

## REPORT OF THE HEAD OF ADMINISTRATION AND LAW

### DEMOCRATIC SERVICES COMMITTEE

17<sup>th</sup> MARCH 2018

### INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2018)

The Independent Remuneration Panel for Wales published its 2018-19 Annual Report in February 2018

The report contains 53 determinations with the majority of determinations being unchanged from the 2017 report. This report therefore focuses on determinations which require annual decision by the Democratic Services Committee and thereafter full Council.

#### 1. Payments to Elected Members of Principal Councils

The Committee will recall that the IRPW 2016 Annual Report introduced two levels of salary for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority could provide flexibility to take account variations in the level of responsibility of portfolios and Chairs. The Panel, following visits to all 22 principal councils, found that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations, the Panel has therefore accepted this and removed the two tier arrangement for Executive Members and for Committee Chairs.

The Panel has determined that civic salaries should remain payable at 3 levels and the **Democratic Services Committee is therefore asked to consider which level of payment should be paid to the Chair & Vice Chair of Council, for 2018- 19** existing payments levels are in bold:-

#### **Remuneration of civic heads and deputy civic heads (inclusive of basic salaries)**

Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
<b>Level 2</b>	<b>£21,800</b>	<b>£16,300</b>
Level 3	£19,300	£14,300

## 2. Reimbursement of Travel and Subsistence Costs when on official business

There are no changes to the reimbursement of mileage or subsistence costs (pages 38 -39 of the report,) however **the Committee is asked to confirm the rates of reimbursement for subsistence costs for 2018/19 and whether to continue with the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit.** The Authority currently pays overnight costs of up to £200 for London, £95 elsewhere and £25 for staying with friends and/or Family. The IRPW rates allow payment of up to £200 for London, £95 for elsewhere and £30 for staying with friends and/or family.

## 3. Joint Overview and Scrutiny Committees

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities. However remuneration arrangements for chairs of JOSCS is contained within pages 21-22 of the report and **the Democratic Services Committee is asked to consider whether to continue with the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2018/19 municipal year and to pay a salary;**

## 4. Payment to Co-opted Members of Principal Councils.

There is no change to the level of fees and allowances payable to Co-opted Voting Members of the Council's Committees (pages 33 – 34 of the report).

Principal Councils can decide on the maximum number of days in any one year for which co-opted members can be paid, Council currently caps payment of Co-opted Members' Fees at 10 full day (or 20 half-day) meetings per annum and the **Democratic Services Committee is asked to consider whether it wishes to retain this level or suggest an alternative maximum limit.**

## 5. Reimbursement of Costs of Care

The IRPW has again decided to allow optional approaches to the publication of costs of care. Page 80 of the report provides two options for publication namely:-

- 1) The details of the amounts reimbursed to named members; (*as at present*) or
- 2) The total amount reimbursed by the authority during the year but not attributable to any member.

The IRPW had stated that it is a matter for each authority to decide which of these options for publication it considers appropriate.

**The Democratic Services Committee is asked to consider which of the above options it would consider most appropriate for publication.**

Appendix 1 of the report details the IRPW's 53 determinations for the Committee's information together with any changes, if any.

## IRPW Determinations for 2018/19 – Annex 1 of the report.

<b>Principal Councils</b>		
	<b>Determination</b>	<b>Change (if any)</b>
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.	<b>An increase of 1.49%</b>
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2 (page 14 of the IRPW report).	<b>(Includes increase in basic salary)</b>
3.	The Panel has determined that (where paid) civic salaries at the levels set out in Table 3 (page 16 of the IRPW report) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.	<b>No Change</b>
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.	<b>No Change</b>
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.	<b>No Change</b>
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.	<b>No Change</b>
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.	<b>No Change</b>
<b>Specific or Additional Senior Salaries</b>		
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>No Change</b>

<b>Joint Overview and Scrutiny Committees</b>		
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of (£6,700).	<b>No Change</b>
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.	<b>No Change</b>
11.	The chair of a sub committee of a JOSOC is eligible for a salary of £1,675.	<b>No Change</b>
12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.	<b>No Change</b>
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.	<b>No Change</b>
14.	Payments made to a chair of a JOSOC, or a chair of a sub committee of a JOSOC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).	<b>No Change</b>
15.	A deputy chair of a JOSOC or sub committee is not eligible for payment.	<b>No Change</b>
16.	Co-optees to a JOSOC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.	<b>No Change</b>
<b>Local Government Pension Scheme</b>		
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.	<b>No Change</b>
<b>Family Absence</b>		
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.	<b>No Change</b>
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.	<b>No Change</b>
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.	<b>No Change</b>

21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.	<b>No Change</b>
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.	<b>No Change</b>
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.	<b>No Change</b>
<b>National Park Authorities</b>		
24.	The basic salary for NPA ordinary members should be £3,675	<b>N/A</b>
25.	The senior salary of the chair of an NPA should be £12,375	<b>N/A</b>
26.	An NPA senior salary can be paid to a Deputy Chair, and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,025 or £7,325	<b>N/A</b>
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>N/A</b>
28.	Members must not receive more than one NPA senior salary.	<b>N/A</b>
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility	<b>N/A</b>
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.	<b>No Change</b>
<b>Fire and Rescue Authorities</b>		
31.	The basic salary for FRA ordinary members should be £1,745	<b>N/A</b>
32.	The senior salary of the chair of an FRA should be £10,445.	<b>N/A</b>
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,445.	<b>N/A</b>
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>N/A</b>

35.	Members must not receive more than one FRA senior salary.	<b>N/A</b>
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.	<b>N/A</b>
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.	<b>No Change</b>
<b>Co-Opted Members</b>		
38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6 (page 33 of the IRPW report)	<b>No Change</b>
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.	<b>No Change</b>
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).	<b>No Change</b>
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.	<b>No Change</b>
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.	<b>No Change</b>
<b>Reimbursement of Costs of Care</b>		
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.	<b>No Change</b>
<b>Community and Town Councils</b>		
44.	Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	<b>N/A</b>

45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	<b>N/A</b>
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	<b>N/A</b>
47.	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.	
48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. 10 Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>	<b>N/A</b>
49.	If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight</li> </ul>	<b>N/A</b>
50.	Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: <ul style="list-style-type: none"> <li>• Up to £34.00 for each period not exceeding 4 hours.</li> <li>• Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>	<b>N/A</b>



51.	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.	<b>N/A</b>
52	Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.	<b>N/A</b>