer and Democratic Services available to provide guidance and support to members on outside bodies.</p> <p>Mandatory code of conduct training provided at induction for members to understand responsibilities.</p> <p>Members code of conduct available on the intranet</p>	
Working as a school governor	Understanding of education policy and school organisation	<ul style="list-style-type: none"> • Oversees the school performance • Challenges the school management as a critical friend • Takes part in governor training 			
Working as a member of a Community or Town Council	Understanding of the role of the Community Council and its limits	<ul style="list-style-type: none"> • Liaises effectively between the community/Town Council and County Council and acts as a link between the two • Takes part in community council training 		<p>Code of Conduct training provides advice on conflicts of interest between County and Community/Town Councillors.</p> <p>Democratic Services assist community/town councils with queries and processes.</p> <p>Democratic Services act as a point of contact for council clerks to raise issues with County Council and follow up on their behalf.</p>	
Working as a Co-Optee	Understanding of the role and limits of the role of co-optees	<ul style="list-style-type: none"> • Shares expertise with the committee impartially 			

Working in the Political Environment

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Party Policy	Awareness of values and manifestos both nationally and locally	<ul style="list-style-type: none"> Effectively balances the requirements of the people, party, group and Council. 			
Liaison with national governments	Understanding of the functions of the Welsh Government and means of engagement	<ul style="list-style-type: none"> Liaises with local MPs and AMs Brings local issues to the attention of government where possible 		<p>Leader & Chairmans support arrange diaries for executive members and liaise between relevant offices for visits with MP's and AMs.</p> <p>Democratic Services log requests to write to governments in the action list for committees and forward on to relevant officers to draft.</p>	
Group Membership	Rules and constituency group structure and policies.	<ul style="list-style-type: none"> 			

Chairing

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Meeting Management	<p>Understanding of the meeting protocols and rules of debate</p> <p>Ability to manage the agenda, contributions and time</p> <p>Ability to engage with the public, press and viewers where meetings are webcast</p>	<ul style="list-style-type: none"> Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcome Ensures that the public feel welcome, understand the meeting purpose and how they can contribute 		<p>WLGA Chairing guidance available on the intranet</p> <p>Mandatory code of conduct, standards and ethics training provided at induction which covers meeting rules and protocols.</p> <p>Committees will have pre meeting with chair and officers to ensure clarity on agenda and awareness of any issues</p> <p>Public engagement strategy on the internet which provides overview of committees and their remit.</p>	
Committee Leadership	<p>An in depth understanding of the role of the committee and its scope</p> <p>Ability to liaise with officers, members and agencies</p> <p>Commitment to enabling all committee members to develop skills and participate effectively in meetings</p>	<ul style="list-style-type: none"> Works with the committee outside of meetings to develop its effectiveness and that of participating individuals Communicates with members and officers with an interest in committee proceedings. Builds relationships with the relevant heads of service/directors to ensure that the work of the committee is relevant, well informed and provides the outcomes where needed 		<p>Committee structure available on the intranet</p> <p>Committees will have pre meeting with chair and officers to ensure clarity on agenda and awareness of any issues</p> <p>Public engagement strategy on the internet which provides overview of committees and their remit.</p> <p>Responsibilities of officers understood and relationships with officers built through induction programme.</p> <p>Member/Officer relationship protocol available on the intranet.</p>	
Work programme development and management	<p>Understanding of the subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees.</p> <p>Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any sub groups</p>	<ul style="list-style-type: none"> Works with officers and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation. 		<p>Democratic Services arrange pre-meetings where required and liaise with relevant officers to attend and provide information to chairs as required.</p> <p>Democratic Services liaise with outside organisations and ensuring attendance at meetings where required.</p> <p>All councillors have access to all papers, including exempt papers, so that they are fully aware of decisions taken/considered at each committee.</p>	
Resourcing	<p>Ensuring that the committee has the staffing, information and finances to function effectively</p>	<ul style="list-style-type: none"> Negotiates and ensures the support required by the committee 			

Serving on Statutory/Regulatory Committees

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
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Planning	<p>Understanding of planning and rights of way law generally</p> <p>Understanding of how to apply the Code of Conduct to planning issues.</p> <p>Understanding of how the need to declare interests applies to planning matters</p> <p>Understanding of LDP</p> <p>Understanding of the rules for Development Control</p> <p>Understanding of sustainable development principals and legislation.</p>	<ul style="list-style-type: none"> • Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role. • Transparently adheres to the Code of Conduct • Seeks appropriate professional officer advice, personal development or briefing before taking decisions. 		<p>Mandatory training for all members of the planning committee provided at the induction stage.</p> <p>Additional training offered to all councillors to help support their understanding of the committee.</p> <p>S106 Contributions and Planning Training offered to all members.</p> <p>LDP Draft Review report and seminars held for all members.</p> <p>Planning agenda includes review of cases of planning appeals to ensure continued development and up to date knowledge of members.</p> <p>Application site visits undertaken by all planning committee members prior to the meeting to review proposals and meet stakeholders.</p> <p>Planning Handbook for councillors available on the intranet</p> <p>Rights of way improvement plan available on the intranet</p> <p>Planning services policies and guidance</p>	
Audit	<p>Ability to scrutinise financial performance</p> <p>Understanding of risk managements and internal/external audit</p> <p>An understanding of the relative roles of audit and scrutiny</p>	<ul style="list-style-type: none"> • Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role. • Transparently adheres to the Code of Conduct • Seeks appropriate professional officer advice, personal development or briefing before taking decisions. 		<p>Mandatory training for all members of the audit committee, open to all members, provided as part of the induction programme.</p> <p>Mandatory Code of conduct training held for all members and is available on the intranet.</p> <p>Pre-meeting held with chair of Audit and officers to understand agenda fully.</p> <p>WLGA guidance on scrutiny of finance available on the intranet</p>	
Licencing	<p>An understanding of the licensing regulations and policy</p> <p>Understanding of local policies which impact in the area</p>	<ul style="list-style-type: none"> • Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role. • Transparently adheres to the Code of Conduct • Seeks appropriate professional officer advice, personal development or briefing before taking decisions. 		<p>Mandatory training for all members of the licensing committee, open to all members, provided as part of the induction programme.</p> <p>Mandatory Code of conduct training held for all members and is available on the intranet.</p>	

<p>Democratic Services</p>	<p>An understanding of the legislative requirements for a Democratic Services Committee</p> <p>Understanding of national and local requirements for member support and development</p> <p>Ability to liaise effectively with Head of Democratic Services and Lead Member for development support.</p> <p>Understanding of the need to promote diversity in the Council</p>	<ul style="list-style-type: none"> • Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role. • Transparently adheres to the Code of Conduct • Seeks appropriate professional officer advice, personal development or briefing before taking decisions. 		<p>Chair of Democratic Services Committee attends WLGA Member Support network meetings to keep up to date with current issues and understand support received in other authorities.</p> <p>Mandatory Code of conduct training held for all members and is available on the intranet.</p> <p>Pre-meeting held with Chair of Democratic Services Committee to understand agenda fully.</p>	
<p>Standards</p>	<p>Understanding of the law and constitution in relation to conduct</p> <p>Ability to advise and secure training for members of both principal and community councillors in relation to the code of conduct</p>	<ul style="list-style-type: none"> • Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role. • Transparently adheres to the Code of Conduct • Seeks appropriate professional officer advice, personal development or briefing before taking decisions. 		<p>Review of all cases considered and recommendations received from local government ombudsman relating to behaviour of members.</p> <p>Mandatory Code of conduct training held for all members and is available on the intranet.</p> <p>Monitoring Officer attends and provides support to all standards committee members.</p> <p>Co-opted community council members sit on standards committee to ensure consistency in behaviours across all levels of Government.</p> <p>Funding places for standards committee members at the standards conference to encourage continued development for members.</p>	

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Portfolio Lead	<p>A thorough knowledge of local and national policy relating to the relevant service areas.</p> <p>An ability to build relationships with relevant lead officers and scrutiny chairs</p> <p>Ability to work collaboratively to develop a vision for the service area</p>	<ul style="list-style-type: none"> Provides political direction to officers in the portfolio area Is accountable for communication, policy and performance in the portfolio area Actively seeks and values the input of scrutiny to policy development and performance monitoring Works with officers to consider issues, priorities and take decisions. 		<p>Regular meetings between cabinet members and relevant senior officers to ensure progress on policies within portfolio.</p> <p>Communications department publish press releases quoting the relevant cabinet member where possible.</p> <p>Service areas provide service improvement plans available on the intranet for cabinet members to review progress with relevant officers.</p> <p>Cabinet member training session provided following election to allow understanding of roles and responsibilities but also encourage development of policies and ideas.</p> <p>Reports for Cabinet, Council and Individual Cabinet Member Decisions are circulated to all cabinet members two weeks prior to the decision being taken for members to review and liaise with officers accordingly.</p> <p>Updates to forward work programme sent to all members weekly.</p>	
Collective responsibility	<p>Ability to handle information and take decisions after full consultation and consideration of the issues</p> <p>Ability to prioritise issues of importance to the Authority</p> <p>Ability to work with other authorities and agencies to secure services for the Council</p>	<ul style="list-style-type: none"> Takes responsibility as a cabinet member for strategic council decisions 		<p>Pre-cabinet meeting held for all cabinet members to fully understand decisions being taken and officers to attend and provide updates where required.</p> <p>Reports for Cabinet, Council and Individual Cabinet Member Decisions are circulated to all cabinet members two weeks prior to the decision being taken for members to review and liaise with officers accordingly.</p> <p>Cabinet members encouraged to complete WLGA leadership programme to increase knowledge and understanding of role. Priority for attendance to course is through Cabinet Members before being offered to all members.</p>	
Taking decisions under delegated responsibilities	<p>Understanding of the scheme of delegation</p> <p>Ability to take responsibility for decisions taken under the scheme</p>	<ul style="list-style-type: none"> Takes decisions after appropriate research and consultation 		<p>Constitution provides information on the scheme of delegation for members of the executive make decisions they have been delegated powers for.</p> <p>ICMD held approximately every two weeks to ensure decisions can be taken promptly and not hold up services.</p> <p>Reports for Cabinet, Council and Individual Cabinet Member Decisions are circulated to</p>	

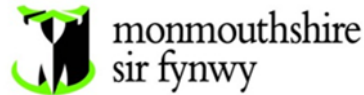
				<p>all cabinet members two weeks prior to the decision being taken for members to review and liaise with officers accordingly.</p> <p>Mandatory training on the code of conduct for all members provided at induction programme.</p> <p>Code of conduct available on the intranet.</p> <p>Updates to forward work programme sent to all members weekly.</p>	
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Council Leadership

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Management of the reputation of the Council	Ability to act as an ambassador for the Authority	<ul style="list-style-type: none"> Effectively represents the Council at all levels ensuring that information about the Council and its services and citizens is communicated positively and with integrity 		<p>Dedicated support for leader and chairman of the Council to ensure appropriate support and diary management is in place to allow them to carry out their roles effectively.</p> <p>All correspondence/queries dealt with efficiently and timely to ensure diaries and workloads are co-ordinated effectively and manages the reputation of the authority.</p>	
Leadership of area/region/place	Ability to develop a vision for the area/region/locality	<ul style="list-style-type: none"> Works with the Council and the public to collaboratively develop and communicate a local vision that is clear, supported by the public and understood by the Council 		<p>Dedicated leader and cabinet support team that helps support the activities they need to undertake to deliver their role effectively.</p>	
Develop, communicate and lead a vision for the Council	Ability to develop a vision for the work of the Council	<ul style="list-style-type: none"> Works with the Council to collaboratively deliver the local vision 		<p>Diary management provided to leader to ensure appropriate officers and information is available to them when needed.</p>	
Maintain a successful relationship with the Chief Executive and Senior Management	<p>Ability communicate effectively with the CEO and senior officers</p> <p>Understanding of the performance appraisal process and personal skills in conducting reviews</p>	<ul style="list-style-type: none"> Meets and communicates openly and regularly Makes expectations clear and provides political leadership Undertake performance reviews with senior officers as appropriate 		<p>Regular one to one meetings arranged on the leader behalf with CEO and senior leadership team.</p> <p>Head of Democratic Services available to offer guidance and support on appraisal process in line with guidance from WLGA.</p>	
Leadership of the Council	Ability to ensure individual and collective effective governance	<ul style="list-style-type: none"> Promotes and supports good governance in the Council Manages Performance 		<p>Dedicated cabinet member for governance to ensure appropriate arrangements are in place for Council to progress whilst being open and accountable.</p> <p>Pre cabinet meetings held regularly that enable the executive to understand impending issues and forward plans.</p>	

Requirement	Knowledge & Skills	Effective Behaviours	Self Assessment	Evidence	Improvement
Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement.	<ul style="list-style-type: none"> Effectively chairs meetings of the full council demonstrating meeting management and leadership skills 		<p>Code of Conduct training held for all Councillors including Chairman of the Council which covers all aspects of the constitution.</p> <p>Pre Council meetings held to discuss agenda and Monitoring Officer attends to offer advice on any issues. Monitoring Officer also in attendance at Council meetings to support the Chairman with issues as it arises.</p> <p>WLGA Chairing guidance available on the intranet</p>	
Representing the Council at civic functions	<p>Ability to manage the Councils reputation</p> <p>Skill in public speaking</p> <p>Skills in relationship management</p>	<ul style="list-style-type: none"> Demonstrates high level communication, interpersonal and social skills 		<p>Dedicated chairman support means the Chairman/Vice Chairman is fully briefed prior to the event they are attending and are aware of any specific protocols such as whether a speech is needed etc.</p> <p>Organise events on behalf of the Chairman to promote the role and the Council to outside organisations and partners as well as raise the profile of the Chairmans chosen charity.</p>	

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SUBJECT: Future Generations Framework for Scrutiny
MEETING: Democratic Services Committee
DATE: 1 st April 2019
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To provide members with a copy of the recently published Future Generations Framework for Scrutiny and to seek views on how it could be improved

2. RECOMMENDATIONS:

- 2.1 That the committee examines the framework and considers any feedback to the Commissioner about whether it is useful, whether it is easy to use and whether it will help the authority apply the Well-being of Future Generations Act.

3. KEY ISSUES:

- 3.1 The Well-being of Future Generations (Wales) Act is the legislation which defines the process of how public bodies can improve the economic, social, environmental and cultural well-being of Wales, by taking action in accordance with the sustainable development principle aimed at achieving seven national well-being goals.
- 3.2 The Act requires public bodies to think in a new way about how services are delivered. This framework identifies questions that can be asked to help understand the extent to which proposals have considered the ways of working within the sustainable development principle and have been developed in a way which maximises the potential impact on local and national well-being goals. For each one it gives some potential questions and what you might expect to hear in an answer if a report author has properly considered the Act.
- 3.3 The framework is attached as an appendix to this report and can also be found online at https://futuregenerations.wales/resources_posts/future-generations-framework-for-scrutiny/. Questions include:
- What consideration have you given to the long term trends that could affect your proposal or how could your proposal impact these trends?
 - Is this proposal trying to prevent problems from occurring - if so, what are they
 - and how will you know you're preventing them through this proposal?
 - Who have you collaborated with in finding out more about this problem and potential solutions?
- 3.4 The Future Generations Commission is seeking feedback on the framework to ensure that it is as useful as possible.

4. REASONS:

- 4.1 To ensure decisions are taken in line with the sustainable development duty and maximise the council's contribution to the well-being of future generations.

5. RESOURCE IMPLICATIONS:

- 5.1 None

6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)

- 6.1 The framework has been produced to assist members in framing questions in a way that ensures scrutiny is focused on improving economic, social, environmental and cultural well-being.

7. CONSULTEES:

None

8. BACKGROUND PAPERS:

None

9. AUTHOR:

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10. CONTACT DETAILS:

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Future Generations Framework for Scrutiny

January 2019

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“Layer 1”: Top 3 questions to ask

Topic	What you might ask	What you'd expect to hear
<p>Long-term</p>	<p>What consideration have you given to the long term trends that could affect your proposal or how could your proposal impact these trends?</p>	<ul style="list-style-type: none"> • The person has considered potential social, economic/political, environmental, cultural or technological trends over a timescale of at least the next generation (5, 10, 15, 25 and 50 years ahead), including: the known trends (e.g. ageing population, depleting natural resources), and those with a higher level of uncertainty (e.g. jobs and skills needed in the future).
<p>Prevention Collaboration Integration</p>	<p>Is this proposal trying to prevent problems from occurring - if so, what are they and how will you know you're preventing them through this proposal?</p>	<p>The person has considered:</p> <ul style="list-style-type: none"> • If the proposal is about primary prevention (i.e. tackling the root cause of a problem) or secondary prevention (preventing an existing problem getting worse) when are they aiming for intervention; • what risks are there of not doing their proposal in terms of creating new problems or letting existing ones get worse. • How people beyond their department/area of expertise/organisation can help them understand where the best preventative action could take place.
<p>Collaboration Integration Involvement</p>	<p>Who have you collaborated with in finding out more about this problem and potential solutions?</p>	<ul style="list-style-type: none"> • The person has tried to gain an understanding of the problem and proposed solution from other perspectives, including finding out across their organisation and beyond who else is trying to 'solve this problem'. • The proposed solution should have considered positive and negative impacts on delivering the seven national well-being goals. • The person should have involved people who bring insight, constructive challenge, data and solutions - usual and unusual suspects.

“Layer 2”: For smaller proposals

Topic	What you might ask	What you’d expect to hear
<p>Local well-being Most devolved public sector organisations in Wales have set local well-being objectives, designed to improve the well-being of people in their area. Some organisations are also part of Public Services Boards – which have set collective local well-being objectives for their area to work together on.</p>	<p>How does your proposal link to the well-being objectives set for this area?</p>	<ul style="list-style-type: none"> • The person has used the organisation’s local well-being objectives and those of the local Public Services Board to explain how their proposal supports achieving these objectives.
<p>Long –term The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<p>What are the needs for this (in the short, medium and long term)? Will there still be a need in the long-term?</p>	<ul style="list-style-type: none"> • The person has considered potential social, economic/political, environmental, cultural or technological trends over a timescale of at least the next generation (5, 10, 15, 25 and 50 years ahead), including: the known trends (e.g. ageing population, depleting natural resources), and those with a higher level of uncertainty (e.g. jobs and skills needed in the future).
	<p>When will the changes / policy affect people?</p>	
<p>Prevention Prevent problems occurring or getting worse.</p>	<p>Is this proposal trying to prevent problems from occurring - if so, what are they and how will you know you’re preventing them through this proposal?</p>	<p>The person has considered:</p> <ul style="list-style-type: none"> • If the proposal is about primary prevention (i.e. tackling the root cause of a problem) or secondary prevention (preventing an existing problem getting worse) when are they aiming for intervention; • what risks are there of not doing their proposal in terms of creating new problems or letting existing ones get worse; • how people beyond their department/area of expertise/ organisation can help them understand where the best preventative action could take place.
	<p>How does your proposal support the breaking of negative cycles and/or intergenerational challenges such as poverty, poor health, environmental damage and loss of biodiversity?</p>	

Topic	What you might ask	What you'd expect to hear
<p>Integration Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	<p>Should we be doing this? Is there somebody else better placed already doing this?</p>	<ul style="list-style-type: none"> ● The person has used the organisation's local well-being objectives and those of the local Public Services Board to explain how their proposal supports achieving these objectives.
	<p>How have you used the five ways of working to consider how the proposal contributes to each of the seven national well-being goals – now and through the life of the project? What positive or detrimental impacts could the proposal have on achievement of the goals throughout its life?</p>	<ul style="list-style-type: none"> ● The person has used the seven national well-being goals as a guide to forming the proposal and considered the positive or negative impacts the proposal could have on achievement of the goals over time.
	<p>What other duties and policies have relevance to this proposal? Have you thought about how you can 'kill several birds with one stone'?</p>	<ul style="list-style-type: none"> ● The person has considered how this proposal could impact on other legislation, duties and policies – positively or negatively – for the organisation.
<p>Collaboration Acting in collaboration with any other person (or different parts of the organisation itself).</p>	<p>Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?</p>	<p>The person has:</p> <ul style="list-style-type: none"> ● made an effort to find out across the organisation and beyond who else is trying to 'solve this problem'; ● involved people who bring insight, constructive challenge, data and solutions - usual and unusual suspects, internal and external to the organisation; ● an understanding of the problem and proposed solution from other perspectives.
<p>Involvement The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	<p>Who have you involved in this proposal? How have you involved them?</p>	<ul style="list-style-type: none"> ● They have allocated time and resources to use a variety of different ways to speak to the people impacted by the proposal such as face-to-face discussions, surveys, online forums etc.

“Layer 3”: further detail / for large and more complex proposals

PART 1: LOCAL ISSUES

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Topic	What you might ask	What you’d expect to hear
<p>Local well-being</p> <p>Most devolved public sector organisations in Wales have set local well-being objectives, designed to improve the well-being of people in their area. Some organisations are also part of Public Services Boards – which have set collective local well-being objectives for their area to work together on.</p>	<p>How does your proposal address issues or opportunities identified in the local well-being assessment (and other relevant assessments) of the area?</p>	<ul style="list-style-type: none"> • They have used the well-being assessment (carried out by the Public Services Board for the area) and any other relevant assessments (such as the population assessment) to understand the issues and opportunities affecting well-being. They have looked at how the project will impact on different areas in the region.
	<p>Where will the project be located? What do the assessments of the area say about key issues for that location?</p>	
	<p>How does the proposal support local well-being objectives and how will it help the organisation to take steps to meet the objectives?</p>	<ul style="list-style-type: none"> • They have considered the organisation’s local well-being objectives and those of the Public Services Board. They can explain how their proposal supports the achievement of these objectives.

PART 2: WAYS OF WORKING

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Topic	What you might ask	What you'd expect to hear
<p>Long-term</p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<p>What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?</p>	<ul style="list-style-type: none"> • They've used data and evidence to explore the potential social, economic/political, environmental, cultural or technological trends from now until the 2070s – they should be looking 25-50 years into the future.
	<p>How sound is the analysis of the trends you have identified?</p>	<ul style="list-style-type: none"> • They've thought about the known trends (e.g. ageing population, depleting natural resources), and those with a higher level of uncertainty (e.g. jobs and skills needed in the future) to think about the need for this proposal.
	<p>When will the changes / policy affect people? Will there still be a need for it in the long-term future?</p>	
	<p>How have these needs been identified with consideration beyond implementation?</p>	
	<p>How will this proposal / solution look in 10 years' time? How will this evolve?</p>	<ul style="list-style-type: none"> • They've thought beyond this subject and looked at other things that could impact on the proposal.
	<p>What impact is this likely to have in a decade or across a generation?</p>	
	<p>Have you thought about a longer term project and plan?</p>	

Topic	What you might ask	What you'd expect to hear
<p>Prevention</p> <p>Prevent problems occurring or getting worse.</p>	<p>What is the objective (or the desired outcome) of this proposal? What is it trying to prevent?</p>	<ul style="list-style-type: none"> • They can explain clearly what this proposal is aiming to achieve. • They can talk about the risks of not doing their proposal, in terms of creating new problems or letting existing ones get worse.
	<p>Is this proposal trying to prevent problems from occurring - if so what are they and how will you know you're preventing them through this proposal?</p>	<ul style="list-style-type: none"> • They have thought about whether they are aiming to do something to tackle the root cause of the problem (called 'primary prevention') or prevent something from getting worse (called 'secondary prevention'). • They have reasons and evidence as to why they've chosen primary or secondary prevention. • They have thought about the tensions and impacts of stopping doing some things to prevent others.
	<p>How does your proposal support the breaking of negative cycles and/or intergenerational challenges such as poverty, poor health, environmental damage and loss of biodiversity?</p>	
	<p>How have the decisions, so far, come about? What alternatives were considered?</p>	<ul style="list-style-type: none"> • They have looked beyond their department, the organisation or their area of expertise to understand where the best preventative action could take place.

Topic	What you might ask	What you'd expect to hear
<p>Integration</p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	<p>Should we be doing this? Is there somebody else better placed already doing this? Have you consulted with the relevant other public sector organisations who you think might be impacted?</p>	<ul style="list-style-type: none"> • They've involved different departments, organisations and sectors in understanding who's doing what and where this proposal fits in.
	<p>What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?</p>	<ul style="list-style-type: none"> • They have used the seven national well-being goals as a guide to forming the proposal and considered the positive or negative impacts the proposal could have on achievement of the goals over time.
	<p>How have you used the five ways of working to consider how the proposal contributes to each of the seven national well-being goals – now and through the life of the project? What positive or detrimental impacts could the proposal have on achievement of the goals throughout its life?</p>	
	<p>What other duties and policies have relevance to this proposal? Have you thought about how you can 'kill several birds with one stone'?</p>	<ul style="list-style-type: none"> • Evidence that they have considered how this proposal could impact on other legislation, duties and policies – positively or negatively – for the organisation. This could be the Welsh Language Standards, Public Sector Equality Duty, the biodiversity duty etc.

Topic	What you might ask	What you'd expect to hear
<p>Collaboration</p> <p>Acting in collaboration with any other person (or different parts of the organisation itself).</p>	<p>Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?</p>	<ul style="list-style-type: none"> • They should have made an effort to find out across the organisation and beyond who else is trying to 'solve this problem'. They should have an understanding of the problem and proposed solution from other perspectives.
	<p>How are you co-working with other sectors?</p>	<ul style="list-style-type: none"> • They should have involved people who bring insight, constructive challenge, data and solutions - usual and unusual suspects. They should be planning to involve them in delivery too.
	<p>How are you using the knowledge / information / good practice of others to inform / influence our work?</p>	
	<p>What is the aim of collaboration? Is this partnership working? What have we achieved by working together? Are these the right people?</p>	<ul style="list-style-type: none"> • They should have thought critically about whether the partnership is working, what the aim of it is in the context of this proposal and whether the right people are involved.
	<p>What are the risks if we don't (work together)? How are we planning for the future?</p>	<ul style="list-style-type: none"> • They should have thought about what could happen to any of the organisations involved; the risks of not working together and made contingency plans.

Topic	What you might ask	What you'd expect to hear
<p>Involvement</p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	<p>Who have you involved in this proposal? Have the young had the opportunity to give their opinion on these matters?</p>	<ul style="list-style-type: none"> • They have allocated time and resources to use a variety of different ways to speak to the people impacted by the proposal such as face-to-face discussions, surveys, online forums etc.
	<p>How have you involved the people who are being impacted by this decision? Are these the ideas of people in the community or people in power? How can you demonstrate you have involved those that represent the diversity of your communities?</p>	<ul style="list-style-type: none"> • That they have gone above and beyond to really understand the lives of the people affected and thought about how the proposal could be better with this in mind.
	<p>How can you demonstrate that involvement has influenced approach / policy? What difference will this make?</p>	
	<p>How have you used different / alternative methods to reach people and involve them?</p>	<ul style="list-style-type: none"> • They have been innovative in how they've reached people – going along to their meetings or opportunities within the community.
	<p>How will you communicate the outcome of your decision?</p>	<ul style="list-style-type: none"> • They have planned (including time and resources) continuing the conversation with the people they have involved to date – feeding back, evaluating the proposal and learning all the time on an equal footing with the community.

PART 3: WELL-BEING GOALS

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Topic	What you might ask	What you'd expect to hear
<p>A Prosperous Wales</p> <p>An innovative, productive and low-carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p>How does this proposal contribute to a more prosperous Wales – now; and what more can you do as the proposal is delivered to maximise your contribution to this goal?</p>	<ul style="list-style-type: none"> • They have looked at how the proposal currently aims for a prosperous Wales (using the full definition, not just the title). • They have considered what more they can do through the proposal's delivery.
	<p>Does this proposal use resources effectively? (natural resources, money, time, staff, buildings/ land)</p>	<ul style="list-style-type: none"> • They can explain how they have thought of different ways to deliver the proposal to use resources in the best way, including minimising the use of resources.
	<p>How can we reduce or minimise use of resources through this proposal?</p>	
	<p>How will this proposal push service delivery in a more sustainable, innovative direction?</p>	<ul style="list-style-type: none"> • They have thought innovatively about the problem rather than tackling it with the same old solutions. They have actively thought about the opportunities and relevant trends impacting on the area at the moment and how this can be used to their advantage. • They have thought about how the proposal could impact on new business sectors, support social innovation and entrepreneurs. If relevant, they have considered how innovation can be used to tackle poor health, create growing businesses in areas that have suffered economic decline and help make opportunities for green growth across Wales.
	<p>Have you considered the levers that grow skills in Wales?</p>	
	<p>How will this support and develop a skilled workforce for the future?</p>	
	<p>How will the proposal create long-term, sustainable jobs? (particularly in places with high levels of unemployment and underemployment.)</p>	
	<p>How will this impact positively on retaining a skilled workforce within our communities?</p>	
<p>How will this support the workforce to use innovation, technology and digital solutions in the delivery of services?</p>		

Topic	What you might ask	What you'd expect to hear
<p>A Prosperous Wales (cont'd)</p>	<p>How can this proposal help us grow a thriving local economy?</p>	
	<p>Have we considered the five ways of working? Are we monitoring future trends linked to this proposal?</p>	
	<p>What behaviours does this project encourage or discourage? e.g. does it encourage private car use? Does it increase local provision of services? Does it support an economy where jobs are located where people live, rather than just in bigger cities? Does it encourage people and businesses to buy local?</p>	<ul style="list-style-type: none"> • They have thought about the implications of this proposal on the behaviour of staff and members of the public.
	<p>How will this project open up opportunities for new business sectors and production of public goods?</p>	<ul style="list-style-type: none"> • They have thought about the impact of the proposal on different kinds of business and how the proposals can encourage particular business.
	<p>How will it support the growth of local supply chains and low-carbon business sectors?</p>	
	<p>What different sorts of value does this project promote? (economic value, public value, social value?)</p>	
	<p>How can we influence commissioning practice to support SMEs?</p>	
	<p>What are the financial implications of this decision on linked or integrated services?</p>	<ul style="list-style-type: none"> • They have thought about how the proposal impacts on other sectors and organisations in the area.

Topic	What you might ask	What you'd expect to hear
<p>A Resilient Wales</p> <p>A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>	<p>How does this proposal contribute to a more resilient Wales – now; and what more can you do as the proposal is delivered to maximise your contribution to this goal?</p>	<ul style="list-style-type: none"> • They have looked at how the proposal currently aims for a resilient Wales (using the full definition, not just the title). They have considered what more they can do through the proposal's delivery.
	<p>How can this help us adapt and change to challenges and needs of our communities?</p>	<ul style="list-style-type: none"> • They have looked at the data relating to different areas and can explain how the proposal helps to tackle different challenges and make the most of different opportunities in particular communities.
	<p>How will this proposal support economic resilience in rural Wales e.g. in the agriculture sector?</p>	
	<p>How does your proposal protect and enhance ecosystems, which support economic activity in Wales? e.g. how will it impact opportunities for employment in wildlife and conservation?</p>	
	<p>How does your proposal help Wales adapt to climate change, for example the effects of increased flooding and severe weather events?</p>	<ul style="list-style-type: none"> • They have considered how any economic growth created by the proposal uses natural resources in a sustainable way.
	<p>How will this proposal build on and unlock opportunities for economic growth that uses natural resources sustainably?</p>	
	<p>How will you develop innovative solutions for building works which prioritises environmental resilience and green infrastructure?</p>	<ul style="list-style-type: none"> • They are including plant-covered roofs, walls, facades on any infrastructure. They have considered how to protect or enhance green and blue spaces (like parks, rivers, ponds, lakes, countryside, coast). They have built in planting trees or creating sustainable urban drains in designs.

Topic	What you might ask	What you'd expect to hear
<p>A Resilient Wales (cont'd)</p>	<p>For relevant proposals, how can you enhance biodiversity (a duty under the Environment (Wales) Act 2016) with this proposal?</p>	<ul style="list-style-type: none"> • They can explain how the proposal can contribute positively to biodiversity e.g. plant native species, leave areas of grass unmown, manage roadsides to conserve wildlife, use paper from sustainable sources.
	<p>How can this help us grow more sustainable, environmentally-friendly communities and play an active role in tackling global warming?</p>	<ul style="list-style-type: none"> • They are involving communities in their proposal.
	<p>Is there scope to challenge commissioning to cut down on the transport of goods / people needed to provide services?</p>	<ul style="list-style-type: none"> • They are considering practical steps to encourage others in the organisation or those being commissioned to be kinder to the environment.
<p>A Healthier Wales</p> <p>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>How will this proposal address the determinants of mental and physical health and well-being of people of all ages?</p>	<ul style="list-style-type: none"> • They can explain how the proposal could impact air quality; affect local mental health; encourage or discourage healthy choices and behaviours; improve local access to quality outdoor spaces; improve and create opportunities for active travel; impact local supply chains to improve affordable access to sustainable, healthy, fresh produce; enable the understanding and/or provision of healthy food.
	<p>How will the proposal improve physical and mental well-being now and in the future?</p>	
	<p>How have you thought about the well-being of staff during this proposal?</p>	<ul style="list-style-type: none"> • The well-being of staff has been considered and there are things in place to either protect or improve well-being.
	<p>How can you influence those who commission services to include the physical and mental well-being of their staff?</p>	
	<p>Are there opportunities to offer benefits to the workforce through this proposal?</p>	

Topic	What you might ask	What you'd expect to hear
<p>A More Equal Wales</p> <p>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socioeconomic background and circumstances).</p>	Who benefits most from this proposal? How can more / different groups of people benefit as the proposal is delivered?	<ul style="list-style-type: none"> • They have involved a range of people (internally, externally and members of the public) to look at the impact of the proposal on different groups. They are honest about those they have not involved. • They have explored the possible positive and negative impacts of the proposal on people and explained these. They have thought about how these impacts can be improved. They have thought about how the proposal will impact people throughout its delivery.
	Who is negatively impacted - directly or indirectly - by this proposal?	
	Who is potentially left out of our considerations? What different ways have you used to ensure everyone has an equal chance to contribute / benefit?	
	Have you considered equal opportunities for needs to education, health, housing, involvement?	
	How will this proposal help address inequalities and contribute towards a fairer society?	
	How does the proposal provide levers for reversing long-term disadvantage, and support disadvantaged groups in ways which are sustainable in the long term?	
	Will the proposal be developed in such a way that it does not only benefit a small group of interested organisations or individuals?	
	Have decisions up to this point been made in a democratic and equal way, ensuring all voices and opinions are heard rather than allowing powerful voices to dominate?	
	Does the proposal add additional resources to areas of multiple deprivation, e.g. employment, public facilities to build social capital, quality infrastructure such as schools and healthcare?	They have thought about how different areas are affected in different ways by the proposal - is it beneficial to particular areas?

Topic	What you might ask	What you'd expect to hear
<p>A Wales of Cohesive Communities</p> <p>Attractive, viable, safe and well-connected communities.</p>	How will the decision enhance social inclusion?	<ul style="list-style-type: none"> They have involved members of the community, local businesses and transport providers to understand the impact of the proposal on the area. They have considered how the proposal can enhance the area, the safety of its inhabitants and improve the connectivity (digital or physical).
	How will this create neighbourhoods that are pleasant to live and work in?	
	How will this decision help to integrate age groups in our communities?	
	How does this support the key themes within the Ageing Well in Wales programme e.g. developing age-friendly and dementia supportive communities?	
	How does this affect Community Councils?	
	Does the proposal help to make public space feel safer and more welcoming, particularly for children, older people, people with disabilities, women and other groups to ensure diverse and lively public space?	
	How do we share practice to support safety of people at home?	
	How can we reduce the likelihood that this will not impact negatively on local community provision?	
	How will this proposal support local amenities (e.g. local business, transport links) and strengthen social relationships?	
	How has the proposal been designed the proposal in partnership with the community to meet their needs and desires for the area/ space?	

Topic	What you might ask	What you'd expect to hear
<p>A Wales of Vibrant Culture and Thriving Welsh Language</p> <p>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>	<p>How does this proposal retain and enhance local cultural and language opportunities, e.g. providing new venues e.g. art/ music/dance studios, sports facilities, arts festivals, museums/galleries, live music venues, cinemas), protecting and maintaining established ones; supporting local artists?</p>	<ul style="list-style-type: none"> • They have considered how the proposal impacts on the culture of the area and Welsh language. • The proposal includes ways in which culture and language can be enhanced.
	<p>How does this proposal increase local access for all to arts, sports and recreational activities?</p>	
	<p>How does this proposal ensure that these opportunities are accessible to all, e.g. affordable, public transport accessible, have disability access?</p>	
	<p>How does this proposal indirectly impact on the sustainability of local cultural diversity? For example, might it distort local housing markets by encouraging second home ownership? Or impact the viability of local facilities venues, or marginalise Welsh language?</p>	
	<p>How does this proposal affect nearby natural or other heritage sites?</p>	
	<p>How does this proposal impact on the overall landscape of the area?</p>	
	<p>How can this proposal retain and grow the Welsh language provision, use and legacy of the area?</p>	
	<p>How has the long-term trends of the area been considered with regards to Welsh language growth?</p>	

Topic	What you might ask	What you'd expect to hear
<p>A Globally Responsible Wales</p> <p>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being and the capacity to adapt to change (for example climate change)</p>	<p>How will this proposal purchase responsibly (sustainable and ethical / Fairtrade sourcing, global supply chains)?</p>	<ul style="list-style-type: none"> • They have sought to ensure the proposal is sustainable, uses responsible purchasing and makes links with other countries.
	<p>How does this proposal allow us to build global links with other countries?</p>	
	<p>How can you maximise the use of communications, social media and the web to promote messages about this proposal and involve people in delivering it?</p>	
	<p>How can this proposal contribute to a system where greenhouse gas emissions can be brought down?</p>	
	<p>How can you, through the proposal, minimise carbon emissions - both in production and in use?</p>	



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This document is also available in Welsh.

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Public Document Pack Agenda Item 9a

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held
at Usk, NP15 1AD on Monday, 3rd December, 2018 at 2.00 pm

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

County Councillors: M. Groucutt, G. Howard, J. Treharne,
S. Woodhouse and J. Watkins

OFFICERS IN ATTENDANCE:

APOLOGIES:

Councillors L. Dymock

1. Declarations of interest

None received.

2. Public Open Forum

None

3. Independent Remuneration Panel for Wales - Draft Remuneration Report - 2019-20

The committee received the draft report from the Independent Remuneration Panel for Wales (IRPW) regarding remuneration for councillors for the year 2019-20.

It was noted that the basic salary for all members will increase for the year by £268 increasing the overall basic salary to £13,868. Additionally, members of the executive would receive an increase of £800 inclusive of the additional basic salary as well as the various banding levels for removed for the civic heads who will receive one level of salary across all authorities. It was noted that the removal of the banding option for the civic head role now removes any options for Council to vote in relation to posts that are set by the IRPW.

Members raised concerns regarding the lack of review of the level of remuneration regarding the total cost of care that councillors could claim. It was felt that this level needs to be increased if the Council was to attract councillors from a more diverse background with particular concern regarding the cost of childcare for councillors with young children and that this level should be increased.

Members also commented that to increase diversity, the council should consider the timings of its meeting again to help councillors with young children and in employment attend meetings outside of the normal working/school day. The committee were informed by one member during the debate that whilst their employer allows them a level of civic days to attend meetings, it is not sufficient to fulfil the duties required of a councillor and requires using annual leave or flexi leave on top of that as well as balanced the workload the job requires.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Usk, NP15 1AD on Monday, 3rd December, 2018 at 2.00 pm

It was agreed that members should be surveyed on preferred timings of meetings and various options to inform the debate at future meeting of the committee and, if required, inform a recommendation from the committee to full council on the timing of meetings.

It was also agreed to submit a response to the IRPW encouraging them to review and increase the maximum level of cost of care.

4. Mobile Phones

Following on from the previous meeting of Democratic Services Committee where members considered the provision of mobile phones, the Local Democracy Manager provided an update in relation to the provision of refurbished mobile phones.

The committee were informed that there is no provider of refurbished mobile phones with the procurement framework for the authority to access and purchase mobile phones on behalf of members. Additionally, old mobile phones that are out of contract are sent to be recycled and are on the whole not functioning correctly for members to use anyway. The Local Democracy Manager asked how the committee wanted to proceed given that at the previous meeting it was agreed that the procured contracts were too expensive for the authority to pursue and refurbished handsets could not be made available to members.

A discussion took place with members offering various views on the outcome with some members considering their work can be carried out effectively with a single mobile phone or landline whilst others argued against due to the need to keep their personal life separate from councillor work.

The committee agreed that should members need a second sim card that the authority should reimburse members for these. It was also agreed that democratic services would offer support to members to find the most suitable solution for themselves and that it would be up to members to provide the relevant handset themselves.

5. Allowing public filming at all Council Meetings

The Local Democracy Manager introduced the item to the committee stating that there may be proposals contained within the Wales Bill, that requires all authorities to amend their constitutions, to allow members of the public to film at any council meeting that is open to the public or the potential for a voluntary all Wales agreement to allow recording and what members of the committees views were.

The proposal may be contained in the Bill to ensure that all authorities proceedings are transparent and open to the public. It was noted however that Monmouthshire stream any meeting where the technology is available in the room to do so and that members of the public can access recordings of all meetings on Youtube. Some authorities in Wales do not stream any meetings, or only stream a certain committee due to the costs associated with their streaming supplier.

The committee agreed that they were against the proposal due to the potential for other equipment to interfere with the streaming equipment, as well as the potential for the impact of the public recording to be intimidating or damage the debate when the council provide the provision already. The committee were of the view that should a meeting not be streamed for any reason, for example an area committee not held in Council Offices, then it should be at the discretion of the chair as to whether public filming of the meeting should be allowed or not. Members also raised concern regarding the potential for exempt information to be released where recording equipment is left behind, even when the public have left the room.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Usk, NP15 1AD on Monday, 3rd December, 2018 at 2.00 pm

6. To confirm the minutes of the previous meeting

The minutes of the meeting held on 24th September 2018 were confirmed as an accurate record and signed by the Chair.

7. To note the date of the next meeting as Monday 4th February 2019 at 2:00pm

It was agreed that this meeting be brought forward to a suitable date in mid January for the committee to consider the responses from members to the timing of council meetings in order for the diary for next year to be agreed at Council at a suitable time. Confirmation of the new date will sent to all members following the meeting.

The meeting ended at 3.00pm

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Public Document Pack Agenda Item 9b

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held
on Monday, 7th January, 2019 at 2.00 pm

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

County Councillors: M. Groucutt and S. Woodhouse

OFFICERS IN ATTENDANCE:

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Matthew Gatehouse	Head of Policy and Governance

APOLOGIES:

Councillors G. Howard, J. Treharne and J. Watkins

1. Declarations of interest

No declarations of interest.

2. Timing of Council Meetings

The Local Democracy Manager presented a report to consider the responses to a Members' survey on timing of all council meetings and consider whether it is necessary to make a recommendation to Council on the timing of meetings.

Out of 43 Members, there had been 17 responses to the survey. All answers were captured and summarised in the report.

Overall Members preferred the current arrangements, noting that outside bodies arrange their meetings in evenings to avoid clashes with Council meetings.

General consensus was that meetings, aside from Full Council, should remain at 10am and 2pm start times.

Another trial was not a preferred option and the overall opinion was that a recommendation should not be referred to Council.

Members were disappointed with the relatively low number of responses to the survey.

Members agreed that the meeting times suit this council term and there is no appetite for change at present. However it was agreed that this should be addressed prior to the next election in order to ensure this does not act as a barrier to potential candidates. Potential candidates should be advised that meeting times are not fixed, and remote access could be encouraged.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held on Monday, 7th January, 2019 at 2.00 pm

The Committee agreed to arrange, where possible, future meetings in the Conference Room to trial remote attendance.

Members discussed improvements around the recording of apologies at meetings, and agreed to discuss at the next meeting.

The Committee resolved that no recommendation need to be made to Council.

The meeting ended at Time Not Specified