

**COUNCIL: 26 JUNE 2014**

**AGENDA ITEM:**

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**REPORT OF THE CHIEF EXECUTIVE**

**SCHEDULE OF MEMBER REMUNERATION 2014/15**

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**Reason for this Report**

1. To approve the Council's Schedule of Member Remuneration 2014/15 in accordance with the Independent Remuneration Panel for Wales (IRPW) Regulations.

**Background**

2. Part 8 (sections 141-160) and Schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the IRPW.
3. The IRPW published its Annual Report for 2014/15 in February 2014, which set out its determinations on the payment of remuneration and allowances to Members and Co-opted Members in the 2014/15 municipal year. The Council must implement the IRPW's determinations, as set out in its Annual Report, from the date of the Council's Annual Meeting.
4. Council agreed the allocation of Senior Salaries and other remuneration matters reserved for local determination at the Annual Meeting of Council on 29 May 2014.

**Issues**

5. In accordance with the IRPW Regulations and guidance set out in the IRPW Annual Report for 2014/15, the Council must produce and maintain an annual Schedule of Member Remuneration [‘the Schedule’], which sets out details of the specific payments that it intends to make to Members and Co-opted Members in accordance with the levels of remuneration and allowances determined by the IRPW in its Annual or Supplementary Reports.
6. In accordance with the IRPW Regulations, the Schedule of Member Remuneration is required to contain the following information:
  - Named members who are to receive only the Basic Salary;

- Named members who are to receive Band 1 and Band 2 Senior Salary, the office and portfolio held and the amount to be paid;
  - Named members who are to receive Band 3 and Band 4 (and Band 5 where applicable) Senior Salary, the office and portfolio held and the amount to be paid;
  - Named members who are to receive a Civic Salary.
  - Named members who are to receive the Co-opted Member fee and whether they are a Chair or Ordinary Member;
  - Named members who are to receive a Senior Salary as a Chair of a Joint Overview and Scrutiny Committee or Sub Committee;
  - Confirmation that the maximum limit of Senior Salaries allocated by the Council has not been exceeded;
  - A statement of allowable expenses and the duties for which Members may claim for Care, Travel and Subsistence Allowances;
  - Arrangements for the payment of salaries, allowances and fees to all Members and Co-opted Members;
  - Arrangements and duties for which Members and Co-opted Members are able to claim for Care, Travel and Subsistence Allowances to reimburse expenses;
  - Arrangements for the avoidance of duplication;
  - Arrangements for the repayment of salaries, allowances and fees;
  - Confirmation of whether or not a statement of the basic responsibility of a Councillor (i.e. generic role description) is in place;
  - Confirmation of whether or not role descriptions for Senior Salary office holders are in place;
  - Confirmation of whether or not records are kept of councillor attendance;
  - Confirmation of whether or not annual reports are prepared by Councillors and published on the Council's website, in accordance with the provisions contained in Section 5 of the Local Government (Wales) Measure 2011.
7. Any amendments to the Schedule made during the municipal year must be conveyed to the IRPW as soon as practicable after the amendments are made. As the Schedule forms part of the Council's Constitution, it is proposed that authority should be delegated to the Monitoring Officer to make any necessary amendments to the Schedule in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the IRPW.
8. In accordance with the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

### **Legal Implications**

9. The relevant legal provisions are set out in the body of the report.

## **Financial Implications**

10. The costs of member remuneration as set out in the attached schedule can be met from within existing budgets in 2014/15

## **RECOMMENDATIONS**

Council is recommended to:

1. approve the Council's Schedule of Member Remuneration 2014/15, as set out in Appendix A to this report; and
2. delegate authority to the Monitoring Officer to update the Schedule of Member Remuneration within the Council's Constitution and to make any necessary amendments to the 2014/15 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

PAUL ORDERS  
Chief Executive  
20 June 2014

The following Appendix is attached to this report:

**APPENDIX A:**        Schedule of Member Remuneration 2014/15

## **Background Papers**

Council Report, 29 May 2014 – Members' Remuneration and Allowances 2014-15

Independent Remuneration Panel for Wales Annual Report 2014:  
<http://wales.gov.uk/docs/dpsp/publications/140225-irp-final-report-en.pdf>

# CITY OF CARDIFF COUNCIL

## Schedule of Member Remuneration 2014/15

### Introduction

1. In accordance with the Independent Remuneration Panel for Wales (IRPW) Regulations, as set out in Annex 1 of the IRPW Annual Report for the 2014/15 municipal year, the Council is required to agree, publish and maintain an annual Schedule of Member Remuneration, which sets out details of the specific payments that it intends to make to Members and Co-opted Members based on the levels of remuneration and allowances determined by the IRPW.
2. The Schedule provides details of the remuneration of Members through the payment of a Basic, Senior or Civic Salary and fees which are payable to statutory Co-opted Members.
3. The Schedule also provides details of the Care, Travel and Subsistence Allowances which are payable to Members and statutory Co-opted Members.

### Remuneration

#### Basic Salary

4. The IRPW has determined that all councillors in Wales will receive a Basic Salary of **£13,300** in 2014/15. **Annex 1** to this Schedule includes the names of all Councillors not in receipt of a Senior or Civic Salary who will receive the Basic Salary in 2014/15.
5. The Basic Salary is paid for the basic responsibility of community representation and participation in the scrutiny, regulatory or related functions of local governance at the time equivalent of three days a week, and remains payable during periods of family absence as defined under the Local Government (Wales) Measure 2011. Any time commitment beyond three days is an unpaid public service contribution.
6. A Councillor may not be paid more than one Basic Salary by the Council, but may receive a further Basic Salary as a result of their appointment by the Council to the South Wales Fire & Rescue Authority.
7. Where a Member is suspended or partially suspended from being a Member of the Council under Part 3 of the Local Government Act 2000, 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 will be withheld by the Council.

#### Senior Salary

8. The IRPW has determined that the Senior Salaries for 2014/15, which are payable by local authorities in Population Group A (i.e. those with populations over 200,000, which includes Cardiff), are based on the following bands of responsibility:

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>Senior Salaries determined by the IRPW for 2014/15 (inclusive of Basic Salary)</b>
Band 1	Leader	£53,000
	Deputy Leader	£37,000
Band 2	Other Cabinet Members	£32,000
Band 3	Committee Chairs	£22,000
	Leader of largest opposition group	£22,000
Band 4	Leader(s) of other political group(s) comprising at least 10% membership of the Authority	£17,000

9. It should be noted that the above levels of Senior Salary, which have been determined by the IRPW, are inclusive of the Basic Salary (£13,300).
10. A Councillor must not be paid more than one Senior Salary by the Council.
11. A Councillor who is paid a Band 1 or 2 Senior Salary (i.e. Leader, Deputy Leader or Other Cabinet Member) cannot receive a second salary as a Member appointed by the Council to serve on the South Wales Fire & Rescue Authority.
12. Where a Member is suspended or partially suspended from being a Member of the Council under Part 3 of the Local Government Act 2000, the Council must not make payments of the Member's Senior Salary for the duration of the suspension. If the partial suspension relates only to the specific responsibility element of the Senior Salary, the Member may retain the Basic Salary.

### **Allocation of Senior Salary Positions 2014/15**

13. A Council may distribute cabinet and functional officeholders across the responsibility bands as it sees fit, but the maximum proportion of remunerated posts must not be exceeded, except for any period in which a temporary office holder substitutes for the family absence of an appointed office holder.
14. The IRPW has determined the allocation of Senior Salary positions in Cardiff for 2014/15 based on a maximum proportion of 25% of the Council's total membership of 75 Councillors. The Council is therefore able to pay up to 19 Senior Salaries to Members, excluding Civic Salary positions, based on their specific roles and responsibilities.
15. The Council agreed the following allocation of 18 Senior Salaries in 2014/15 at its Annual Meeting on 29 May 2014, which were payable with effect from that date:

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>No. of Senior Salary Positions</b>
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members	7
Band 3	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
	Democratic Services Committee Chair	1
	Leader of largest opposition group	1
<b>Total =</b>		<b>18</b>

16. The Senior Salaries payable to the Leader, Deputy Leader and Cabinet Members (Bands 1 & 2) are based on the IRPW's assumption that these roles are full-time. **Annex 1** to this Schedule includes the names and details of the office/portfolio held by all Councillors who will receive a Senior Salary in 2014/15.
17. The Council must pay a Senior Salary to the Leader of the largest opposition group, subject to the political group comprising at least 10% membership of the Authority.
18. The IRPW has determined that, where appointed and if remunerated, a Presiding Member must be paid a Band 3 Senior Salary (£22,000) in 2014/15, which will count towards the maximum number of Senior Salaries which can be allocated by the Council (i.e. 19). The IRPW has also determined that the position of Deputy Presiding Member will not be remunerated.
19. The IRPW has also determined that a provision for 'development posts' is to be included within the Remuneration Framework in 2014/15. Subject to guidance to be issued by the IRPW, principal councils are allowed to apply to the IRPW for specific and additional Senior Salaries, which do not fall within the current Remuneration Framework or which could not be accommodated within the maximum number of Senior Salaries payable, for a 'development post' that a principal council considers to be important and involves a significant, sustained and additional responsibility.

### **Joint Overview & Scrutiny Committees (JOSCs)**

20. The remuneration of Chairs of Joint Overview and Scrutiny Committees (JOSCs) or JOSC Sub Committees is not prescribed by the IRPW and is a matter for the constituent councils to decide whether such a post will be paid.

21. If a Senior Salary is paid for this role, the IRPW has determined that the Chair of a JOSC is eligible for a Senior Salary of **£8,700**, which is equivalent to that part of a Band 3 Senior Salary for a Committee Chair, excluding the amount of Basic Salary (£13,300). In cases where the Chair of a JOSC is already in receipt of a Band 3, 4 or 5 Senior Salary, the payment will be **£4,350**.
22. The Chair of a JOSC Sub Committee is eligible for a salary of **£2,175**. In cases where the Chair of the JOSC Sub Committee is already in receipt of a Band 3, 4 or 5 Senior Salary, the payment will be **£1,090**. Payments to Chairs of JOSC Task & Finish Sub Committees are to be pro-rated to the duration of the task.
23. Payments made to a Chair of a JOSC or a Chair of a JOSC Sub Committee are additional to the maximum proportion of the Council's membership that is eligible to be paid a Senior Salary (i.e. 25% of membership). However, this should not exceed the statutory limit on Senior Salary payments of no more than 50% of a council's membership.
24. Deputy Chairs of JOSCs or JOSC Sub Committees are not eligible for payment. In addition, Co-opted Members of JOSCs or JOSC Sub Committees are not eligible for payment of a Co-opted Member fee unless they are appointed by an authority under Section 144(5) of the Local Government (Wales) Measure 2011 and have voting rights.

### **Civic Salary**

25. The IRPW has determined that the following levels of Civic Salary (inclusive of Basic Salary) are payable in 2014/15 and, where paid, will be applied by individual authorities as each considers appropriate, taking account of the anticipated workload and responsibilities of Civic Heads and Deputy Civic Heads:

<b>Band</b>	<b>Civic Heads (inclusive of Basic Salary)</b>	<b>Deputy Civic Heads (inclusive of Basic Salary)</b>
A	£24,000	£18,000
B	£21,500	£16,000
C	£19,000	£14,000

26. The Council agreed on 29 May 2014 that the Civic Salary which is payable in 2014/15 will be set in accordance with the Band A level of payments, which is as follows:

<b>Civic Salary Positions</b>	<b>Band A Civic Salary (inclusive of Basic Salary)</b>
Lord Mayor	£24,000
Deputy Lord Mayor	£18,000

27. It should be noted that the level of Civic Salary set by the IRPW is inclusive of Basic Salary (£13,300). A Councillor must not be paid a Senior Salary and a Civic Salary.
28. **Annex 1** to this Schedule includes the names of the Councillors who will receive the Civic Salary in 2014/15.

### Co-opted Member Payments

29. The IRPW has determined the following payments or fees which must be paid to statutory Co-opted Members in 2014/15 (provided that they are statutory Co-opted Members with voting rights):

Co-opted Members	Co-opted Member Payments/Fees
Co-opted Chairs of Committees: <ul style="list-style-type: none"> <li>• Audit Committee (if chaired by independent/lay member).</li> <li>• Standards &amp; Ethics Committee</li> </ul>	£256 daily fee (£128 for ½ day)
Co-opted Ordinary Members of the Council's Standards & Ethics Committee who also chair standards committees for community councils	£226 daily fee (£113 for ½ day)
Co-opted Ordinary Members of Committees: <ul style="list-style-type: none"> <li>• Audit Committee;</li> <li>• Children &amp; Young People (Education) Scrutiny Committee;</li> <li>• Crime &amp; Disorder Scrutiny Committee;</li> <li>• Standards &amp; Ethics Committee.</li> </ul>	£198 daily fee (£99 for ½ day)

30. A full day meeting is defined by the IRPW as over 4 hours and a half day meeting is defined as up to 4 hours.
31. The Council agreed on 29 May 2014 that payments to Co-opted Members will continue to be capped at a maximum of the equivalent of 10 full days a year for each Committee to which an independent/lay person has been co-opted (i.e. maximum payments totalling £2560 to Co-opted Member Chairs of Committees and £1980 to Co-opted Ordinary Members of Committees). Co-opted Members are also eligible to claim for Care, Travel and Subsistence Allowances, where applicable.
32. With effect from 1 January 2014, the IRPW has determined that the following will apply to Co-opted Member Payments:
- 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 (i.e. over 4 hours) and the fee will be paid on the basis of this determination even if the meeting finishes before 4 hours has elapsed.
  - iv) Meetings eligible for the payment of fee include other committees and working groups (including task & 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.
33. Where a Co-opted Member is suspended or partially suspended from the Council under Part 3 of the Local Government Act 2000, the Council will not make payment of a Co-opted Member fee for the duration of the suspension.
34. **Annex 2** to this Schedule includes the names of all statutory Co-opted Members who are eligible to receive a fee or payment in 2014/15.

### **Family Absence**

35. Part 2 of the Local Government (Wales) Measure 2011 (“the Measure”) introduces an entitlement to a period of family absence for Members of local authorities, during which a Member is entitled to be absent from authority meetings. There is provision for 5 different types of family absence:
- (i) Maternity absence – for the mother of a child, granted up to a maximum of twenty six weeks;
  - (ii) Newborn absence – for the parent of a child other than the mother, for a period of up to two weeks;
  - (iii) Adopter’s absence – for the adopter of a child, for a period of up to two weeks;
  - (iv) New adoption absence - for the partner of an adopter, for a period of up to two weeks; and
  - (v) Parental absence – for a Member who becomes responsible for a child (and does not meet the conditions for newborn absence, adopter’s absence or new adoption absence), for a period of up to three months.
36. The entitlement to Family Absence under the Measure is subject to the conditions, administrative process and requirements prescribed in the Family Absence for Members of Local Authorities (Wales) Regulations 2013 (“the Regulations”), which came into force on 5 December 2013. In accordance with the Regulations, the Council has approved Family Absence Procedure Rules on 27 March 2014, which are set out in the Council’s Constitution.
37. The IRPW has determined that a 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.

38. When a Senior Salary holder is eligible for family absence, he/she will be able to continue to receive the salary for the duration of the absence. It is a matter for the Authority to decide whether or not to make a substitute appointment.
39. The member substituting for a Senior Salary holder taking family absence will be eligible to be paid a Senior Salary, if the Authority so decides. If the paid substitution results in the Authority exceeding the maximum number of Senior Salaries which relates to it, as set out in the IRPW's Annual Report, an addition to the maximum will be allowed for the duration of the substitution.
40. When an authority agrees a paid substitution for family absence, the IRPW 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. The Council's Schedule of Remuneration must also be amended to reflect the implication of the family absence.

### **Allowances**

41. The IRPW has determined that the term 'allowance' is reserved for payments which are for the reimbursement of actual and allowable expenses (e.g. for care, travel and subsistence) which are necessarily incurred by Members and Co-opted Members when conducting their duties as part of "official business".
42. "Official business" is defined by the IRPW Regulations as follows:
  - 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 or in connection with the discharge of the functions of an executive within the meaning of Part II of the Local Government Act 2000, 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 functions of the authority or any of its committees.
43. Any claim made by Members or Co-opted Members for Care, Travel or Subsistence Allowance must be made using the appropriate claim form and supported by receipts. All claims must be submitted within 3 months of the date on which the expenses were incurred.

### Care Allowance

44. The IRPW has determined that, for 2014/15, Care Allowance will be payable up to a **maximum payment of £403 per month** (depending upon actual costs incurred on a monthly basis) to those Members or Co-opted Members who incur necessary expenses as part of official business. The Council has also agreed to pay Care Allowance for necessary expenses for the care of children or dependents which are incurred by Members as part of their constituency responsibilities or ward duties.
45. Reimbursement of expenses will only be made on the basis of the submission of the appropriate claim form for Care Allowance. All claims must include details of the official business and constituency responsibilities undertaken and be accompanied by receipts from the care provider for the actual costs of formal and informal care arrangements.
46. All claims for Care Allowance should be made by the first day of every month.
47. The entitlement to claim for Care Allowance is restricted by the Council in the following circumstances:
- The child or other dependant concerned must either reside with the Member/Co-opted Member or the Member/Co-opted Member must satisfy the Council that they are responsible for their care.
  - Where the age of the child or dependant concerned exceeds 15 years of age, the Member/Co-opted Member must satisfy the Council that the child or dependant requires supervision which will cause the Member/Co-opted Member to incur expenses that are necessary in respect of the child or dependant in the carrying out of their official business.
  - No Care Allowance will be paid to more than one Member/Co-opted Member for the care of the same child or dependant.
  - No more than one Care Allowance will be paid to any Member/Co-opted Member unless they can demonstrate to the reasonable satisfaction of the Council that they are required to make separate arrangements for the care of different children or dependants.

48. Where a Member or Co-opted Member is suspended or partially suspended from being Member or Co-opted Member of the Council under Part 3 of the Local Government Act 2000 Act, the part of the Care Allowance payable to that Member or Co-opted Member in receipt of the responsibilities or duties from which that Member or Co-opted Member is suspended or partially suspended will be withheld by the Council.

### Travel Allowance

49. The Travel Allowance payable in 2014/15, as determined by the IRPW, is linked to current HM Revenue & Customs (HMRC) rates as follows:

Private Motor Vehicles (all vehicle engine sizes)	45p per mile (up to 10,000 miles)  25p per mile (over 10,000 miles)  5p per passenger per mile (passenger supplement)
Private Motor Cycles	24p per mile
Bicycles	20p per mile

50. Claims for Travel Allowance to reimburse travel expenses incurred by Members and Co-opted Members as part of official business will be payable on the completion of the relevant claim form. Members should always be mindful of choosing the most cost-effective method of travel.
51. All claims for private motor vehicle/cycle mileage must be accompanied by VAT fuel receipts. All claims for Travel Allowance should be made by the first day of every month.
52. All claims for other travel expenses (e.g. bus/taxi fares, car parking and toll charges) that are incurred by Members and Co-opted Members as part of official business, which do not form part of the Travel Allowance determined by the IRPW, will also be met by the Council. All claim forms must be accompanied by appropriate tickets or receipts showing actual costs incurred, subject to any further requirement or limitation established by the Section 151 Officer for efficient administration.
53. The Council's claim form for Travel and Subsistence Allowance includes a statement that must be signed by the Member or Co-opted Member which confirms that they have not made and will not make any other claim in respect of the matter to which the claim relates.
54. Any Members who have signed up to the Council's 'Cycle to Work' bicycle loan scheme will not be eligible to claim for Travel (Bicycle) Allowance.
55. Where a Member or Co-opted Member is suspended or partially suspended from being a Member or Co-opted Member under Part 3 of the Local Government Act 2000, then Travel Allowance payable to that Member or Co-opted Member in respect of the responsibilities or duties from which they are suspended or partially suspended will not be paid by the Council.

## Subsistence Allowance

56. Subsistence Allowance is payable for meals and accommodation costs or expenses incurred by Members and Co-opted Members as part of official business which takes place 'out-of-county' (i.e. outside of the Council's administrative boundaries).
57. The IRPW has determined that Subsistence Allowance at a **maximum daily rate of £28 per day** is payable in 2014/15 for any meals within a 24-hour period (including breakfast if not included as part of any overnight accommodation costs).
58. The IRPW has determined that the maximum levels of Subsistence Allowance which is payable in 2014/15 for the reimbursement of the cost of overnight accommodation are as follows:

Overnight stay in London	Max. £150 per night
Overnight stays elsewhere ( <i>excluding Cardiff</i> )	Max. £95 per night
Overnight stay with friends or relatives whilst on official business	Max. £25 per night

59. The IRPW has confirmed that the above maximum amounts payable apply when an individual Member claims in arrears for the reimbursement of overnight accommodation costs and do not apply when the Council reserves and pays directly for overnight accommodation.
60. Members and Co-opted Members who wish to attend conferences, seminars and other events outside the Council's administrative boundaries should seek approval in advance by completing the appropriate application form, which should be submitted to the County Clerk & Monitoring Officer for approval. No Travel or Subsistence Allowance will be paid following the event to cover any expenses incurred by Members or Co-opted Members unless approval has been given in advance.
61. Wherever possible, the cost of all overnight stays outside Cardiff which form part of approved attendance at conferences, seminars or other events should be paid directly by the Council in advance when bookings will usually be made by officers from the Council's Democratic Services team. The maximum levels of Subsistence Allowance payable for overnight accommodation (as set out in paragraph 58 above) do not apply when the Council reserves and pays directly for accommodation on behalf of Members or Co-opted Members and council officers will have reasonable discretion to approve the exceeding of the prescribed maximum allowance for overnight stays, whilst needing to ensure value for money at all times. Approval for this will be required from the Democratic Services Manager.
62. All claims for Subsistence Allowance must be made using the appropriate claim form and must be supported by VAT receipts where available. All claims should be made by the first day of every month.

63. The Council's claim form for Travel and Subsistence Allowance includes a statement that must be signed by the Member or Co-opted Member which confirms that they have not made and will not make any other claim in respect of the matter to which the claim relates.
64. Where a Member or Co-opted Member is suspended or partially suspended from being a Member or Co-opted Member under Part 3 of the Local Government Act 2000, then Subsistence Allowance payable to that Member or Co-opted Member in respect of the responsibilities or duties from which they are suspended or partially suspended will not be paid by the Council.

### **Other Facilities Provided to Members**

65. The IRPW has determined that each Authority must ensure that all Members are given as much support as is necessary to enable them to fulfil their duties effectively. All Members should be provided with adequate telephone and email facilities and electronic access to appropriate information.
66. The Council provides, without charge to individual Members, as much support as is necessary to enable them to fulfil their duties as determined by the Council, but excluding party political and personal activities. These facilities include the provision of office accommodation, dictation and word processing facilities, IT equipment, telephones, broadband provision and the booking of community venues for ward surgeries where no other Council owned facility is available within the area. Other office equipment can be made available to Members on request, subject to availability and cost.
67. Postage, printing and photocopying costs incurred as part of official business will also be met by the Council, subject to specified limits. In addition, stationery will be provided to each Member, as required and subject to specified allocations.
68. The IRPW has further determined that such support should be provided without cost to individual Members. Costs of support must be appropriate, reasonable and publicly declared. Deductions must not be made from Members' salaries as a contribution towards those support costs which the Authority considers necessary for the effectiveness and/or efficiency of Members.

### **Pensions**

69. Members are also eligible to join the Local Government Pension Scheme. Copies of the relevant Pension Scheme Enrolment Form are available on request from Committee & Members Services.

### **Payment / Repayment Arrangements**

70. Payment of salaries, allowances and fees will usually be paid on a monthly basis in accordance with payroll arrangements made by the Section 151 Officer. Annual salaries will usually be paid by instalments on a monthly basis. All payments are subject to appropriate tax and National Insurance deductions.

71. If a Member ceases to be entitled to Basic Salary and/or Senior Salary, the Council's Section 151 Officer will make appropriate arrangements for the payment of any sum due to the Member or for recovery of any sum that is overpaid in accordance with the Council's usual procedures.
72. The Council requires that such part of a salary, allowance or fee must be repaid where payment has already been made in respect of any period during which the Member or Co-opted Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the Local Government Act 2000 or regulations made under that Act;
  - (b) ceases to be a Member of the Council or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period.

### **Election to Forgo Entitlement to Payment**

73. Any Member or Co-opted Member may by notice in writing to the Council's Monitoring Officer elect to forgo any part of their entitlement to a salary, allowance or fee determined annually by the IRPW.

### **Role Descriptions**

74. The Council agreed on 19 December 2013 to adopt the WLGA Framework for Member Role Descriptions, which includes generic role descriptions for Senior Salary office holders and other positions. **Annex 3** to the Schedule includes a generic statement of basic responsibilities for all Members.

### **Records of Councillor Attendance**

75. Details of the attendance of Members at meetings of the Council and Committees is maintained and published by the Council on an annual basis. Members are not remunerated on the basis of their attendance at meetings.
76. The Council's register of attendance only contains details of the attendance by Members and Co-opted Members at standing Committees of the Council and does not include attendance by Members at the following meetings:
- meetings with Cabinet Members, Committee Chairs or Council officers;
  - Scrutiny Committee Task & Finish Group meetings;
  - Council panels (e.g. Works Council; Health & Safety Advisory Committee; Adoption Panel; Fostering Panel)
  - Community Council meetings;
  - ward surgeries;
  - community meetings;
  - meetings of outside bodies; or
  - any other duties undertaken by a Member.
77. No other records are kept by the Council in relation to Members' activities, apart from the following information which is either published on the Council's website or made available for public inspection:

- Register of Members' Interests;
- Register of Hospitality, Gifts and Other Benefits;
- Register of Attendance at Conferences, Seminars and Other Events;
- Details of Member Representation on Outside Bodies.

### **Annual Reports**

78. The Council will continue to make arrangements in 2014/15 for annual reports to be prepared and published by Members, in accordance with the requirements of the Local Government (Wales) Measure 2011 and related guidance issued by the Welsh Government.

### **Publication of Remuneration and Allowances Information**

79. The Council is required to make arrangement for the publication of a Schedule of Member Remuneration as soon as practicable after determining the schedule of payments for the year and not later than 31 July following the start of the year. A copy of the Schedule must also be provided to the IRPW at the same time as it is published by the Council.
80. The Council is required to make arrangements for the publication of the total sums paid by the Council to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements as soon as practicable following the end of each financial year and not later than 30 September. Details of the remuneration and allowances which are paid to Members in relation to their appointment by the Council to other public bodies will also be published, where available.
81. The Council may amend the Schedule at any time during the year provided that such amendments accord with the IRPW's determinations for the year, as set out in its Annual or Supplementary Reports. Members, Co-opted Members and the IRPW will be informed accordingly of any amendments to this Schedule.



## ANNEX 1 – Member Remuneration 2014/15

Councillor		Position	Basic Salary 2014/15	Senior or Civic Salary 2014/15 (inclusive of Basic Salary)
AHMED	Ali	Deputy Lord Mayor		Civic Salary (Band A) £18,000
AHMED	Manzoor		£13,300	
ALI	Dilwar		£13,300	
AUBREY	Gareth		£13,300	
BALE	Phil	Leader		Senior Salary (Band 1) £53,000
BOWDEN	Fenella		£13,300	
BOYLE	Joe		£13,300	
BRADBURY	Peter	Cabinet Member – Community Development, Co-operatives & Social Enterprise		Senior Salary (Band 2) £32,000
BRIDGES	Ed		£13,300	
BURFOOT	Patricia		£13,300	
CARTER	Joseph		£13,300	
CHAUNDY	Paul		£13,300	
CLARK	Elizabeth		£13,300	
COOK	Ralph		£13,300	
COOK	Richard	Committee Chair (Children & Young People Scrutiny Committee)		Senior Salary (Band 3) £22,000
CORRIA	Siobhan		£13,300	
COWAN	Jayne	Committee Chair (Democratic Services Committee)		Senior Salary (Band 3) £22,000
DAVIES	Kirsty		£13,300	
DAVIS	Chris		£13,300	
DE'ATH	Daniel	Cabinet Member – Early Years, Children & Families		Senior Salary (Band 2) £32,000

<b>Councillor</b>		<b>Position</b>	<b>Basic Salary 2014/15</b>	<b>Senior or Civic Salary 2014/15 (inclusive of Basic Salary)</b>
DERBYSHIRE	Bob	Cabinet Member – Environment		Senior Salary (Band 2) £32,000
ELSMORE	Susan	Cabinet Member – Health, Housing & Wellbeing		Senior Salary (Band 2) £32,000
EVANS	Jonathan		£13,300	
FORD	Lisa		£13,300	
GODDARD	Susan		£13,300	
GOODWAY	Russell		£13,300	
GORDON	Iona		£13,300	
GOVIER	Ashley		£13,300	
GRAHAM	Andrew		£13,300	
GROVES	David	Committee Chair (Community & Adult Services Scrutiny Committee)		Senior Salary (Band 3) £22,000
HINCHEY	Graham	Cabinet Member – Corporate Services & Performance		Senior Salary (Band 2) £32,000
HOLDEN	Gareth		£13,300	
HOWELLS	Nigel	Committee Chair (Policy Review & Performance Scrutiny Committee)		Senior Salary (Band 3) £22,000
HUDSON	Lyn		£13,300	
HUNT	Garry		£13,300	
HYDE	Keith		£13,300	
JAVED	Mohammad		£13,300	
JONES	Keith		£13,300	
JONES	Margaret	Lord Mayor		Civic Salary (Band A) £24,000
JOYCE	Heather		£13,300	
KELLOWAY	Bill		£13,300	

<b>Councillor</b>		<b>Position</b>	<b>Basic Salary 2014/15</b>	<b>Senior or Civic Salary 2014/15 (inclusive of Basic Salary)</b>
KNIGHT	Sam		£13,300	
LENT	Sue	Deputy Leader		Senior Salary (Band 1) £37,000
LLOYD	Kathryn		£13,300	
LOMAX	Chris		£13,300	
LOVE	Cecilia		£13,300	
MAGILL	Julia	Cabinet Member – Education & Skills		Senior Salary (Band 2) £32,000
MARSHALL	Gretta		£13,300	
McEVOY	Neil		£13,300	
McGARRY	Mary		£13,300	
MCKERLICH	Roderick		£13,300	
MERRY	Sarah		£13,300	
MICHAEL	Michael	Committee Chair (Planning Committee)		Senior Salary (Band 3) £22,000
MITCHELL	Paul	Committee Chair (Environmental Scrutiny Committee)		Senior Salary (Band 3) £22,000
MORGAN	Derrick		£13,300	
MURPHY	Jim		£13,300	
PARRY	Jacqueline	Committee Chair (Licensing and Public Protection Committees)		Senior Salary (Band 3) £22,000
PATEL	Ramesh	Cabinet Member – Transport, Planning & Sustainability		Senior Salary (Band 2) £32,000
PHILLIPS	Georgina		£13,300	
REES	David		£13,300	
REES	Dianne		£13,300	
ROBSON	Adrian		£13,300	

<b>Councillor</b>		<b>Position</b>	<b>Basic Salary 2014/15</b>	<b>Senior or Civic Salary 2014/15 (inclusive of Basic Salary)</b>
SANDERS	Eleanor		£13,300	
SIMMONS	Elaine		£13,300	
STUBBS	Edward		£13,300	
THOMAS	Benjamin		£13,300	
THOMAS	Graham		£13,300	
THOMAS	Huw		£13,300	
THORNE	Lynda		£13,300	
WALKER	David		£13,300	
WALSH	Monica		£13,300	
WEAVER	Christopher		£13,300	
WILLIAMS	Craig	Committee Chair (Economy & Culture Scrutiny Committee)		Senior Salary (Band 3) £22,000
WILLIAMS	Darren		£13,300	
WOODMAN	Judith	Leader of Liberal Democrat Group (largest opposition group)		Senior Salary (Band 3) £22,000

## ANNEX 2 – Co-opted Member Payments 2014/15

Co-opted Member Name		Committee	Chair / Ordinary Member
<i>Vacant</i>		Audit Committee	Ordinary Member
LLOYD-JONES	Sir Richard	Audit Committee	Ordinary Member
PENDLEBURY	Prof. Maurice	Audit Committee	Ordinary Member
SHORTRIDGE	Sir Jon	Audit Committee	Chair
ARLOTTE	Patricia	Children & Young People Scrutiny Committee (Roman Catholic Representative)	Ordinary Member
<i>Vacant</i>		Children & Young People Scrutiny Committee (Church in Wales Representative)	Ordinary Member
<i>Vacant</i>		Children & Young People Scrutiny Committee (Parent Governor Representative)	Ordinary Member
LEWIS	Catrin	Children & Young People Scrutiny Committee (Parent Governor Representative)	Ordinary Member
DOWNE	James	Standards & Ethics Committee (Independent Member)	Ordinary Member
HEDLEY-CLARKE	Maureen	Standards & Ethics Committee (Independent Member)	Ordinary Member
HUGHES	Community Cllr John	Standards & Ethics Committee (Community Council Representative)	Ordinary Member
JONES	Deirdre	Standards & Ethics Committee (Independent Member)	Ordinary Member
STOCKTON	Paul	Standards & Ethics Committee (Independent Member)	Chair
TEBOTH	Richard	Standards & Ethics Committee (Independent Member)	Ordinary Member

## **ANNEX 3 – Statement of Basic Responsibilities**

The following generic Elected Member Role Description, which has been developed by the Welsh Local Government Association (WLGA), provides details of the basic responsibilities of all Councillors:

### **Accountabilities**

- To Full Council
- To the electorate of their ward

### **Role Purpose and Activity**

#### **Representing and supporting communities**

- To represent ward interests
- To be an advocate for the Council in the ward and communities they serve
- To be a channel of communication to the community on council strategies, policies, services and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- To promote tolerance and cohesion in local communities

#### **Making decisions and overseeing council performance**

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed
- To adhere to the principles of democracy and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of council and other public services

#### **Representing the Council (subject to appointment)**

- To represent the Council on local outside bodies as an appointee of the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- To represent and be an advocate for the Council on national bodies and at national events

#### **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

### **Personal and role development**

- To participate in opportunities for development provided for members by the authority

### **Values**

- To be committed to the values of the Council and the following values in public office:

Openness and transparency  
Honesty and integrity  
Tolerance and respect  
Equality and fairness  
Appreciation of cultural difference  
Sustainability