

PAPUR / ENCLOSURE
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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	STANDARDS COMMITTEE
DATE:	12 SEPTEMBER 2013
TITLE OF REPORT:	INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT SUPPLEMENTARY REPORT
PURPOSE OF THE REPORT:	TO RESPOND TO CONSULTATION
REPORT BY:	HEAD OF FUNCTION LEGAL AND ADMINISTRATION/MONITORING OFFICER
CONTACT OFFICER:	LYNN BALL, HEAD OF FUNCTION LEGAL AND ADMINISTRATION/MONITORING OFFICER (ext 2586)

1. INTRODUCTION & BACKGROUND

Local Authorities now have only limited discretion in relation to the payment of allowances for elected Members; with most decisions now being taken by the Independent Remuneration Panel for Wales.

2. PROCESS

Members are referred to the IRP's Annual Report of December 2012 and particularly paragraphs 2.8, 2.9 and 2.10 together with Annex 1 Section 1 and Section 2 Table 2, the relevant extracts of which are attached at **Enclosure 1**. At **Enclosure 2** is a copy of the County Council's remuneration decision, with regard to its limited area of discretion.

3. CONSULTATION

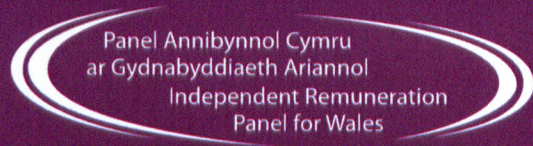
By letter dated 1st August 2013, the IRP issued a Draft Supplementary Report, on payments to Co-Opted Members of Local Authorities, by way of consultation. This has been circulated to the Co-Opted Members of the Standards Committee and a further copy is attached at **Enclosure 3**. The proposals affect the Co-Opted Members of the Standards Committee (as well as Co-Opted Members of the Audit and Scrutiny Committees). Those Members who are affected are reminded that, pursuant to paragraph 12(2)(b)(vi), they have an inbuilt statutory "dispensation" which overreaches the prejudicial interest permitting the Co-Opted Members to participate in the consultation response.

4. RECOMMENDATION

To determine the Standards Committee response to the consultation and to instruct the Monitoring Officer to respond by the deadline of 26th September 2013.

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Independent Remuneration Panel for Wales

Annual Report

December 2012

2.5 **Joint Scrutiny and other collaborative arrangements** - The Panel recognises that there is a developing pattern of such arrangements and will keep under review the implications for its remuneration framework. For clarification in respect of this report the Panel has decided that:

Determination (3) Where councils enter into joint arrangements the Senior Salary (if paid) of the chair of the joint committee shall be paid by his/her council. This Senior Salary will count against that council's maximum.

2.6 **Leaders of Opposition Groups** - The Panel's current framework provides for the payment of a Senior Salary to the group leaders of other political groups, providing the group meets the requirement of not less than ten per cent (10%) of all council members. In line with the Panel's Principles, and to reflect some expressed concerns that a council's allocation of Senior Salaries should be seen to be fair and not partial, the Panel has made the following determination:

Determination (4) A council must pay a Senior Salary to the Leader of the largest opposition group (subject to the 10% requirement).

Civic Salaries

2.7 The Panel understands that many principal councils support the functions of the civic head/deputy civic head through a central budget to meet the costs of any items that cannot reasonably be expected to be paid out of the Civic Salary. This salary includes any out of pocket expenses not otherwise paid directly by their authorities.

Co-opted members

2.8 The Panel received representations that the annual maximum (10 days) payable may be too restrictive. Therefore, the Panel has decided that each council will have discretion in determining the maximum to suit its circumstances.

2.9 The Panel recognises that time spent on attending authorised training events, conferences and pre-meetings with officers can be part of the functions for which co-opted members may be paid.

Determination (5) Relevant authorities may decide on the maximum number of days for which co-opted members may be paid in any one year.

Determination (6) Payments cannot cover time spent on preparation but can include authorised training events, conferences and pre-meetings with officers. For the purposes of claiming:

a. A half day meeting is defined as up to 4 hours

b. A full day meeting is defined as over 4 hours

Reimbursement of care expenses

2.10 The sum of £403 is the maximum amount a member or co-opted member is able to claim for reimbursement of care expenses in any one month. As this is a contribution to actual monthly costs, it cannot be annualised.

Isle of Anglesey Council

2.11 In April 2011 the Minister for Local Government and Communities introduced special measures in respect of the functions of the Council and appointed Commissioners to oversee its executive functions. In consequence the Panel published a Supplementary Report setting different remuneration arrangements. These were retained in the Annual Report (December 2011). The Minister has now reinstated executive powers to the Council and therefore the Panel's remuneration framework will apply. The Panel has issued another Supplementary Report (22 October 2012³) setting out the details.

³ <http://wales.gov.uk/irpwsb/home/publication/201314/finsuprepioa/?lang=en>.

Annex 1: Panel determinations and Framework for remuneration of members and co-opted members of relevant authorities

Section 1: The Panel's Determinations for 2013/14

(1) The Panel has decided that payments to members and co-opted members of principal councils, National Park authorities and Welsh fire and rescue authorities shall remain unchanged for 2013/14 (Tables 1 to 5).

(2) There is no change to the maximum proportion of members who are eligible to receive a Senior Salary (Table 6).

(3) Where councils enter into joint arrangements the Senior Salary (if paid) of the chair of the joint committee shall be paid by his/her council. This Senior Salary will count against that council's maximum.

(4) A council must pay a Senior Salary to the Leader of the largest opposition group (subject to the 10% requirement).

(5) Relevant authorities may decide on the maximum number of days for which co-opted members may be paid in any one year.

(6) Payments cannot cover time spent on preparation but can include authorised training events, conferences and pre-meetings with officers. For the purposes of claiming:

(a) A half day meeting is defined as up to 4 hours.

(b) A full day meeting is defined as over 4 hours.

(7) Each community and town council is permitted to make a payment to its members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

(8) Community and town councils may continue to make payments to their members in respect of travel costs for attending approved duties outside the area of the council. 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 passenger per mile – passenger supplement.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Section 2: Salaries for members and co-opted members of principal councils, National Park authorities and Welsh fire and rescue authorities in 2013/2014

Table 1: Basic Salary, Senior and Civic Salaries shall be payable as follows to members of principal councils

	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)
Basic Salary	£13,175	£13,175	£13,175
Senior Salaries (inclusive of Basic Salary)			
Band 1 Leader	£52,700	£47,500	£42,300
Deputy Leader	£37,100	£33,460	£29,820
Band 2 Other Executive	£31,900	£28,780	£25,660
Band 3 Committee Chairs	£21,910	£21,910	£21,910
Leader of largest opposition group ⁷	£21,910	£21,910	£21,910
Band 4 Leader of other political groups	£16,920	£16,920	£16,920
Civic Salaries (inclusive of Basic Salary)			
Civic Head (Mayor/Chair of Council)	£23,715	£21,375	£19,035
Deputy Civic Head (Deputy Mayor/Deputy Chair of Council)	£18,445	£16,625	£14,805

Table 1 Notes

(i) The Panel has determined that a council must make a Senior Salary available to the Leader of the largest opposition group (subject to the 10% requirement).

⁷ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of "largest opposition group" and "other political group".

Table 2: Fees for co-opted members (with voting rights) of principal councils

Co-opted member	Fee
Chair:	£256 daily fee £128 ½ daily fee
Ordinary members of standards committees who also chair standards committees for community and town councils.	£226 daily fee £113 ½ daily fee
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 daily fee £99 ½ daily fee

Table 2 notes

- (i) Relevant authorities can decide on the maximum number of days for which co-opted members may be paid in any one year.
- (ii) Payments cannot cover time spent on preparation but can include authorised training events, conferences and pre-meetings with officers. For the purposes of claiming:
- a. A half day meeting is defined as up to 4 hours.
 - b. A full day meeting is defined as over 4 hours.

~~**Table 3:** Basic Salary and Senior Salaries shall be payable as follows to members of National Park authorities (NPA)~~

Basic Salary	£3,550
Senior Salaries (inclusive of Basic Salary)	
Chair⁸ (Band 3)	£8,875
Deputy Chair/Committee Chair (see note i)	£5,920

⁸ Brecon Beacons, Pembrokeshire Coast, Snowdonia.

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He also reminded members that the Independent Remuneration Panel would be visiting these offices Monday next to seek the views of elected members and statutory officers regarding allowances.

3 MEMBERSHIP OF THE EXECUTIVE

In accordance with Paragraph 4.1.1.2.7 of the Constitution, the Leader of the Council named the following as the members he had chosen to be Members of the Executive, together with their Portfolio Responsibilities:-

Councillor Ieuan Williams (Leader)	- Portfolio Holder for Education
Councillor J Arwel Roberts (Deputy Leader)	- Portfolio Holder for Planning and the Environment
Councillor K.P.Hughes	- Portfolio Holder for Social Services and Housing
Councillor Aled Morris Jones	- Economic Development, Tourism and Leisure
Councillor H.Eifion Jones	- Finance
Councillor Richard Dew	- Highways, Property and Waste Management
Councillor Alwyn Rowlands	- Executive Business Manager, Performance Transformation, Corporate Plan and Human Resources.

4 CHAIR OF THE DEMOCRATIC SERVICES COMMITTEE

In accordance with Paragraph 3.4.12.3 of the Council's Constitution, it was **RESOLVED** to appoint Councillor Vaughan Hughes to serve as the Chair of the Democratic Services Committee for the municipal year.

5 CONFIRMATION OF SCHEME OF DELEGATION

The Chairperson confirmed such part of the Scheme of Delegation as the Constitution determined it was for the Council to agree (as set out in Paragraph 3.2 of the Constitution).

6 PROGRAMME OF ORDINARY MEETINGS OF THE COUNTY COUNCIL

RESOLVED to approve the following programme of ordinary meetings of the Council for the ensuing year:-

10 October, 2013	- 2:00 pm
5 December, 2013	- 2:00 pm
27 February, 2014	- 2:00 pm
15 May, 2014 (Annual Meeting)	- 2:00 pm

7 THE SCHEME OF MEMBER REMUNERATION

Submitted - A joint report by the Head of Function (Finance) and the Interim Head of Democratic Services on the scheme of member remuneration.

Reported - That the Payments to members including co-opted members for 2013/14 was prescribed by the Independent Remuneration Panel (IRP) as set out in its annual report (December 2012). This information needed to be reported to the County Council in order to confirm the number of Members entitled to a senior salary. The Council had discretion on the number of senior salaries up the maximum set by the Panel.

The IRP report provides that the maximum number of Councillors eligible for payment of a senior salary shall be 15. The table set out at Para 1.2 of the report detailed salaries for members in 2013/14 as regards basic salary, senior salary and civic salaries.

The report contained details of restrictions stipulated by the IRP and also detailed other payments and allowances payable as prescribed by the IRP including co-opted member payment.

RESOLVED

1. To confirm the allocation of senior salaries to office holders for 2013-14 as detailed in Paragraph 1.5 of the report;

2. Not to allocate the remaining senior salary available to the Chair of the Democratic Services Committee;

3. To note other details on payments and allowances for 2013/14 as prescribed by the Independent Remuneration Panel and set out in this report.

8 APPOINTMENT TO OUTSIDE BODIES

Reported by the Interim Head of Democratic Services – That prior to the May 2013 election an exercise was undertaken by officers in consultation with Group Leaders to review the schedule of outside bodies in view of the reduction in the number of Members to serve on such bodies after the election and consequential impact on workloads.

There were some outside bodies requiring Executive Membership and such appointments were made by the Leader under delegated authority. There were appointments to other outside bodies that needed to be made by the Council as per the appendix to this report.

The appointment to outside bodies will normally be for a period of four years up to the date of the next local government election in May 2017 and subject to annual review by the Council and Executive.

The report also dealt with other issues including local outside bodies and representatives on school governing bodies.

RESOLVED

1. To confirm the Member(s) representatives to serve on the outside bodies listed on the appendix to this report (except those outside bodies to be determined by the Leader);

2. Where future modifications are required to the Council's representation on outside bodies, authority be given to the Chief Executive to undertake the task in consultation with Group Leaders;

3. In relation to the Council's representation on school governing bodies, authority be given to the Corporate Director of Lifelong Learning in consultation with Group Leaders to make such appointments.

9 POLITICAL BALANCE AND APPOINTMENT OF COUNCILLORS TO COMMITTEES

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	30 MAY 2013
TITLE OF REPORT:	THE SCHEME OF MEMBER REMUNERATION FOR 2013/14
REPORT BY:	INTERIM HEAD OF DEMOCRATIC SERVICES AND HEAD OF FUNCTION RESOURCES
PURPOSE OF REPORT:	TO DETERMINE THE NUMBER OF SENIOR SALARY PAYMENTS FOR 2013/14

1.0 INTRODUCTION

- 1.1 The Payments to members including co-opted members for 2013 /14 is prescribed by the Independent Remuneration Panel (IRP) as set out in its annual report (December 2012). This information needs to be reported to the Council in order to confirm the number of Members entitled to a senior salary. The Council has discretion on the number of senior salaries up to the maximum set by the Panel.
- 1.2 The IRP report provides that the maximum number of Councillors eligible for payment of a senior salary shall be 15. The table below sets out salaries for members in 2013/14 as regards basic salary, senior salary and civic salaries.

Basic Salary	£13,175
Senior Salaries - inclusive of Basic Salary:	
Leader (Band 1)	£42,300
Deputy Leader (Band 1)	£29,820
Other Executive Members (Band 2)	£25,660
Committee Chairs	£21,910
Leader of Largest Opposition Group	£21,910
Leader of other Political Group*	£16,920
Chair of the Council	£19,035
Vice Chair of Council	£14,805

(*Other political group means a political group other than a controlling group or the largest opposition group which comprises not less than 10% of the numbers of the Council.)

- 1.3 For 2013/14 the IRP has stipulated that:

- A member must not be paid more than one Senior Salary
- A member must not be paid a Senior Salary and a Civic Salary
- All Senior Salaries and Civic Salaries are paid inclusive of Basic Salary.

- 1.4 In addition a Councillor in receipt of Band 1 and Band 2 Senior Salaries cannot receive a salary from Welsh Fire and Rescue Authority for which s/he has been appointed.
- 1.5 It is recommended that senior salaries are payable to the following office holders during 2013/14.

Chair of Council
Vice Chair of Council
Leader
Deputy Leader
Other Executive Members (5)
Chair of 2 Scrutiny Committees
Chair of Planning and Orders Committee
Chair of Audit Committee
Leader of Largest Opposition Group

- 1.6 During 2012/13 the Chair of the Democratic Services Committee was paid a senior salary. The Council may wish to continue this practice for 2013/14 and allocate the remaining senior salary available for this purpose. There are other options for the use of the remaining allowance which could include the Leader of another opposition group or the Chair of another committee but only if they are not already in receipt of a senior salary.

2.0 Other Payments and Allowances

- 2.1 The remainder of this report details other payments and allowances payable as prescribed by the IRP.

Reimbursement of Travel Expenses for Official Business

- 2.2 The Panel has decided there will be no change in 2013/14 to inclusive rates. Current HMRC rates apply.

- 45p per mile - up to 10,000 miles
- 25p per mile - over 10,000 miles
- 5p per passenger per mile – passenger supplement
- 24p per mile – for private motor cycles
- 20p per mile – for bicycles

Subsistence Allowance for 2013/14

- 2.3 Reimbursement of subsistence expenses for members and co-opted members are based on the maximum rates set out below by the Panel on the basis of receipted claims.

- £28 per day – day allowance for meals, including breakfast where not provided in the overnight charge
- £150 – London overnight
- £120 – Cardiff overnight

- £95 - elsewhere overnight
- £25 - overnight staying with friends and family

Co-opted Member Payment 2013/14

2.4 Fees for co-opted members (with voting rights) have been set by the Panel as follows:

Co-opted Member	Fee
Chair	£256 daily fee* (£128 ½ daily fee)
Ordinary members of Standards Committee who also chair the Standards Committee for Community and Town Councils	£226 daily fee* £113 ½ daily fee
Ordinary members of Standards Committee, Scrutiny Committees (dealing with education and crime and disorder matters) and the Audit Committee.	£198 daily fee* £99 ½ daily fee

*A full meeting is defined as over 4 hours, and a half day meeting is defined as up to 4 hours.

Care Allowance

2.5 The Council is also obliged to make payments to members and co-opted members known as a care allowance for the reimbursement of necessary expenses for the care of dependant children and adults up to a maximum of £403 per month.

3.0 Recommendations

1. To confirm the allocation of senior salaries to office holders as per paragraph 1.5 above for 2013/14
2. To decide whether the remaining senior salary available is allocated to the chair of the Democratic Services Committee or another qualifying role.
3. To note other details on payments and allowances for 2013/14 as prescribed by the IRP and set out in this report.

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Our Ref: qA900196

To:

Leaders and Chief Executives of County and County Borough Councils

Chairs and Chief Executives of National Park Authorities

Chairs and Clerks of Fire and Rescue Authorities

Leader and Chief Executive of Welsh Local Government Association

Head of Democratic/Members Services of County and County

Borough Councils, National Park Authorities and Fire and Rescue Authorities

1 August 2013

Dear Colleagues

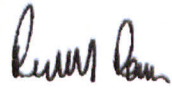
Supplementary Report of the Independent Remuneration Panel in respect of payments to Co-opted Members

I enclose a draft of the Supplementary Report that the Independent Remuneration Panel is issuing in respect of payments to co-opted members of local authorities. This arises from the issues that were raised with the Panel during our visits to the 22 Principal Authorities, the 3 National Park Authorities and the 3 Fire and Rescue Authorities. While these are matters that would normally be dealt with in our Annual Report, in the interests of fairness we consider that they should be resolved as soon as possible, rather than wait for the implementation of the next Annual Report in 2014.

The Panel welcomes all views on the proposals contained in the draft Report but would ask you to ensure that it is brought to the attention of all co-opted members of your authority so that they have an opportunity to feed in their views directly.

Responses to the draft are required by 26th September 2013.

Yours sincerely



Richard Penn

Chair

Independent Remuneration Panel for Wales

Our Ref: qA900196

To:

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities

1 August 2013

Dear Colleagues

**DRAFT SUPPLEMENTARY REPORT –
PAYMENTS TO CO-OPTED MEMBERS OF LOCAL AUTHORITIES**

1. This constitutes a Supplementary Report of the Independent Remuneration Panel for Wales (the Panel) in accordance with Section 147 of the Local Government Measure (Wales) 2011 (the Measure). It relates to payments made to co-opted members of Principal Authorities, National Park Authorities and Fire and Rescue Authorities, who have the right to vote.
2. During a 10 week period, from March to June 2013 the Panel visited each of the 28 authorities and a significant number of points were raised at these meetings. The Panel will be considering these over the coming months in relation to the next or future Annual Reports. However, issues came to light in respect of payments to co-opted members that the Panel believes should be actioned in advance of the next Annual Report which will not take effect until Spring 2014.

3. These issues are:
- i) Recognising that the preparation for meetings can be very time consuming but the current Remuneration Framework does not allow this time to be included for payment.
 - ii) While co-opted members are entitled to claim travelling expenses, the Framework does not indicate whether travelling time to and from meetings can be counted in the assessment of whether a meeting is a full day or half day for payment purposes.
 - iii) Several co-opted members expressed concerns that they were not made aware, in advance whether meetings were scheduled for a half day or a full day. This created difficulties for planning their diaries, particularly if the individual member had other work related activities to be planned. It was suggested that the Monitoring Officer (or other relevant officer) could be authorised to set the appropriate fee in advance having determined the likely time required to deal with the agenda.
 - iv) There was a lack of clarity over what constituted a "meeting". The Panel was asked to consider whether it includes other committees or working groups (including task & finish groups) that co-opted members are requested to attend.

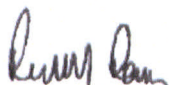
4. The Panel has considered these matters and has decided:

Determinations

- i) Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
- ii) Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
- iii) The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- iv) Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups) or any other formal meeting to which co-opted members are requested to attend. (pre meetings with officers, training and attendance at conferences are already eligible for payment).

Regards

Yours sincerely



Chair

Independent Remuneration Panel for Wales