

CYNGOR SIR YNYS MÔN	
Meeting:	Democratic Services Committee
Date:	30 July 2020
Title of report:	Payments to Members – Reports by the Independent Remuneration Panel for Wales
Report by:	Head of Democratic Services
Purpose of report:	To inform Members of reports published this year by the Independent Remuneration Panel for Wales.

1.0 Background

The Independent Remuneration Panel for Wales (IRPW) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members. The Panel also publishes supplementary reports as required. This report refers to two reports published this year.

2.0 The Independent Remuneration Panel for Wales' Annual Report for 2020/21 (February 2020)

The Panel consults annually on its draft proposals with regard to payments to members. A report was submitted to this Committee on 10 December 2019 outlining the Panel's draft proposals for 2020/21. The final Annual Report was published in February 2020 with no further changes to the draft proposals and the Council has published its Schedule of Member Remuneration, in accordance with the requirements.

3.0 The Independent Remuneration Panel for Wales' Supplementary Report – The Principles relating to Reimbursement of Costs of Care (May 2020)

The IRPW has noted consistently in its Annual Reports that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role. Members, including co-opted Members, are entitled to reimbursement of their care costs, up to a maximum of £403 per month, for duties that individual councils have designated official business or approved duties which could include appropriate and reasonable time for preparation and travelling.

According to the IRPW, very few members are using the provision in the framework to reimburse costs of care. The Panel undertook a review of this provision recently, with a view to encouraging greater take up by those members who have caring responsibilities. As a result, the Panel has published a supplementary report which lists a series of principles relating to the reimbursement of costs of care. These principles became operational on 1 July 2020.

The table in Appendix 1 sets out the principles, how the Panel has noted these could be achieved and how these principles will be implemented by the Council.

4.0 Recommendation

The Committee is requested to note:

that the Council has published its Schedule of Member Remuneration for 2020/21, in accordance with the requirements;

the principles relating to the reimbursement of costs of care and confirm how the Council intends to implement them, as noted in Appendix 1.

Huw Jones
Head of Democratic Services

22 July 2020

Background paper: The Independent Remuneration Panel for Wales' Supplementary Report – The Principles relating to Reimbursement of Costs of Care (May 2020):

<https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
1 – Be clear who it is for		
<p>Members with primary caring responsibilities for a child or adult and/or personal support needs where these are not covered by statutory or other provision.</p> <p>For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payment, insurance or other provision.</p>	<p>Carry out a confidential review of the needs of individual members annually and when circumstances change.</p>	<p>The Council will include individual confidential reviews in the annual Personal Development Reviews process.</p>
2 – Raise awareness		
<p>Ensure potential candidates, candidates and current members are aware that the Reimbursement of the Costs of Care is available to them should their current or future circumstances require.</p>	<p>Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook".</p> <p>Remind serving members via e-mail and or training.</p> <p>Signpost to IRPW Payments to Councillors leaflets.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> ensure that clear and easily found information is available on our website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". take every opportunity to remind members as part of relevant training sessions. include the Payments to Councillors leaflets on the Council's website. <p>Information was sent to Members on 21 July 2020, including a copy of the claim form and how to obtain further information or assistance.</p>

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
3 – Promote a positive culture		
Ensure all members understand the reason for the Reimbursement of the Costs of Care and support and encourage others to claim where needed.	<p>Encouragement within and across all parties of Relevant Authorities to support members to claim.</p> <p>Agree not to advertise or make public individual decisions not to claim.</p>	The IRPW's Supplementary Report was discussed at a Group Leaders' meeting on 25 June 2020.
4 – Set out the approved duties for which the reimbursement of the costs of care can be claimed		
<p>Meetings - formal (those called by the Authority) and those necessary to members' work (to deal with constituency but not party issues) and personal development (training and appraisals.)</p> <p>Travel – in connection with meetings.</p> <p>Preparation - reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report:</p> <p><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”</i></p>	This information was included in the email sent to Members on 21 July 2020.

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The minimum Authorities should do	How this could be done	
5 – Be as enabling as possible about the types of care that can be claimed		
<ul style="list-style-type: none"> • Members should not be “out of pocket” subject to the limit set in the Annual Report. • Models of care and needs vary. • Members may use a combination of several care options. • Patterns of care may alter over the civic and academic year. • Not all care is based on hourly (or part hourly) rates. • Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session. • Members may need to: <ul style="list-style-type: none"> • Book and pay for sessions in advance. • Commit to a block contract: week, month or term. • Pay for sessions cancelled at short notice. • Where care need straddles two sessions both should be reimbursed 		<p>This information was included in the email sent to Members on 21 July 2020</p> <p>The Council will ensure that any payments are based on these principles.</p>
6 – Have a simple and effective claim process		
<p>6.1 Members should know how to claim.</p> <p>6.2 The claim process should be clear, proportionate and auditable.</p>	<p>Check members understand how to claim and that it is easy to do so.</p> <p>Flexibility to accept paperless invoices, online form, same or similar form to travel costs claim.</p>	<p>This information was included in the email sent to Members on 21 July 2020.</p>

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7 – Comply with IRPW Publication rules		
<p>7.1 The IRPW Framework states:</p> <p><i>“In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.”</i></p>		<p>The Council must publish a Statement of Payments made to Councillors by September each year. Information about any reimbursements of the costs of care will be published in accordance with the IRPW's determination. .</p>