



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 27 MAY 2021

GWYS Y CYNGOR

DYDD IAU, 27 MAI 2021,

You are summoned to attend the annual meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at on Thursday, 27 May 2021 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 21 May 2021

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship
Integrity | Duty to uphold the law | Accountability and openness

- 1 Apologies for Absence**
To receive apologies for absence.
- 2 Election of Chairman of Council for 2021-2022**
The Constitution provides that the Council will elect the Chairman of Council at its Annual Meeting.
- 3 Appointment of Deputy Chairman of Council for 2021-2022**
The Constitution provides that the Council will appoint the Vice Chairman of Council at its Annual Meeting.
- 4 Declarations of Interest**
To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)
- 5 Minutes (Pages 3 - 34)**
To approve as a correct record the minutes of the meeting held on 18 March 2021. .
- 6 Members Protocol on Corporate Parenting (Pages 35 - 40)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 7 Cardiff Undertaking (Pages 41 - 44)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 8 Lord Mayor's Announcements**
To receive the Lord Mayor's announcements including Recognitions and Awards.
- 9 Leader's Announcements relating to the coming Municipal Year**
- 10 Appointment of Members of the Cabinet (where such elections falls due)**
- 11 Establishment of Standing Committees of Council for 2021-2022 (Pages 45 - 70)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 12 Allocation of Seats and Nominations and Appointments of Members to Committees (Pages 71 - 78)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 13 Election of Chairs and Deputy Chairs of Committees (Pages 79 - 82)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 14 Appointment of Representatives to Outside Bodies (Pages 83 - 84)**
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 15 Members' Remuneration and Allowances 2021-2022 (Pages 85 - 194)**
Report of the Chief Executive
- 16 Remote or Multi Location Meeting Arrangements (Pages 195 - 200)**
Report of the Director of Governance and Legal Services and Monitoring Officer.

- 17** **Programme of Council Meetings** *(Pages 201 - 204)*
Report of the Director of Governance and Legal Services and Monitoring Officer.
- 18** **Urgent Business**

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City Council of the City & County of Cardiff
18 March 2021

1

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 18 March 2021 to transact the business set out in the Council summons dated Friday, 12 March 2021.

Present: County Councillor McKerlich (Lord Mayor)

County Councillors Ahmed, Asghar Ali, Dilwar Ali, Berman, Bowden, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Cowan, Cunnah, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Ford, Gibson, Goddard, Goodway, Gordon, Henshaw, Gavin Hill-John, Philippa Hill-John, Hinchey, Hopkins, Howells, Hudson, Jacobsen, Jenkins, Jones-Pritchard, K Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, Melbourne, Merry, Michael, Molik, Morgan, Naughton, Owen, Parkhill, Jackie Parry, Keith Parry, Patel, Phillips, Dianne Rees, Mia Rees, Robson, Sandrey, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

153 : APOLOGIES FOR ABSENCE

No apologies for absence were received. Councillor Linda Morgan advised that she would be late in attending the meeting.

154 : DECLARATIONS OF INTEREST

The following declarations of interest were received in accordance with the Members' Code of Conduct:

Councillor	Item	Interest
Councillor Lay	Item 11 – Cabinet Member Statements	Personal - Chair of Cardiff Bus Board
Councillor Robson	Item 18 – Appointment of Local Authority Governors	Personal & Prejudicial – Employer is recommended for appointment as Local Authority Governor
Councillor Hopkins	Item 11 – Cabinet Member Statements	Personal - Member of Friends of Nant Fawr
Councillor Naughton	Item 8 – Pay Policy 2021-22	Personal – Family Member is employed by Cardiff Council
Councillor Gavin Hill-John	Item 11 – Cabinet Member Statements	Personal – Vice Chair of Cardiff Bus Board
Councillor Owen Jones	Item 11 – Cabinet Member Statements	Personal – Non Executive Director of Cardiff Bus
Councillor Sandrey	Item 11 – Cabinet Member Statements	Personal – Non Executive Director of Cardiff Bus

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Councillor Henshaw	Item 8 – Pay Policy 2021-22	Personal – Family Member is employed by Cardiff Council
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Senior Officers affected by Item 8, Pay Policy 2021 – 2022 have a pecuniary interest and will leave the meeting during consideration of this item.

155 : MINUTES

The minutes of the meeting held on the 4 March 2021 were approved as a correct record and signed by the Chairperson.

156 : PUBLIC QUESTIONS

No public questions were received.

157 : PETITIONS

No petitions were received.

158 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor congratulated Councillors Norma Mackie and Jayne Cowan who received awards from the High Sheriff in recognition of exceptional performance of duties to the community during these uncertain COVID-19 times.

159 : LORD MAYOR AND DEPUTY LORD MAYOR ELECT

The Lord Mayor invited the Leader of the Council Councillor Huw Thomas to propose the re-appointment for the Lord Mayor Elect.

The Lord Mayor invited the Leader of the Conservative Group, Councillor Adrian Robson to second the re-appointment.

It was confirmed that Councillor Rod McKerlich was the Lord Mayor Elect for the Municipal Year 2021/22.

The Lord Mayor invited the Leader of the Liberal Democrat Group, Councillor Rhys Taylor to propose the re-appointment for the Deputy Lord Mayor Elect.

The Lord Mayor invited the Leader of the Propel Party, Councillor Keith Parry, to second the re-appointment.

The Lord Mayor confirmed that Councillor Lyn Hudson was the Deputy Lord Mayor Elect for the Municipal Year 2021/22.

RESOLVED: Council AGREED to:

Re-appoint the current Lord Mayor and Deputy Lord Mayor in their civic roles until the Annual Meeting of Council scheduled to take place in May 2022.

160 : PAY POLICY 2021 - 2022

(Senior Officers present affected by this item declared a pecuniary interest and left the meeting during consideration of this item)

The Cabinet Member for Finance, Modernisation and Performance, Councillor Weaver proposed the report.

The report asked Council to agree a Policy Statement for 2021/2022 in accordance with the requirements of the Localism Act 2011.

The report was seconded by the Leader of the Council, Councillor Huw Thomas.

The Lord Mayor invited debate on the report.

The Lord Mayor invited the Cabinet Member for Finance, Modernisation and Performance, Councillor Weaver to respond to matters raised in the debate.

The Lord Mayor called for a vote on the recommendations outlined in the report as proposed by Councillor Weaver.

The vote on the recommendations in the report was CARRIED.

RESOLVED – That Council, following the approval of Cabinet AGREED to:

- (i) confirm that the decision to agree the Pay Policy Statement constitutes agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April 2021, as accounted for in the Budget set and agreed by Council on 4th March 2021.
- (ii) determine that any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.
- (iii) approve the attached Pay Policy Statement (2021/22) Appendix 1.

(Senior officers were invited back into the meeting)

161 : CARDIFF LOCAL DEVELOPMENT PLAN FULL REVIEW

The Cabinet Member for Planning and Strategic Transport Councillor Wild proposed the report.

The report was to report back to Council the findings of the consultation exercise undertaken on the draft Cardiff Local Development Plan (LDP) Review Report and draft Delivery Agreement and seek Council's approval to submit the Final Review Report (Appendix 1) and Final Delivery Agreement (Appendix 2) to the Welsh Government.

The report was seconded by Councillor Keith Jones

The Lord Mayor invited debate on the report.

The Lord Mayor invited the Cabinet Member for Planning and Strategic Transport, Councillor Wild to respond to matters raised in the debate.

The Lord Mayor called for a vote on the recommendations outlined in the report as proposed by Councillor Wild.

The vote on the recommendations in the report was CARRIED.

RESOLVED: That Council, following the approval of Cabinet, AGREED to:

Approve the Final Review Report and Final Delivery Agreement and authorise their submission to Welsh Government.

162 : CORPORATE PARENTING ADVISORY COMMITTEE ANNUAL REPORT

The Deputy Leader of the Council and Chair of the Corporate Parenting Committee, Councillor Merry proposed the report.

The report was seconded by Councillor Hinchey

The Lord Mayor invited debate on the report.

The Lord Mayor invited the Deputy Leader of the Council and Chair of the Corporate Parenting Committee Councillor Merry to respond to matters raised in the debate.

The Lord Mayor called for a vote on the context of the report as proposed by Councillor Merry.

The vote on the context of the report was NOTED.

163 : CABINET MEMBERS STATEMENTS

The following statements were received:

1. [Leaders Statement – Councillor Huw Thomas](#)

The Leader responded to questions in relation to:

- Mass Vaccination Programme
- Cardiff Capital Region City Deal – Homes for All the Region Programme
- Transition figures and the re-opening of gyms and restaurants.

2. [Deputy Leader & Cabinet Member for Education, Employment & Skills, Councillor Merry](#)

The Cabinet Member responded to questions in relation to:

- Qualifications Assessments Arrangements 2021
 - Willows High School during lockdown
3. [Cabinet Member for Strategic Planning and Transport, Councillor Wild](#)
The Cabinet Member responded to questions in relation to:
- Cycleways Update
 - Walking Routes
 - Consultation on the Future of Castle Street
 - Bus Emergency Scheme
4. [Cabinet Member for Investment & Development, Councillor Goodway](#)
The Cabinet Member responded to questions in relation to:
- Former Howells/House of Fraser Store/ City Centre/John Lewis
 - Support for Businesses
5. [Cabinet Member for Culture & Leisure, Councillor Bradbury](#)
The Cabinet Member responded to questions in relation to:
- Parks & Playgrounds
 - Roath Park lake, locking of gates at night
 - Woodland Trusts Emergency Tree Fund
6. [Cabinet Member for Finance, Modernisation & Performance, Councillor Weaver](#)
The Cabinet Member responded to questions in relation to:
- Chatbot (BOBi), mobile App issues
7. [Cabinet Member for Housing & Communities, Councillor Thorne](#)
The Cabinet Member responded to questions in relation to:
- Windrush Compensation Scheme
8. [Cabinet Member for Clean Streets, Recycling & Environment, Councillor Michael](#)
The Cabinet Member responded to questions in relation to:
- Fly-tipping Enforcement
 - Electric Vehicles (EV) Charges
 - 4-day Working Update
9. [Cabinet Member for Children's & Families, Councillor Hinchey](#)
The Cabinet Member responded to questions in relation to:
- Review of 2020/21/Youth Offending Service

10. [Cabinet Member for Social Care, Health & Well-being, Councillor Elsmore](#)

There were no questions for Councillor Elsmore.

164 : MOTION 1

The Lord Mayor advised that the notice of motion proposed by Councillor Berman and seconded by Councillor Sandrey had been received for consideration. One Amendment had been received from the Labour Group.

The Lord Mayor invited Councillor Berman to propose the motion as follows:

This council notes:

- a) The concept of the “20-minute neighbourhood” or “15-minute city”, conceived by cities such as Melbourne and Paris, which seeks to improve liveability and develop more sustainable, local communities by planning for residents to be able to access most of the facilities they need on a daily basis within a 15-20 minute walk, cycle or bus ride from their home;
- b) That the “20-minute neighbourhood” concept has been backed by the Future Generations Commissioner for Wales as well as by organisations such as Sustrans; and
- c) That the concept has many benefits in relation to both environment and health, as well as the promotion of sustainability through more localised economic development.

This council welcomes and endorses the commitment within its Corporate Plan for 2021-24 to support the “15-minute city” principle. In order to build on that commitment, however, this council calls on the Cabinet to ensure that the “15-minute city” principle is fully incorporated in council policies across the board, including by:

- 1) Fully factoring in the “15-minute city” principle to the city’s revised Local Development Plan (LDP), as part of the full review of the plan which is to be undertaken by late 2024; and
- 2) Revising the council’s existing transport and economic development strategies to ensure they are sufficiently underpinned by the “15-minute city” principle.

The motion was seconded by Councillor Sandrey.

Amendment 1

The Lord Mayor Councillor Wild to move the amendment as follows:

This council notes:

- a) The concept of the “20-minute neighbourhood” or “15-minute city”, conceived by cities such as Melbourne and Paris, which seeks to improve liveability and develop more sustainable, local communities by planning for residents to be able to access most of the facilities they need on a daily basis within a 15-20 minute walk, cycle or bus ride from their home;

- b) That the “20-minute neighbourhood” concept has been backed by the Future Generations Commissioner for Wales as well as by organisations such as Sustrans; and
- c) That the concept has many benefits in relation to both environment and health, as well as the promotion of sustainability through more localised economic development.

The Council welcomes the significant progress made in the last 4 years in support of the 15 minute city through a number of key initiatives including:

- *Numerous transport projects such as the Nextbike scheme, the widespread rollout of 20mph zones, the delivery of the segregated Cycleways network, and significant investment in public transport,*
- *Ongoing regeneration of district centres across the city*
- *Investment into parks and playgrounds, and the introduction of street play areas*
- *The development of Community Hubs model, and it’s rollout across the city*

The Council further notes that that

- *the forthcoming full LDP review represents an opportunity to embed the principles of the 15 minute city into the Council’s planning policy*
- *that the principles of increasing urban density, low-speed zones, and transferring road space from car users to public transport, pedestrians and cyclists are central to the success of 15 minute cities, and support for the concept also necessitate support for these principles.*
- *that making any commitments about the LDP prior to the conclusion of the consultation process is premature, and potentially opens the Council up to legal challenge*

~~The~~ This council *further* welcomes and endorses the commitment within its Corporate Plan for 2021-24 to support the “15-minute city” principle. In order to build on that commitment, ~~however~~ this council calls on the Cabinet to ensure that the “15-minute city” principle is fully incorporated in council policies across the board, including by:

- ~~3) Fully factoring in the “15-minute city” principle to the city’s revised Local Development Plan (LDP), as part of the full review of the plan which is to be undertaken by late 2024; and~~
- ~~4) Revising the council’s existing transport and economic development strategies to ensure they are sufficiently underpinned by the “15-minute city” principle.~~
- 1) Ensuring the Council’s forthcoming Renewal Strategy is underpinned by the 15 minute city principle.

This document is available in Welsh / Mae’r ddogfen hon ar gael yn Gymraeg

- 2) Undertake an analysis of local amenities and services in relation to where people live, and how they are able to access these places, the findings of which can support the future review of bus services and our next Active Travel Network Map.

The Substantive Motion would read:

This council notes:

- a) The concept of the “20-minute neighbourhood” or “15-minute city”, conceived by cities such as Melbourne and Paris, which seeks to improve liveability and develop more sustainable, local communities by planning for residents to be able to access most of the facilities they need on a daily basis within a 15-20 minute walk, cycle or bus ride from their home;
- b) That the “20-minute neighbourhood” concept has been backed by the Future Generations Commissioner for Wales as well as by organisations such as Sustrans; and
- c) That the concept has many benefits in relation to both environment and health, as well as the promotion of sustainability through more localised economic development.

The Council welcomes the significant progress made in the last 4 years in support of the 15 minute city through a number of key initiatives including:

- Numerous transport projects such as the Nextbike scheme, the widespread rollout of 20mph zones, the delivery of the segregated Cycleways network, and significant investment in public transport,
- Ongoing regeneration of district centres across the city
- Investment into parks and playgrounds, and the introduction of street play areas
- The development of Community Hubs model, and it’s rollout across the city

The Council further notes that that

- the forthcoming full LDP review represents an opportunity to embed the principles of the 15 minute city into the Council’s planning policy
- that the principles of increasing urban density, low-speed zones, and transferring road space from car users to public transport, pedestrians and cyclists are central to the success of 15 minute cities, and support for the concept also necessitate support for these principles.

- that making any commitments about the LDP prior to the conclusion of the consultation process is premature, and potentially opens the Council up to legal challenge

This council further welcomes and endorses the commitment within its Corporate Plan for 2021-24 to support the “15-minute city” principle. In order to build on that commitment, this council calls on the Cabinet to ensure that the “15-minute city” principle is fully incorporated in council policies across the board, including by:

- 1) Ensuring the Council’s forthcoming Renewal Strategy is underpinned by the 15 minute city principle.
- 2) Undertake an analysis of local amenities and services in relation to where people live, and how they are able to access these places, the findings of which can support the future review of bus services and our next Active Travel Network Map.

The amendment was formally seconded by Councillor Burke-Davies.

The Lord Mayor invited debate on the motion and the amendment.

The Lord Mayor invited Councillor Berman to respond to the issues raised during the debate. Councillor Berman confirmed that the amendment was accepted.

The Lord Mayor invited a vote on the Substantive Motion.

The vote on the Substantive Motion as amended and proposed by Councillor Berman was CARRIED.

165 : MOTION 2

The Lord Mayor advised that the notice of motion proposed by Councillor Stubbs and seconded by Councillor Keith Jones had been received for consideration. Two Amendments had been received.

The Lord Mayor invited Councillor Stubbs to propose the motion as follows:

This Council recognises

That Councillors have a duty to promote kind and honest discourse both on and off line.

Recognises that discussion, debate and scrutiny are vital to a democracy but must be carried out without abuse.

That robust debate is a crucial part of the scrutiny process and should not be discouraged.

That social media is an increasingly aggressive space where abuse is common place.

That misinformation is often the trigger for such abusive behaviour.

That anonymous accounts with no trail of accountability are often the worst culprits.

That public figures are often the target for abusive behaviour and that it inevitably has a significant detrimental impact on their wellbeing.

Proposes to

Introduce a code of principles for social media use, that has an emphasis on promoting accurate discourse and encourages councillors to not write or share posts that contain obvious inaccuracies or aggression against colleagues.

To ask Councillors to declare on their declaration of interest their involvement in any social media accounts.

Develop a Code of Practice for groups and organisation which the Council works with, which sets similar high expectations of respectful and honest engagements, and which asks them to conduct themselves in a transparent manner rather than operating anonymous accounts

The motion was seconded by Councillor Jones

Amendment 1 Conservative Group

The Lord Mayor invited Councillor Cowan to move the amendment as follows:

Delete the line ' To ask Councillors to declare on their declaration of interest their involvement in any social media accounts.'

Please add an 's' on the end of organisation.

The Substantive motion would read

This Council recognises

That Councillors have a duty to promote kind and honest discourse both on and off line.

Recognises that discussion, debate and scrutiny are vital to a democracy but must be carried out without abuse.

That robust debate is a crucial part of the scrutiny process and should not be discouraged.

That social media is an increasingly aggressive space where abuse is common place.

That misinformation is often the trigger for such abusive behaviour.

That anonymous accounts with no trail of accountability are often the worst culprits.

That public figures are often the target for abusive behaviour and that it inevitably has a significant detrimental impact on their wellbeing.

Proposes to

Introduce a code of principles for social media use, that has an emphasis on promoting accurate discourse and encourages councillors to not write or share posts that contain obvious inaccuracies or aggression against colleagues.

Develop a Code of Practice for groups and organisations which the Council works with, which sets similar high expectations of respectful and honest engagements, and which asks them to conduct themselves in a transparent manner rather than operating anonymous accounts

The amendment was seconded by Councillor Parkhill.

Amendment 2 – Liberal Democrat

The Lord Mayor invited Councillor Boyle to move the second amendment as follows:

This Council recognises *that*:

- ~~That~~ Councillors have a duty to promote kind and honest discourse both on and off line.
- ~~Recognises that~~ Discussion, debate and scrutiny are vital to a democracy but must be carried out without abuse.
- ~~That~~ Robust debate is a crucial part of the scrutiny process ~~and should not be discouraged~~
- ~~That~~ misinformation is often the trigger for such abusive behaviour
- ~~That~~ anonymous accounts with no trail of accountability are often the worst culprits.
- ~~That~~ public figures are often the target for abusive behaviour and that it inevitably has a significant detrimental impact on their wellbeing.
- *Social media can be an aggressive space, with abuse and misinformation from both named and unaccountable, anonymous accounts.*
- *Public figures are often the target for abusive behaviour that can harm their wellbeing.*

This Council proposes to:

~~Introduce a code of principles for social media use, that has an emphasis on promoting accurate discourse and encourages councillors to not write or share posts that contain obvious inaccuracies or aggression against colleagues.~~

~~To ask Councillors to declare on their declaration of interest their involvement in any social media accounts.~~

~~Develop a Code of Practice for groups and organisation which the Council works with, which sets similar high expectations of respectful and honest engagements, and which asks them to conduct themselves in a transparent manner rather than operating anonymous accounts~~

Ask the independent Chair of the Council's Standards and Ethics Committee to:

- *Lead an evidence-based examination into the threat posed to political debate by anonymous online accounts.*
- *Report on whether he believes a social media code of principles is required to deter unacceptable behaviour online.*

The Substantive Motion would read:

This Council recognises that:

- Councillors have a duty to promote kind and honest discourse both on and off line.
- Discussion, debate and scrutiny are vital to a democracy but must be carried out without abuse.
- Robust debate is a crucial part of the scrutiny process.
- Social media can be an aggressive space, with abuse and misinformation from both named and unaccountable, anonymous accounts.
- Public figures are often the target for abusive behaviour that can harm their wellbeing.

This Council proposes to:

Ask the independent Chair of the Council's Standards and Ethics Committee to:

- Lead an evidence-based examination into the threat posed to political debate by anonymous online accounts.
- Report on whether he believes a social media code of principles is required to deter unacceptable behaviour online.

The second amendment was seconded by Councillor Berman.

The Lord Mayor invited debate on the motion and the amendments.

The Lord Mayor invited Councillor Stubbs to respond to the issues raised during the debate.

Councillor Stubbs responded to the issues raised and confirmed that Amendment 1, moved by the Conservative Group was accepted.

The Lord Mayor called for a vote on Amendment 2 proposed by Councillor Boyle and seconded by Councillor Berman.

The vote on Amendment 2 was LOST.

The Lord Mayor called for a vote on the Substantive Motion as Amended by Councillor Stubbs.

The vote on the Substantive Motion was CARRIED.

166 : MOTION 3

The Lord Mayor advised that the notice of motion proposed by Councillor Jones-Pritchard and seconded by Councillor Mia Rees had been received for consideration. One Amendment had been received from the Labour Group.

The Lord Mayor invited Councillor Jones-Pritchard to propose the motion as follows:

Cardiff's LDP and SPGs, including the Planning Obligations SPG, cover, in detail, the provision of Open Space and set the council's approach to open space provision.

The LDP requires provision of a satisfactory level, and standard, of open space on all new housing/student developments, or an off-site contribution towards existing open space, for smaller scale developments where new on-site provision is not applicable. Regularly, particularly on smaller scale developments, S106 contributions are agreed towards the maintenance/provision of open space in the vicinity of the site. The instances of these monies going to the provision of new open space is rare and population densities are seen to increase, in existing communities, without the provision of compensatory additional open space.

The experience of the last twelve months has shown the needs of people for contact with nature, with increased use of our city's parks and open spaces, that Cardiff reputedly once had more of per person than other cities. Yet, these 106 funds are rarely provide for additional space for people to sit in a green area and see more trees, flowers, grass and shrubbery. These new spaces don't need to be large or expensive, just open and accessible for people and be green! The UK government is funding 12 tiny forest projects, each the size of a tennis court and it is known that people don't have to be able necessarily to access open space, just see it and know it's there, for it to improve their wellbeing. Such new small areas, or corridors, of open space would also help biodiversity, with pollinators visiting and more trees locking in CO2 as well as helping to improve air quality. These spaces could be corner plots, vacant or redundant sites, part of a car park or back land spaces and could be provided in conjunction with other land owners, including religious buildings and third sector providers.

This council calls on the cabinet to bring forward proposals to prioritise more of the funding available, to create new open spaces in Cardiff's communities, benefiting from S106 money, with those spaces located where residents of all ages can see and use them to improve both the environment and their wellbeing. Such proposals to be produced within six months.

The motion was seconded by Councillor Mia Rees

Amendment 1 Labour Group

The Lord Mayor invited Councillor Bradbury to move the amendment as follows:

Cardiff's LDP and SPGs, including the Planning Obligations SPG, cover, in detail, the provision of Open Space and set the council's approach to open space provision.

The LDP requires provision of a satisfactory level, and standard, of open space on all new housing/student developments, or an off-site contribution towards existing open space, for smaller scale developments where new on-site provision is not applicable.

Regularly, particularly on smaller scale developments, S106 contributions are agreed towards the maintenance/provision of open space in the vicinity of the site. ~~The instances of these monies going to the provision of new open space is rare and~~

~~population densities are seen to increase, in existing communities, without the provision of compensatory additional open space.~~

~~The experience of the last twelve months has shown the needs of people for contact with nature, with increased use of our city's parks and open spaces. that Cardiff reputedly once had more of per person than other cities. Yet, these 106 funds are rarely provide for additional space for people to sit in a green area and see more trees, flowers, grass and shrubbery. These new spaces don't need to be large or expensive, just open and accessible for people and be green! The UK government is funding 12 tiny forest projects, each the size of a tennis court and it is known that people don't have to be able necessarily to access open space, just see it and know it's there, for it to improve their wellbeing. Such new small areas, or corridors, of open space would also help biodiversity, with pollinators visiting and more trees locking in CO2 as well as helping to improve air quality. These spaces could be corner plots, vacant or redundant sites, part of a car park or back land spaces and could be provided in conjunction with other land owners, including religious buildings and third sector providers.~~

The Council recognises the current LDP's ambition in securing new public open spaces in areas that were previously private and inaccessible, such as the minimum of 84 hectares allocated as public open space across 7 strategic sites. This will add to the 20% of all land in the city currently allocated as either functional amenity space, children's play areas, and formal and informal recreational spaces.

The Council also welcomes the ongoing investment into the city's parks and playgrounds, enabled in part by S106 contributions, which has resulted in a record 14 parks awarded Green Flag status.

As debated at Council in January, the Council recognises the ongoing work to make Cardiff a greener, more biodiverse city, and welcomes initiatives such as Coed Caerdydd, and the Cardiff Housing programmes, which in turn seeks to increase tree canopy coverage in the city by working with public and private partners to identify land for tree growing; and which is regenerating brownfield sites whilst also designing in green infrastructure and usable open space within areas of previously poor biodiversity.

~~This council calls on the cabinet to bring forward proposals to prioritise more of the funding available, to create new open spaces in Cardiff's communities, benefiting from S106 money, with those spaces located where residents of all ages can see and use them to improve both the environment and their wellbeing. Such proposals to be produced within six months. endorses the resolutions of the motion debated at Full Council in January, and welcomes the resulting forthcoming report, which will be considered by Cabinet in May, detailing progress on improving green infrastructure in Cardiff, including public open spaces.~~

The Substantive Motion would read:

Cardiff's LDP and SPGs, including the Planning Obligations SPG, cover, in detail, the provision of Open Space and set the council's approach to open space provision.

The LDP requires provision of a satisfactory level, and standard, of open space on all new housing/student developments, or an off-site contribution towards existing open space, for smaller scale developments where new on-site provision is not applicable.

Regularly, particularly on smaller scale developments, S106 contributions are agreed towards the maintenance/provision of open space in the vicinity of the site.

The experience of the last twelve months has shown the needs of people for contact with nature, with increased use of our city's parks and open spaces.

The Council recognises the current LDP's ambition in securing new public open spaces in areas that were previously private and inaccessible, such as the minimum of 84 hectares allocated as public open space across 7 strategic sites. This will add to the 20% of all land in the city currently allocated as either functional amenity space, children's play areas, and formal and informal recreational spaces.

The Council also welcomes the ongoing investment into the city's parks and playgrounds, enabled in part by S106 contributions, which has resulted in a record 14 parks awarded Green Flag status.

As debated at Council in January, the Council recognises the ongoing work to make Cardiff a greener, more biodiverse city, and welcomes initiatives such as Coed Caerdydd, and the Cardiff Housing programmes, which in turn seeks to increase tree canopy coverage in the city by working with public and private partners to identify land for tree growing; and which is regenerating brownfield sites whilst also designing in green infrastructure and usable open space within areas of previously poor biodiversity.

This council endorses the resolutions of the motion debated at Full Council in January, and welcomes the resulting forthcoming report, which will be considered by Cabinet in May, detailing progress on improving green infrastructure in Cardiff, including public open spaces.

The amendment was seconded by Councillor Derbyshire.

The Lord Mayor invited debate on the motion and amendment.

The Lord Mayor invited Councillor Jones-Pritchard to respond to the issues raised during the debate.

Councillor Jones-Pritchard responded to the issues raised during the debate and confirmed that the amendment would not be accepted.

The Lord Mayor called for a vote on the amendment as moved by Councillor Bradbury and seconded by Councillor Derbyshire.

The vote on the amendment was CARRIED.

The Lord Mayor invited Councillor Bradbury to reply before the Substantive vote was taken.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

The Lord Mayor called for a vote on the Substantive Motion as amended by the Labour Group.

The Substantive Motion was CARRIED.

167 : ORAL QUESTIONS

Question – Councillor Robson

At the budget meeting, cuts were voted through by the Labour administration in the tourism and economic development teams. Do you agree that Cardiff needs all the tourism and economic development capacity possible to help recover from the Coronavirus pandemic and will you reintroduce this funding?

Reply – Councillor Huw Thomas

I agree that, in the current circumstances, it is important to maintain and enhance capacity in the Council's Economic Development and Tourism teams. Throughout the pandemic, alongside officers in the Council's Finance team, they have provided an unprecedented level of support to local businesses.

Funding for staffing in the Economic Development and Tourism teams has remained at a similar level to last year, with some initial savings proposals being rejected by the Cabinet.

Provision has been made for a new role to be created to help leverage further Government support, with a focus on accessing UK Government funds that are being created to replace funding previously channelled via the European Union.

Supplementary Question – Councillor Robson

Thank you Lord Mayor, my question was whether you'd reintroduce this funding and I take it from your answer that you're not minded to albeit you've outlined some other aspects where you put investment in, but the issue around staffing and these particular posts, they may have been vacant posts, but these areas need all the help they can get. The key thing was these are not huge sums of money and we worked out about £50k of council budget which is very small fry in the scope of Council finances and yet these posts probably make a bit of a difference to helping our economy grow. In normal times we wouldn't raise this but these are not normal times and therefore I think that Cabinet were absolutely wrong to put these forward and I would urge you to reintroduce these posts, get them filled and get people out there working to help rebuild Cardiff's economy.

Reply – Councillor Huw Thomas

I'm not sure quite what the question was there but I think the actual figure in question was around £10k but I would argue that needs to be taken in the round with all the other policies and proposals that we bring forward to reopen and renew Cardiff at not least the multi million investment that we are putting into the indoor arena and Atlantic Wharf redevelopments which promises to be a major tourist attraction and a driver of visitors to Cardiff on a UK scale driving in upwards of a hundred million pounds of economic activity into the city every year. So I do not accept the argument

at all that we are not being ambitious and really looking to maximise the economic and tourism benefits of Cardiff going forward.

Question – Councillor Carter

The roll out of the new waste collection system has seen huge number numbers of missed collections. How well do you think waste management officers have communicated with councillors and residents to return for the missed collections?

Reply – Councillor Michael

The service area is ensuring that all collections take place, even if delayed, so that no resident has any waste issues.

Members receive a brief every evening on the performance of the collections service during the day, which advises of any requirement for contingency work to be undertaken the following day. This lists the outstanding streets and the associated waste stream to support Members with any enquires that they receive from residents.

The service area is also making improvements with regard to collections and working with the Digital Team in terms of the messaging on the website.

The service is able to track every vehicle and see the completion of work as crews work through the day. The new control room will also allow officers to manage this moving forward proactively, thereby improving resident satisfaction with the service.

Supplementary Question – Councillor Carter

Thank you Councillor Michael for the detailed response. I think it is clear to all of us that the roll-out of the new four-day collection has been a complete disaster, over the last three weeks about a fifth of Pentwyn and Llanedeyrn have been missed every time. Most but not all areas got collected eventually as alluded to but in some cases it took over a week to get the waste removed. Rising temperatures and overflowing bins is an awful combination at this time of year so my question to you Councillor is what steps are you looking to take to actually fix this broken system once and for all.

Reply – Councillor Michael

Well I think the last person to give me any advice are the people who actually ran this city with the dirtiest streets and the biggest fly-tipping in Wales, so I'm not sure you are well qualified to tell me that the system which has been in place for 30 years which is changing and improving and doubling the amount of RCV's that you had is actually broken. This is the fourth week of the system, we had 30 years of this system previously, so if anybody tells you that you can change a system that's been embedded for 30 years, going from two shifts to 1, going from 35 trucks to 70 trucks and getting something like 500 rounds all assimilated into 40 a week, all in a month without any problem then I'm sorry but that person doesn't know what he is talking about. So the system is working, it's improving on a daily basis we are getting better improvements and I am pretty sure by summer it'll be sorted and long gone by then. But my view is simple, if I wait for a month you will probably put another leaflet out claiming this was your idea anyway.

Question – Councillor Ford

The current junction on Waungron Road is already extremely over capacity and during peak times incredibly busy and dangerous. It is also polluted. How would you deal with this matter?

Reply – Councillor Wild

Thank you for your question about the busy junction at Waungron Road and Western Avenue and asking how we should deal with the matter.

We believe there are three things that would help:

- improved crossings for pedestrians and bikes;
- lowering speed limits on the A48; and
- improving bus services.

You will be pleased to know we be making all these improvements in the near future.

Supplementary Question – Councillor Ford

With regard to the traffic there's going to be an increase in traffic to do with the new school - Cantonian school so there will be even be more traffic again coming into the area. So you are saying about the different improvements but what about the amount of traffic which is going to increase even more.

Reply – Councillor Wild

Well I'm sure we all want new schools being built so we need to make sure good public transport and active travel is built which is exactly what we plan to do and we plan to put a new bus station which allow all sorts of new bus routes and services in the area that will help your residents as well as other residents get across the city.

Question – Councillor Cunnah

When will the Cross City pop up cycleway be completed up to Jubilee Park?

Reply – Councillor Wild

As I outlined in my statement, the first section of the new Cross City pop-up cycleway from Dumfries Place to Cathedral Road opened on Monday of this week.

The next phase which includes the section that extends west to the end of Wellington Street near Canton, will be opened in early April.

Any extension beyond that point has been put on hold for now and will be included in the permanent scheme instead.

Supplementary Question – Councillor Cunnah

As you say to that section by the Castle is open and I cycled it myself just this week. I think it's brilliant, pop cycle cycleways in general are great and I've had a lot could feedback from residents about them as well. Obviously that pop up as I said is a precursor to what we hope will be a permanent and longer routes into Cardiff West.

Do you have a timescale for that longer route Councillor Wild as to when we might expect it to be extended further into Canton.

Reply – Councillor Wild

Councillor Cunnah as you know we're doing these things as fast we can. I've been informed in the next financial year it does look like we will receive the funding to do that design work and follow the next phase. Ideally making sure it ties in with the amazing new school Fitzalan we hope that all that will come together around the around the same time so we've got a real 21st century active travel infrastructure to go with that amazing new school.

Question – Councillor Hopkins

The education minister's announcement on the 8th March that a further £72 million across Wales is being allocated to support pupils' learning and well-being is very welcome news. While schools themselves are best placed to determine how this funding is most appropriately deployed, will the administration, nevertheless, be providing any supplementary guidance to ensure, as far as possible, that the additional funding will have maximum effect across all schools in Cardiff?

Reply – Councillor Merry

To date, Local Authorities in Wales have only received details of how £33m of the £72m that was announced by the Education Minister will be paid to them in the current financial year.

The total amount of additional funding allocations for Cardiff schools is £3.648m, which is for supporting learners in Years 1 to 10 and is meant to augment existing funding for 'Recruit, Recover, Raise' Standards.

It will also support additional costs faced by schools in enhancing their provision to address the impacts of Covid-19 and new costs relating to return to school activities prior to the end of the current financial year.

Cardiff has also been allocated £379k to assist pupils in non-maintained nursery settings who have not benefitted from previous funding allocations.

Officers will work with the Central South Consortium to provide further advice and support to schools and non-maintained nursery settings to ensure that these funds have the maximum effect for pupils in Cardiff.

Supplementary Question – Councillor Hopkins

Clearly it is important that schools have the flexibility to determine how best to use the funding given their own particular needs but I'm sure you'd agree Councillor Merry that best use needs to be made of the additional funding particularly with the concerns we had previously expressed in other Council meetings about the needs of the most vulnerable. Do you agree, and I think you do from your answer, that the sharing of best practice is one of the most effective ways of realising that and could you say a little bit more about the plans for working with the Central South Consortium to achieve that.

Reply – Councillor Merry

Of course I want money spent in the best way possible and that good practice should be shared and what is one of the more unexpected benefits of the changes in practices over the last year and the scope for collaboration between schools and the easing of their working with the consortium obviously around time and effort involved in staff before by attending meetings physically it's been transformative in allowing for that collaborative working so I expect to see some exciting results coming out of that work over the coming months.

Question – Councillor Keith Parry

What works are currently taking place at Fairwater Primary School?

What are Council's long term plans for the site?

Reply – Councillor Merry

No works are currently progressing on site at Fairwater Primary School.

Surveys for Band B planning have been undertaken in recent months, with further surveys expected to be undertaken next month.

The Council is currently considering potential options for the future delivery of projects and stakeholders will be engaged as and when plans are progressed.

Supplementary Question – Councillor Keith Parry

Yes we do get queries from local residents as to what's going on and I know plans also involve Fairwater School and substantially increasing the number of pupils eventually which is to be welcomed I'm sure. May I ask a supplementary question about the Doyle Avenue site as it's being called now where there are 2 special schools transferring from Ely to the Cantonian school site but this site is now being referred to as the Doyle Avenue Campus, this raises concerns with local residents as to whether the Doyle Avenue entrance to the site is actually going to be used for vehicles taking pupils to these special schools which would involve a great deal of extra traffic along a quiet residential street.

Reply – Councillor Merry

Lord Mayor that's actually about a separate school development but if you are minded to allow it I am happy to answer it, although at the moment it will only be a partial reply as I have no reason to believe that the entrance would be along there. I can understand your reasoning because of the use of the word Doyle Campus it was purely to differentiate it from Cantonian School but soon as we got any more concrete plans I will make sure we engage with you and you'll be first to get an e-mail invite from me.

Question – Councillor Dilwar Ali

I'm pleased to see Cardiff Council promoting voter registration and postal voter registration. 16-17 year olds will be voting for the first time this year at the Senedd Election. Can the Leader make a statement to Council on how to promote the voter and postal registration in other most spoken languages in Cardiff?

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Reply – Councillor Huw Thomas

The Electoral Services team is leading the Council's efforts to promote and raise awareness of the franchise changes in Wales that allow voting by 16 & 17 year olds and by qualifying foreign nationals in Senedd and Council elections.

Phase 1 of this campaign has included a range of targeted campaigns and communications, with animations being provided in Chinese, Arabic and Somali. These resources were posted on various social media channels and shared with the Council's Cohesion & Community Engagement team.

A specific animation has also been produced for the forthcoming Senedd election on 6th May with translations available in Arabic, Bengali, Cantonese, Hindi, Panjabi, Somali, Urdu, Gujarati and Polish. These will also be shared on social media and with the Cohesion & Community Engagement team.

Phase 2 of the campaign will continue to promote the franchise changes in these languages to proactively encourage voter registration throughout the year, including during the annual canvass.

Supplementary Question – Councillor Dilwar Ali

I'm pleased to see your response and I saw a response from the Electoral Service Manager today to all Councillors and I'm really pleased myself how the Electoral Services department are working and I'll be urging all colleagues to post those materials thank you

Reply – Councillor Huw Thomas

Thank you for all your efforts in promoting engagement with the democratic process and yes I think it is in all our interests to encourage the highest possible level of voter turnout in forthcoming election.

Question – Councillor Sandrey

Given that car traffic during lockdown has increased by 81% compared to the last lockdown, and given the forecast that it will take public transport 3 years to return to 80% of pre pandemic patronage levels, what is the council doing in the short term to address this, in order to avert the consequences this will have on air pollution, congestion and the environment?

Reply – Councillor Wild

I don't think the 81% figure is relevant, as that is based only on data from motorway and trunk road counters. Local data shows that current traffic levels in the city are at 65%.

While public transport patronage remains low, we are hopeful this will recover as people start to return to regular routines and begin to feel safer in public spaces.

I don't think I need to mention all the things we are doing to promote sustainable transport through both our White Paper and our recovery plan which include a huge range of actions we are currently taking.

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Supplementary Question – Councillor Sandrey

I think in particular what I was getting at and obviously I touched on this earlier in your statement, the references to ensuring that people feel safe getting back onto public transport. I personally feel that there is a role for the council in that in terms of promoting how safe public transport actually is with all of the COVID measures that have been taken and so I guess I would just urge you to consider what the Council could do to assist in that thank you.

Reply – Councillor Wild

Thank you Councillor Sandrey and I agree completely it is a really valid point and that's exactly what we're doing working with bus operators and Transport for Wales on some campaign materials and of course bits of practical advice to make sure that they are absolutely as safe as possible. We need to get people back on the buses and I thank you and your colleagues who are involved in buses in around Cardiff for really trying to make that happen.

Question – Councillor Keith Parry

What more can be done to control burger vans and fast food stalls setting up shop on public highways and other public places, where they cause problems of obstruction, noise, littering and annoyance to residents and other traders in the area?

Reply – Councillor Mackie

The Council has put in place controls on street trading in the city through the establishment of a series of 'prohibited streets' where street trading is prohibited and constitutes a criminal offence.

We have also designated a number of streets in the city as 'licence streets' and 'consent streets' in order to allow street trading in certain circumstances. Further details can be found on the Council's website.

If there is evidence that street trading on a road that is not currently subject to controls is causing an issue, then there is a mechanism that allows the Council to designate the road as a prohibited or consent street.

In addition, the Council's Highways and Waste Enforcement teams have powers to deal with the obstruction of a highway and littering respectively. The Environmental Health Pollution Control team within the Shared Regulatory Service also has powers to deal with issues of public nuisance.

If you wish to forward on to me any specific issues of concern, then I will ask Licensing Officers to look into the matter and report back.

Question – Councillor Mackie

Could you tell us what plans we have for safely opening up hospitality in Cardiff when we are allowed to do so?

Reply- Councillor Goodway

Councillors will appreciate that as we emerge from the pandemic public health and safety will remain our priority and we will work with Shared Regulatory Service to ensure any arrangements enable businesses operate within prevailing regulations.

In the interim, my officials have already planned the initial support that will be required to support the safe re-opening of the city-centre and district centres, including putting in place street marshals, street signs, public messaging and advice for visitors similar to those introduced last summer.

In addition, we will work closely with business to shape our approach to supporting the recovery of businesses over what will undoubtedly be a difficult period. In advance of the full re-opening of the city we have established regular scheduled meetings between the city's Business Improvement District and our Economic Development and Planning, Transport and Environment Directorates to consider preparations. Our City Centre Management team is also liaising regularly with other stakeholders including the Licensees Forum and key retail partners. The intention is to ensure that when it is safe to open, people will be able to participate in the offer.

Supplementary Question – Councillor Mackie

I would also be grateful if you could let me know what support the Council is giving to the safe return of office workers.

Reply- Councillor Goodway

That's incredibly important actually Councillor because we are aware that a number of employers have already indicated that their staff are eager to return to the office so the safe return of office workers is something that is also critical for the retail and hospitality sectors especially during week days. The Council is currently working with businesses to provide them with advice and support for when they can bring their staff back into the office including transport planning, looking at potential additional car parking facilities and supporting employers who want to introduce testing arrangements, but I cannot underestimate the challenges that this will pose but we have a team of people that are working conscientiously on these challenges and I will make available the details as soon as they're available.

Question – Councillor Molik

Are our current road & infrastructure program forgetting people with mobility and accessibility issues?

Reply- Councillor Wild

All of our projects are subject to an Equality Impact Assessment and the impact of a project on those with mobility or accessibility issues is considered as part of this process.

We also engage with disability access groups in the city through our public consultation process.

Supplementary Question- Councillor Molik

Active travel in its full essence means travelling on foot, public transport as well as cycling. Do you feel that by pressing ahead with cycling and making that a priority

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has somewhat left behind population that are of the elderly age or disabled or have mobility issues or disability such a sight loss etc. You mentioned about impact assessments do feel that those impact assessments have been fully adhered to and consultation with the local public has taken place whilst you do roll out the cycle ways.

Reply – Councillor Wild

Councillor Molik some really good engagements have taken place with our officers and these access groups that are referred to and we have come up with some really ingenious designs especially around bus stops and things like that that we've really managed to go far and we're going to continue to improve because as the space changes we will need to make sure we take everything into account. The thing I would just question is, there are people with disabilities who also use bikes and lots of different types of cycling activities. I would ask you if you get a chance after lockdowns to come and visit pedal Power in Riverside, come and see some of the wonderful things that are happening and the amount of people are now actually finding they can access parts of this city that they couldn't before because the active travel infrastructure wasn't safe enough so you know I think there's a lots of really good stuff happening in Cardiff on these things.

Question – Councillor Gibson

Ely Garden Villagers are a well-known Charity Group in the Ely area. The saviours and Guardians of Ely Recreational Ground. Can you please explain why the Charity's lease to the Play Centre on the Grounds has not been renewed as expected? Especially as they have been seeking a long term lease for some-time.

Reply – Councillor Goodway

Although the Council no longer enters into Community asset Transfers, it remains open to proposals from organisations seeking to lease buildings in the community that are surplus to council requirements.

Interested parties are required to submit a detailed business plan that demonstrates their ability to develop and maintain a building in a good state of repair throughout the lease period such that it removes any risks that would otherwise fall on the Council. Organisations will also be required to demonstrate how the planned activities to be held in the building will deliver substantial benefits to the local community in order to justify leasing the building for a peppercorn rent.

In terms of the Ely Play Centre, the building was declared surplus to the requirements of the Council's Parks Department and let to the Ely Garden Villagers as a short-term proposal on an annual lease.

The Ely Garden Villagers are aware that Social Services have asked to utilise the building over the short term to support the COVID-19 response. However, I have been informed today that the building is no longer required by Social Services and therefore I will now seek to agree a long-term proposal for the building. It may be necessary for a Cabinet Colleague to take the matter forward, due to the fact that I am one of the Local Members and I am not meant to use my Cabinet position to benefit my own Ward interests.

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Question – Councillor McGarry

Can the Cabinet Member please confirm what efforts have been made, over the years, by the Plasnewydd ward councillors to get the council to carry out improvements to the footpath running along the Ninian Road side of Roath Park Recreation Ground?

Reply – Councillor Bradbury

There have been discussions between officers and local Members over time about this issue, specifically concerning the potential use of available Section 106 monies.

I want to thank you and your ward colleagues for meeting with officers earlier in the week to review the position and agree your priorities for spending such money within the Plasnewydd Ward.

In addition, future investment in active travel routes in the city may also include improvements to this stretch of footpath.

Supplementary Question- Councillor McGarry

I just wondered what improvements have been made to this path in the years between 2004 and 2012.

Reply – Councillor Bradbury

Well not a lot but if you put the question to me writing I can get you the specific number. Needless to say the issues that have been raised on social media are longstanding ones and have not been addressed and we certainly are not addressing that period between 2004 and 2012.

Question – Councillor Molik

How is the council ensuring those homeless, in temporary accommodation or not registered with a GP are able to access the Covid19 vaccination program?

Reply – Councillor Thorne

The Council has worked closely with Health colleagues on the mass vaccination programme and, in particular, to identify any individuals who may fall through the net.

Many people experiencing homelessness will be living with underlying health conditions, which put them at risk of harm from Covid-19. They often do not take up the medical help that is available; therefore, it was decided to deliver vaccinations in a range of hostels and supported accommodation venues.

The Health Board also undertook a survey with the homeless population and their feedback confirmed that they would take part in a vaccination programme if it could be delivered in the hostel accommodation.

I am pleased to say that this has now started and the first vaccines were delivered at Ty Tresilian, Huggard and Ty Gobaith hostels on Thursday 11th March, with nearly

50% of the residents vaccinated on site. The Walk and the Ambassador hostels were due to be completed today (18th March).

For those individuals not registered with a GP, special arrangements have been made to ensure that their vaccination has been properly recorded.

Supplementary Question – Councillor Molik

Just to follow on Councillor Thorne and so I am thinking also of asylum seekers perhaps not registered or travelling communities perhaps not registered with GP, is there any work that's going around those communities too.

Reply – Councillor Thorne

I'm not aware but I know that we will be identifying those issues so if you're happy I can get back to you on that.

Question – Councillor Keith Jones

What has Cardiff Council done to aid community safety at the Countisbury Avenue parade of shops in Llanrumney?

Reply- Councillor Thorne

As you will be aware, the Council has two CCTV cameras located at the northern and southern end of the Countisbury Avenue shopping parade. These cameras can be viewed by both South Wales Police and the Council's Traffic Control Centre, and were operational when the explosion occurred at the Co-op store in the early hours of Friday 26th February. I am aware that ward members have asked the Police to review the available CCTV footage as part of their ongoing investigation into this incident.

I can confirm that a Building Control Surveyor was requested to attend the scene by the emergency services to ensure public safety in the immediate aftermath of the incident. The area of the building affected by the blast was assessed; details of ownership were confirmed and the owner was contacted. The owner liaised with his insurers and nominated contractor to arrange security measures and make safe the property following release of the crime scene by South Wales Police.

Housing Enforcement Officers within Shared Regulatory Services have also been made aware of the potential hazards to residents at Countisbury Avenue shops and will also be making an assessment under the Housing Health and Safety Rating System. Action will be taken to address any identified hazards.

I look forward to meeting with you and other ward members on Monday 22nd March, together with relevant officers, to discuss further measures that the Council can take to support residents and community safety in the area.

Supplementary Question – Councillor Keith Jones

It's a great credit of this Labour-run Cardiff Council that after the two previous ram raids on the Co-op the Council invested in state of the art CCTV and those two state of the art CCTV cameras are a visible symbol of the Council's commitment to the community safety in Llanrumney. Councillor Thorne what further work can the Council do with South Wales Police to identify private landlords who own retail and

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housing units in the block to plan a way forward with them and the local community for this popular urban shopping district to enhance community safety at the heart of Llanrumney.

Reply – Councillor Thorne

Well I hope that those are the sort of things that we'll be discussing on Monday and clearly we would like to take your views and any suggestions on board and we clearly want to work closely with everybody in the community, residents and shop owners on this to make sure the area is safe for people to do their shopping.

Question – Councillor Berman

I have received many recent complaints from residents in relation to breaches of the current lockdown rules including people playing team sports; breaking into closed facilities such as the basketball court and bowling greens in Roath Pleasure Gardens; and gathering in groups to drink take-away alcohol with insufficient regard for social distancing. What action can the council take to deal with such concerns, and do you consider it is sufficiently resourced to do so?

Reply- Councillor Bradbury

The Council works on a daily basis with the Police to ensure that Covid-19 rules are followed.

We are also reliant on park users taking personal responsibility for their actions in following the Welsh Government Coronavirus Regulations and local signage that has been installed.

If you have any examples where this isn't the case, then you should report them to the Police in the first instance and also notify officers from the Parks Service, who I know have been responding to reports made by local ward members out of hours, 7 days a week.

Supplementary Question- Councillor Berman

I have been reporting various instances raised by residents both to the Council and to the local Police. I think that the problem is that we've had particularly sunny days, people have come out in numbers and a lot of people have been behaving in ways which are against the regulations I appreciate some the regulations have now changed a little so some of the issues may not be issues now. But there is a perception from residents in the area that not enough is being done to deal with those issues whether it's a responsibility of the Council or the Police so what do you think could be done to try to get a better response when we do get flare-ups particularly on sunny weekends.

Reply- Councillor Bradbury

Yes I understand the issue that you raise and I understand your concern about it but I am satisfied with the level engagement and problem-solving which the Council and the police have adopted from the onset of the pandemic. In terms of the actions, I asked officers to provide me with a list for this question. Hotspots are routinely identified through information sharing targeted for visual patrols as well as education enforcement activities including the role of colleagues in Shared Regularly Services.

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South Wales Police and Shared Regulatory Services possess the powers of enforcement action in relation to the Coronavirus Regulations and they have been helping us in flagging these in the park; anti vandal paint has been applied to the top of the perimeter fence of the basketball court at Roath Park Gardens as adults and children were scaling up there. Our parks service has had a presence seven days a week in our parks during the lockdown period and we'll continue to work with stakeholders in responding to the changes in the regulations as they happen but there is always more we can do with the Police and every time you report these issues to me I go back to our officers and see what more can we do to ensure that people can enjoy our Parks in a safe way and not breach the guidelines. If you've got any instances do send them to me as well as the Police and I will ensure they are followed up.

Question – Councillor Gordon

When the bus station in Wood Street closed, a temporary coach station was erected in Sophia Gardens. When do you think the long distance coaches will move to the planned location south of the railway station? Riverside residents will be pleased when the National Express coaches are no longer travelling up and down Cathedral Road.

Reply – Councillor Wild

I agree with you that the National Express service is best placed at Central Station.

As you will see, progress around Central Square is happening at pace, and whilst much of this project is a Welsh Government and Transport for Wales project, we are working closely with them to ensure all the transport elements are joined up.

In the meantime, I am pleased to see the improved cycling and walking provision in the area, and you will have seen we have just started work to replace the Millennium Walkway – providing good links between the different transport modes.

Supplementary Question – Councillor Gordon

Do you have any idea if the National Express when they start operating again will start going through Castle Street and up North Road like they used to or will they continue to use Cathedral Road.

Reply – Councillor Wild

I think my understanding or just a working assumption and speaking to the company themselves, they would prefer to use the most direct route they can and going up a busy Cathedral Road doesn't particularly help this, they will want to get through town as quick as they can so that's what we'll be working with them on in the near future.

Question – Councillor Owen Jones

Could you please update us on the progress of the Newport Road Cycleway?

Reply – Councillor Wild

The pop-up version of the cycleway scheme has been designed and work is due to commence on site shortly (March/April 2021), with completion due by this summer.

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This will be brilliant for residents who want to cycle – linking large parts of the inner city area with segregated routes.

Supplementary Question – Councillor Owen Jones

Thank you for that, I do notice Councillor Cunnah is desperately trying to drag it West whilst East is definitely best in this case. We've been talking about 20 minutes' cities and a cycle superhighway down Newport Road connecting Adamsdown basically connects the Castle Bute Park the whole of Queen Street into a 10 minute cycle journey to Adamsdown. I note the summer is a target but the sooner we can get that before the nice weather the more we can lock in good behaviour for a whole new year because it's going to be hard to get people cycling in November or October but if it comes in May-June when it's glorious weather the benefit is there so if we can look at it sooner, the quicker the better.

Reply- Councillor Wild

You've said almost word for word what I've said to officers just this week Councillor, thank you for your enthusiasm, we are really going for it.

Question – Councillor Dilwar Ali

You will have seen Nitrous Oxide (laughing gas) along the streets in Cardiff is fast becoming a litter problem. YGC Rebel Mums Community group in my ward, Llandaff North, have started to collect this laughing gas to recycle. What support and equipment can you provide to the group?

Reply – Councillor Michael

Thanks to the efforts of a local resident, we can now take the nitrous oxide canisters that are found across the city to EMR Cardiff, a metal recycling company that is located at Dowlais Wharf in Cardiff Docks.

Recycling Services are looking at providing a small storage box for these gas canisters at our Recycling Centres and Community Hubs, which they will then collect for recycling at EMR Cardiff.

Currently, the Covid-19 pandemic limits access to a number of our Community Hubs but, following the relaxation of current lockdown restrictions, Recycling Services will look to support local recycling in Community Hubs along with other recycling initiatives.

Question – Councillor Lister

Can the Cabinet Member commit to reviewing the changes to our waste collection programme, to ensure that the residents of Grangetown, and Cardiff, receive the best possible services, following some, expected, teething problems?

Reply- Councillor Michael

Firstly can I acknowledge the support you and your Ward colleagues give in your area, you do a tremendous job with Keep Grangetown Tidy and other community groups. As I have acknowledged in my statement, there have inevitably been some teething problems associated with such a major change to service delivery and

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

working arrangements, but improvements continue to be made and we are continuing to review the implementation of the new model to ensure that an efficient and effective service is delivered to the residents of Cardiff.

The service area is working through a number of changes in relation to the new 4-day working arrangements and service delivery model, including the management of collection crews across new rounds.

We have also introduced new roles and a control room to manage the delivery of the collection service proactively throughout the day, as well as a new fleet to improve reliability in service delivery and digital services to inform residents of collections in their street.

Inevitably when you try to do something so vast, in a pandemic, with drivers still shielding, it's always going to be difficult but it doesn't mean we shouldn't do it. The changes, when we get them right, and we are going to get them right, will make a huge difference to the residents of this City; better and more efficient waste services, better recycling, and a smarter way of working. Can I just remind everyone that this bank holiday, will be the first bank holiday that we haven't had to have a change in day for collections.

Supplementary Question- Councillor Lister

Thank you Councillor Michael for that detailed response and for you and the officers continuing to work with myself Lynda and Abdul and we will of course continue to report concerns and feed them back to yourselves from residents and just this evening we have seen some more missed collections admittedly far less than previous weeks which is a real positive for the area. What can we do to make sure that we promote the website so that residents are aware that they can check to see if their collection has been rescheduled or to get in touch if they think they have been missed.

Reply – Councillor Michael

The Cardiff App is a brilliant App, just put your address in there and postcode and it will tell you what can be collected we are constantly working and updating that along with Councillor Weaver and the digital team but not everybody is on this, there is a number to contact to report missed collections, again I'm more than happy if people want to e-mail me, members of the public e-mail me and speak to me it's not a problem I take everyone's responses as part of a learning process to make sure that we understand the changes and how it affects them because in the end that input will lead to a far better service.

168 : URGENT BUSINESS

None

169 : COMMITTEE MEMBERSHIP

RESOLVED: That Council AGREED to:

To appoint to the vacancies on Committees in accordance with the approved allocation of seats and Party Group wishes, as set out on the Amendment Sheet.

170 : APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

(Councillor Robson reaffirmed his personal and prejudicial interest in this item and did not take part in the consideration of this item)

RESOLVED: That Council AGREED to:

In accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments and re-appointments of Local Authority governors to the school governing bodies as set out in Appendix 1, each for a term of 4 years from the date of the appointment.

171 : WRITTEN QUESTIONS

In accordance with Council Procedure Rule 17 (f) [Written Questions](#) received for consideration and the response had been published.

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CARDIFF COUNCIL CYNGOR CAERDYDD

COUNCIL

27 MAY 2021

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

MEMBER PROTOCOL ON CORPORATE PARENTING

Reason for this Report

1. To consider the proposed Protocol, which aims to provide guidance and advice to elected Members on their roles and responsibilities in relation to Corporate Parenting.

Background

2. At an Extraordinary meeting of Council on 20th January 2020, full Council approved a Motion which welcomed the appointment of an independent expert by the then Director of Social Services, in consultation with the Cabinet Member for Children & Families and the Chief Executive, to undertake a review of the Member Safeguarding Protocol.
3. The Council also approved the proposed extension of the remit of the independent expert to include various specific issues, including the 'Development of a protocol on the corporate parenting role of Councillors, which aligns with the Member Safeguarding Protocol.
4. The Protocol on the Role of Elected Members in Corporate Parenting (also referred to as the Corporate Parenting Protocol) aims to provide guidance and advice to elected Members on their roles and responsibilities as Corporate Parents.

Issues

5. The independent expert held a series of discussions with Cabinet Members, Group Leaders, Scrutiny Committee Chairs and Members of the Corporate Parenting Advisory Committee and offered workshops for all Elected Members to enable them to have their views considered as part of the development of a Corporate Parenting Protocol. The proposed Corporate Parenting Protocol is attached at **Appendix A**.
6. The Corporate Parenting Advisory Committee, at its meeting on 18 May 2021 considered the proposed protocol and agreed to seek the views of the Children and Young People Scrutiny Committee and Cabinet Members prior to it being recommended to Council for approval and adoption, and authorised the Committee's Chair, in consultation with the Director of Children's Services and the Director of Governance and Legal Services, to finalise the draft Corporate Parenting Protocol to reflect any feedback that was received.

7. The Corporate Parenting Advisory Committee has recommended that the Corporate Parenting Protocol should be incorporated within the Constitution for clarity and certainty.

Legal Implications

8. The Social Services and Well-being (Wales) Act 2014, section 78, places a duty on the Council to safeguard and promote the welfare of each child it looks after, and every care leaver. The Council collectively, including all elected Members, is the 'Corporate Parent' for these children. The Corporate Parenting Protocol aims to provide guidance for Councillors on their roles and responsibilities as Corporate Parents.
9. The Corporate Parenting Advisory Committee (CPAC) has responsibility for advising and making recommendations to the Council and Cabinet with regard to corporate parenting matters.
10. Any amendments to the Constitution require the approval of Council.

Financial Implications

11. There are no direct financial implications arising from this report.

Recommendations

12. Council is recommended to:
 - a) Approve and adopt the draft Protocol on the Role of Members in Corporate Parenting, attached at **Appendix A**; and
 - b) Subject to approval of recommendation a), to incorporate the Protocol on the Role of Members in Corporate Parenting within Part 5 of the Constitution.

Davina Fiore

Director of Governance & Legal Services and Monitoring Officer

21 May 2020

Appendices:

Appendix A: Draft Protocol – The Role of Elected Members in Corporate Parenting

Background papers:

Corporate Parenting Advisory Committee report, [Proposed Corporate Parenting Protocol and Corporate Parenting Advisory Committee Terms of Reference](#).

Minutes of Extraordinary Council meeting, [January 2020](#)

PROTOCOL

THE ROLE OF ELECTED MEMBERS IN CORPORATE PARENTING

1. Purpose of the Protocol

To provide guidance and advice to Elected Members on:

- Their role and responsibilities in relation to corporate parenting and services to children looked after and care leavers.
- How Members should contribute to effective corporate parenting and receive assurance about services to meet the needs of children looked after.

2. Introduction and Context

The voice of children looked after and care leavers should drive and influence the council's corporate parenting policies, strategies and responsibilities by being an integral part of the Corporate Parenting Advisory Committee's work.

The law and guidance about children looked after and care leavers is substantial and complex. Part 6 of The Social Services and Well-being (Wales) Act 2014 is the central part of legislation, and Section 78 identifies the duty of the Council is to safeguard and promote the welfare of each child it looks after, and every care leaver.

Children under the age of 16 may be in the Council's care by agreement of those who have parental responsibility for them, or by order of the court. Capacious children of 16 and over can be accommodated without the agreement of those who have parental responsibility for them if the Local Authority considers their well-being is likely to be seriously prejudiced if the child is not provided with accommodation. They may also be looked after by virtue of a court order. The council becomes responsible for children looked after when it is not possible or in their best interests for them to be with their family.

Article 12 of the United Nations Convention on the Rights of the Child is clear that "children have the right to participate in discussions which affect their lives".

The Children's Commissioner for Wales has been clear that "Councillors, as corporate parents, have an important role to play in ensuring that every child in their Council's care receives the best care possible".

The Social Services Improvement Agency 2016: Corporate Parenting Work Book advises "You can be an effective Corporate Parent without having to know individual children looked after and care leavers personally".

Councillor's key contribution to effective corporate parenting is to work constructively and effectively with the key professionally qualified staff to:

- Make sure parental responsibilities for children looked after by the Council, are being fulfilled.
- Make sure the Council knows how well the children looked after are doing.

- Identify where things need to improve and to make a difference for good.

3. Councillors Responsibilities

To achieve effective corporate parenting requires strong political (and professional) leadership together with robust performance management arrangements. Maintaining engagement with, and the participation of children looked after in delivering relevant and dynamic services is essential.

Corporate Parenting is not the sole responsibility of the children's social work service. It is the responsibility of the whole Council, including Councillors. Statutory partners; education, health and the police have a critical role in supporting the council, and children looked after, to deliver the best possible care and support.

Whilst all Elected Members have corporate parenting responsibility, the tasks that need to be undertaken will differ according to the roles of individual councillors. Responsibilities can be summarised as follows:

- Understand why children need to be looked after, and the legal and policy framework that governs this.
- Ensuring there are sound mechanisms and arrangements within the Council for listening and responding to the views of children looked after, and care leavers.
- Have access to both qualitative and quantitative information on the children looked after service, and have sufficient knowledge and insight to understand and evaluate this information.
- Ensure there are effective governance arrangements in place.
- Understand how well the Council is doing in comparison with other Councils who have a similar demographic profile.
- Be aware of the governance arrangements for corporate parenting within the Council.
- Know the profile of the children in care of the council, and the outcomes they are achieving compared with other local children.
- Understand the Council's corporate parenting strategy and its key points.
- Take responsibility for promoting the welfare of children in care and care leavers in their work with the Council.
- Understanding what the most important issues are for children in care and care leavers.
- Influencing the Council when necessary, to review its structures and systems in order for the Council to be an effective corporate parent.
- Ensure key statutory partners are engaged in delivering effective corporate parenting.
- Listening to children looked after to understand whether their needs are being met, and where the Council is failing to meet those needs.
- Ensuring there is an action plan across the Council and partner agencies to improve the service.

4. Officer Responsibilities

The role of officers is crucial to ensure services are developed and delivered to high standards and that they inform Elected Members on the progress of delivering safe and good quality services for and to children looked after. Officers are responsible for advising

the Corporate Parenting Advisory Committee and ensure that agreed actions are carried out. Officers will:

- Report on the performance of services related to children in care and care leavers.
- Provide and report on key children looked after information, for example; fostering, residential, adoption, kinship, and special guardianship.
- Ensure the Corporate Parenting Advisory Committee has all relevant information to ensure it is able to monitor in detail the services provided to children in care.

5. Governance and the Role of the Corporate Parenting Advisory Committee

The Corporate Parenting Advisory Committee through its Terms of Reference will seek to ensure the corporate parenting strategy is successfully implemented, monitored, and reviewed.

The Corporate Parenting Advisory Committee will engage with relevant Children Looked After forums.

The Corporate Parenting Advisory Committee will provide an Annual Report to the Council's Cabinet, and full Council.

The Corporate Parenting Advisory Committee will engage and develop a shared dialogue with the Children and Young People's Scrutiny Committee

The Corporate Parenting Advisory Committee will report to the Regional Partnership Board every six months.

Each member of the Corporate Parenting Advisory Committee will undertake relevant training to ensure they properly discharge their corporate parenting responsibilities. The Council will provide Corporate Parenting training for members of the Council who are not directly involved in the Corporate Parenting Advisory Committee.

The Corporate Parenting Advisory Committee will focus on key performance indicators for services for children looked after, for example:

- Rate, number, and profile of Children Looked After (CLA).
- Placement profile; fostering, residential, adoption, kinship, special guardianship.
- Timeliness of Statutory Visits.
- Timeliness of Statutory Reviews.
- Health Assessments of Children Looked After.
- Education: Achievements at key stages, benchmark CLA against non CLA, Exclusions.

The Corporate Parenting Advisory Committee's priorities will be determined by the Committee's Terms of Reference.

6. Raising Concerns

This section should be read in conjunction with the - Protocol: Role of Elected Members in Safeguarding Children and Vulnerable Adults.

If a Member is concerned that a child looked after may be at risk of harm, this should be reported immediately to:

- Multi Agency Safeguarding Hub (MASH)**
- Out of Hours: The Emergency Duty Team (EDT)**

CONTACT DETAILS:

The Multi Agency Safeguarding Team (MASH)	029 2053 6490
Emergency Duty (out of hours) Team (EDT)	029 2078 8570
Director of Children's Services	029 2087 3803
Director of Social Services	029 2083 7601

DRAFT



CARDIFF COUNCIL CYNGOR CAERDYDD

ANNUAL COUNCIL

27 MAY 2021

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND MONITORING OFFICER

CARDIFF UNDERTAKING

Reason for this Report

1. To invite Members to publicly affirm their commitment to the Cardiff Undertaking.

Background

2. The Council's ethical code is comprised of the Members Code of Conduct and the Cardiff Undertaking, both of which are incorporated within the Council's Constitution (Part 5).
3. The statutory framework for the conduct of Members is set under Part 3 of the Local Government Act 2000. Under powers granted in the Act, the National Assembly for Wales has made an order specifying principles governing the conduct of Members ('the Principles of Conduct' SI 2001/2276); and issued a model code regarding the conduct expected of Members, reflecting the Principles of Conduct. The model statutory code has been adopted by Cardiff Council, without variation, and is enshrined, as the Members' Code of Conduct, within the Council's Constitution. Members must comply with the duties set out in the Members' Code of Conduct. Sanctions may be imposed on any Member found to be in breach of the Code.
4. The Cardiff Undertaking was adopted by the Council in 2004, on the recommendations of a Corporate Governance Commission. It provides an opportunity for Members to publicly commit to using their term of office to work for the Council, the City and its citizens, and to commit to the standards of conduct expected by the Council, and has been amended from time to time.
5. On 26 November 2020 Council approved amendments to the Cardiff Undertaking which were recommended by the Standards and Ethics Committee on at its meeting on 30th September 2020.
6. In accordance with the recommendations of the Standards and Ethics Committee, Elected Members have been asked, since 2008, to reaffirm their commitment to the Cardiff Undertaking at each Annual Council meeting.

Issues

7. A copy of the Cardiff Undertaking is attached as **Appendix A**.
8. Under the Council Meeting Procedure Rules, Rule 2(b)(vi), all Members are asked to publicly affirm their commitment to the Cardiff Undertaking at Annual Council each year.

Legal Implications

9. Relevant legal implications are set out in the body of the report.

Financial Implications

10. There are no direct financial implications arising from this report. Some associated cost with the provision of Member Development activities may be incurred to support the Cardiff Undertaking which will be met from the existing Member Development budget.

Recommendation:

11. Council is recommended to invite all Members to publicly re-affirm their commitment to complying with the Cardiff Undertaking.

DAVINA FIORE
DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND MONITORING OFFICER
21 May 2021

APPENDICES

Appendix A Cardiff Undertaking (Bilingual) 2021

Background papers

Standards and Ethics Committee report, '[Cardiff Undertaking](#)', 30 September 2020
Council report '[Cardiff Undertaking](#)', 26 November 2020

YMRWYMIAD CAERDYDD I GYNGHORWYR THE CARDIFF UNDERTAKING FOR COUNCILLORS



Dylid ystyried yr ymrwymiad hwn ochr yn ochr â'r Cod Ymarfer I Aelodau ac mae'n ffurfio rhan o'r cod moesegol y mae pob Aelod o Ddinas a Sir Caerdydd yn rhwym wrtho.

Fel Cynghorydd a etholwyd I Gyngor Sir Dinas a Sir Caerdydd, ac yn unol ag egwyddorion bywyd chyhoeddus:-

This undertaking should be considered in conjunction with the Members' Code of Conduct and forms part of the ethical code which binds all members of the City & County of Cardiff.

As a Councillor elected to the County Council of the City and County of Cardiff, and in accordance with the principles of public life:-

YMRWYMAF I: I UNDERTAKE TO:-

Hyrwyddo cydraddoldeb a pharch I eraill Promotion of equality and respect for others

- | | |
|--|--|
| 1. Cynrychioli Caerdydd a holl bobl Caerdydd yn gyfartal a heb wahaniaethu, dangos parch ac ystyriaeth tuag at eraill a pheidio â defnyddio ymddygiad bwlio. | 1. Represent Cardiff and all the people of Cardiff equally and without discrimination, show respect and consideration for others and not use bullying behaviour. |
|--|--|

Gwrthrychedd a phriodoldeb Objectivity and propriety

- | | |
|---|---|
| 2. Ystyried yr holl faterion ac achosion a gyflwynwyd I mi yn ôl eu rhinweddau eu hunain. | 2. Consider all issues and cases brought to me on their merits. |
| 3. Cydbwysu buddiannau fy Ward gyda buddiannau'r Cyngor a phobl Caerdydd yn ei chyfanrwydd. | 3. Balance the interests of my Ward with the interests of the Council and the people of Cardiff as a whole. |

Ystyried eraill a stiwardiaeth Selflessness and stewardship

- | | |
|--|--|
| 4. Rhoi blaenoriaeth i fuddiannau'r Cyngor, Caerdydd a phobl Caerdydd, wrth weithredu fel Cynghorydd Caerdydd. | 4. Give priority to the interests of the Council, Cardiff and of the people of Cardiff, when acting as a Cardiff Councillor. |
| 5. Sicrhau bod adnoddau'r Cyngor yn cael eu defnyddio'n gyfreithlon ac yn ddarbodus, wrth gyflawni fy nyletswyddau a'm cyfrifoldebau. | 5. Ensure that the Council's resources are used both lawfully and prudently, when discharging my duties and responsibilities. |
| 6. Diogelu a hyrwyddo cyfleoedd bywyd plant sy'n derbyn gofal gan y Cyngor a chyflawni fy nghyfrifoldebau'n ddiwyd fel Rhiant Corfforaethol y plant hynny, gan weithredu bob amser yn unol â'r Protocol ar Rôl Aelodau Etholedig wrth ddiogelu Plant ac Oedolion Agored i Niwed. | 6. Safeguard and promote the life chances of children looked after by the Council and diligently discharge my responsibilities as Corporate parent of those children, acting always in accordance with the Protocol on the Role of Elected Members in Safeguarding Vulnerable Children and Adults. |

**Cywirdeb
Integrity**

- | | |
|---|---|
| 7. Gweithredu yn unol â'r safonau uchaf o onestrwydd wrth gyflawni fy nyletswyddau amrywiol fel Cynghorydd. | 7. Act according to the highest standards of probity in carrying out my various duties as a Councillor. |
|---|---|

**Dyletswydd I gydymffurfio â'r gyfraith
Duty to uphold the law**

- | | |
|--|---|
| 8. Glynw wrth God Ymddygiad yr Aelodau a'i barchu a rhoi sylw priodol i'r cyngor a'r canllawiau a gyhoeddir gan y Pwyllgor Safonau a Moeseg. | 8. Adhere to and respect the Members' Code of Conduct and have proper regard to the advice and guidance issued by the Standards & Ethics Committee. |
| 9. Glynw wrth ddarpariaethau unrhyw Brotocol Datrys Lleol a gynigir gan y Pwyllgor Safonau a Moeseg ac a fabwysiedir gan y Cyngor. | 9. Adhere to and respect the provisions of any Local Resolution Protocol proposed by the Standards & Ethics Committee and adopted by Council |

**Atebolrwydd a gonestrwydd
Accountability and openness**

- | | |
|--|--|
| 10. Peidio â datgelu gwybodaeth a roddir I mi yn gyfrinachol. | 10. Not to disclose information given to me in confidence |
| 11. Cefnogi a hyrwyddo ymddygiad y Cyngor I sicrhau bod ei fusnes yn cael ei gynnal mewn ffordd onest a chlir. | 11. Support and promote the conduct of the Council's business being carried out in an open and transparent manner. |

**Arweinyddiaeth
Leadership**

- | | |
|---|--|
| 12. Hyrwyddo a chefnogi'r ymrwymadau hyn drwy arweinyddiaeth a thrwy esiampl a gweithredu mewn ffordd sy'n sicrhau neu'n diogelu hyder y cyhoedd. | 12. Promote and support these commitments by leadership and by example and act in a way that secures or preserves public confidence. |
|---|--|

Er mwyn fy ngalluogi i gyflawni fy nyletswyddau, rwy'n ymrwymo ymhellach i ddilyn hyfforddiant priodol, i gynnwys yr holl hyfforddiant y nodwyd ei fod yn orfodol yn y Rhaglen Datblygu Aelodau, neu gyfwerth, i'm harfogi i gyflawni fy nyletswyddau fel Cynghorydd.

In order to enable me to carry out my duties I further undertake that I will commit to appropriate training, to include all training which has been identified as mandatory in the Member Development Programme, or equivalent, to equip me to carry out my duties as a Councillor.

Enw/Name:

Dyddiad/Date: 27 May 2021

Llofnod/Signed:



**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ANNUAL COUNCIL

27 MAY 2021

REPORT OF DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

ESTABLISHMENT OF STANDING COMMITTEES OF THE COUNCIL 2021-2022

Reason for this Report

1. To approve the establishment of Standing Committees of Council for the Municipal year 2021 – 2022, their size and terms of reference.

Background

2. The Constitution provides that, at its Annual meeting, the Council will decide on any amendment to the standing committees of the Council, including amendments to their size and terms of reference (Council Meeting Procedure Rules, Rule 2(b)(xi)).

Issues

Proposed Committees

3. The Council is recommended to establish the Standing Committees shown in Table A with the indicated number of seats.

TABLE A – Establishment of Committees and Size

<u>REGULATORY AND OTHER COMMITTEES</u>	
<u>Committees</u>	<u>Seats</u>
Appointments Committee <i>(convened as and when required)</i>	To comprise 5 Members from those appointed to serve in accordance with the rule on political balance
Constitution Committee	12 Members
Corporate Parenting Advisory Committee	9 Members (Includes Deputy Leader and/ or Cabinet Member for Education and Cabinet Member for Children's Services up to a maximum of 3 Cabinet members)

	<i>(Must not be Members of the Children & Young People Scrutiny Committee (or equivalent))</i>
Council Appeals Committee	9 Members
Democratic Services Committee	12 Members <i>(Cannot include more than 1 Member of the Cabinet who must not be the Council Leader)</i>
Disciplinary & Grievance Appeals Committee <i>(Convened as and when required)</i>	To comprise not less than 3 and not more than 5 Members from those appointed to serve in accordance with the rule on political balance.
Employment Conditions Committee	8 Members
Family Absence Appeals Panel <i>(Called as and when required)</i>	3 Members <i>(To be Members of the Democratic Services Committee but not include the Chair of Council)</i>
Governance and Audit Committee	12 Members comprised of: <ul style="list-style-type: none"> • 8 Elected Members and • 4 Independent Members <i>(Cannot include more than 1 Member of the Cabinet who must not be the Council Leader)</i>
Licensing Committee	12 Members
Planning	12 Members <i>(Should not include more than one Elected Member from a multi Member Ward)</i>
Public Protection	12 Members
Standards & Ethics Committee	9 Members to be comprised of: <ul style="list-style-type: none"> • 3 Elected Members*, • 5 Independent Members and • 1 Community Council Member) *Not subject to Political proportionality requirements, but recommended to be cross party
Pensions Committee	5 Members

<u>SCRUTINY COMMITTEES</u>	
Children and Young People	9 Members plus 4 co-opted Members including: <ul style="list-style-type: none"> • one Church in Wales Representative; • one Roman Catholic Representative and; • two Parent Governor Representatives.
Community and Adult Services	9 Members
Economy and Culture	9 Members
Environmental	9 Members
Policy Review & Performance	9. Members
<u>OTHER GROUPS AND PANELS</u>	
Bilingual Cardiff Member Group	9 Members (At least one member from each political Group)
Health & Safety Advisory Group	5 Members (Appropriate Cabinet Member and up to 4 other Members)
Local Authority Governor Panel	7 Members (Appropriate Cabinet Member and up to 6 other Members)
Investment Advisory Panel	3 Members (To be Members of the Pension Committee)
Works Council	5 Members (To be Members of Employment Condition Committee)

4. The sizes of the Council's standing committees are as set out in the Constitution Article 6.1 (Scrutiny Committees); and Article 8.1 (Regulatory and Other Committees).

Terms of Reference

5. The proposed terms of reference for each of the Standing Committees and Groups are set out in **Appendix A**.

Corporate Parenting Advisory Committee Terms of Reference

6. At an Extraordinary meeting of Council on 20th January 2020, full Council approved a Motion which welcomed the appointment of an independent expert by the then Director of Social Services, in consultation with the Cabinet Member for Children & Families and the Chief Executive, to undertake a review of the Member Safeguarding Protocol and a review of the existing terms of reference and operation of the Council's Corporate Parenting Advisory Committee and make recommendations on how the role of the committee can be strengthened.

7. The review was undertaken by the Independent Expert which included a series of one to one discussions with Group Leaders, Cabinet Members, and Scrutiny Chairs. This was followed up with workshops with Elected Members to assist in developing the new Terms of Reference for the Corporate Parenting Advisory Committee. The revised Terms of Reference seek to improve the clarity and focus of the Committee when championing the interests of Children Looked After and Care Leavers.
8. On 18 May 2021, the Corporate Parenting Advisory Committee, considered the revised terms of reference and agreed to seek the views of the Children and Young People Scrutiny Committee and Cabinet Members prior to it being recommended to Council for approval and adoption.
9. No further feedback has been received and therefore the revised Terms of Reference for the Corporate Parenting Advisory Committee as recommended by the committee have been incorporated into **Appendix A** for approval.

Governance & Audit Committee Terms of Reference

10. At its meeting on 23 March 2021, the Audit Committee, considered and agreed to recommend that Council approve amendments of its terms of reference to reflect the requirements of Part 6 of the Local Government and Elections (Wales) Act 2021. The Act introduces a new performance and governance regime which includes the Committee's new name of 'Governance and Audit Committee' and new statutory functions. The Committee's terms of reference have been amended to include the following new statutory functions:
 - To review the Council's draft annual Self-Assessment Report in respect of the financial year 2021/22 and each financial year thereafter, and make any appropriate recommendations for changes.
 - To consider the Panel Performance Assessment Report when received, review the Council's draft response to the Panel Performance Assessment Report, and make any appropriate recommendations for changes.
 - To review the Council's draft response to any Auditor General recommendations arising from a 'special inspection' in respect of the Council's performance requirements, and to make any appropriate recommendations for changes.
 - To review and assess the authority's ability to handle complaints effectively, and make any associated reports and recommendations.

Local Authority Governor Panel Terms of Reference

11. Minor amendments are proposed to make clear that the Panel's remit includes making recommendations in respect of any school governor appointments which are to be made by the local authority, including for example, governors appointed to temporary governing bodies set up under the Council's powers of intervention in schools causing concern.
12. The amended terms of reference are shown in **Appendix A**.

Legal Implications

13. The arrangements made by the Council for discharging its functions may include the establishment of one or more ordinary committees. The size of its committees and

their terms of reference are to be determined by Council (pursuant to the Local Government Act 1972, sections 101 and 102).

14. There are specific legislative provisions governing the following committees:

Standards and Ethics Committee

15. Councils in Wales are required to establish a Standards Committee to discharge the functions conferred under Part 3 of the Local Government Act 2000 governing Member conduct issues. Standards Committees must consist of not less than five and not more than nine members, and independent members must comprise at least half of all members. The Committee must include at least one 'Community Committee member' (i.e. a member of a community council within the authority's area) as the Standards Committee discharges functions in relation to Community Councils. Regulations specifically prohibit anyone other than a member of the Council, an independent member or a 'Community Committee' Member from being a member of the Committee. The Leader is prohibited from being a member of the Standards Committee, and no more than one member of the Cabinet may be a member of the Committee. The political balance requirements of the Local Government and Housing Act 1989 do not apply.
16. The Council's Constitution (Article 9) provides that the Standards & Ethics Committee will be composed of 9 members comprising 5 'independent' members, 3 Cardiff County Councillors and 1 Community Councillor.

Democratic Services Committee

17. The Local Government (Wales) Measure 2011 requires Councils to establish a Democratic Services Committee to discharge the functions conferred under Part 1, Chapter 2 of the Measure. The legislation states that the Democratic Services Committee cannot include more than one member of the Cabinet, who must not be the Leader.

Governance and Audit Committee

18. Under the Local Government (Wales) Measure 2011 ('the 2011 Measure'), Councils are required to establish an Audit Committee to discharge the functions conferred under Part 6, Chapter 2 of the Measure. The Local Government and Elections (Wales) Act 2021 ('the 2021 Act') amends the 2011 Measure to rename audit committees as 'governance and audit committees' and confer on them the additional functions listed in paragraph 10 of the report. The 2021 Act provisions took effect on 1st April 2021. The Audit Committee's name and terms of reference are to be amended accordingly.
19. The legislation currently provides that there must be at least one lay member on the Governance and Audit Committee or up to a third of the total membership. (However, Members may wish to note that the 2021 Act changes this requirement, with effect from 5th May 2022, to a requirement that one third of the Committee must be lay members.) The Committee may include no more than one Cabinet member, who may not be the Leader. The Committee is subject to the statutory political balance requirements (section 82(7) of the Measure).

20. The current composition of the Governance and Audit Committee, as approved at Annual Council in November 2020, includes four non - councillor 'Independent Members' and 8 Councillors. The proportion of Independent Members is one third of the Committee members, which complies with the current rules, as well as the new requirements which will take effect from May 2022.

Planning Committee

21. The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (made under s.39 of the Planning Wales Act 2015), stipulate the following legal requirements:
- (a) A planning committee must contain no fewer than 11 members and no more than 21 members, but no more than 50% of the authority members (rounded up to the nearest whole number); and
 - (b) Where wards have more than one elected Member, only one Member may sit on the planning committee, in order to allow other ward Members to perform the representative role for local community interests (but this rule is not applicable to authorities comprised solely of multiple Member wards).

These legal requirements are reflected in the Planning Committee Procedure Rules, Rule 1.1A.

17. The recommended size of Cardiff's Planning Committee is 12 members, which complies with the legal requirements in relation to the size of the committee (paragraph 16(a) above). The legal requirements in relation to multi-member wards (paragraph 16(b) above) will need to be followed in considering appointments to the Planning Committee, which is dealt with in the separate Council report under Agenda item 11.

Scrutiny Committees

18. The Local Government Act 2000 requires authorities to set up overview and scrutiny committees. The legislative provisions for overview and scrutiny committees for Wales have been amended and supplemented by the Local Government (Wales) Measure 2011 and Regulations made thereunder. In addition, other legislation imposes requirements regarding scrutiny of particular issues, for example, crime and disorder matters (the Police and Justice Act 2006); and Public Services Board functions (the Wellbeing of Future Generations (Wales) Act 2015). Subject to compliance with the relevant statutory provisions, the size of its scrutiny committees is a matter for each Council to determine.

Corporate Parenting Advisory Committee

19. An Advisory Committee may be established to advise and make recommendations to the Cabinet and or the Council on any matter relating to the discharge of its functions which fall within the Committee's approved terms of reference (s.102(4) of the Local Government Act 1972).
20. An Advisory Committee may consist of any persons the Authority chooses, whether Elected Members or not (but not including employees of the Authority, or others who are disqualified from being an elected Member of the Authority, eg. those declared

bankrupt). The political balance requirements apply in relation to Elected Member appointments (s.15 and Schedule 1, paragraph 1(b) of the Local Government and Housing Act 1989).

21. The establishment of an Advisory Committee, agreeing its terms of reference and membership, and making appointments to the Committee are all matters which must be approved by full Council. Full Council approved the establishment of a Corporate Parenting Advisory Committee in July 2014.

Financial Implications

22. The costs associated with Members, in accordance with the Members' Schedule of Remuneration, are to be contained within the allocated budget.

RECOMMENDATIONS

23. The Council is recommended to
 - a. approve the establishment and size of the Council Committees set out in paragraph 3 (Table A); and the terms of reference of each Committee, as set out in **Appendix A** of this report, for the 2021-2022 Municipal Year; and
 - b. authorise the Monitoring Officer to update the Constitution accordingly.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

21 May 2021

Appendix A – Committee Terms of Reference

Background Papers:

Corporate Parenting Advisory Committee report, Proposed Corporate Parenting Protocol and Corporate Parenting Advisory Committee Terms of Reference – [18 May 2021](#).

Minutes of Extraordinary Council meeting, [20 January 2020](#).

Audit Committee report, [23 March 2021](#).

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PART 3 – RESPONSIBILITY FOR FUNCTIONS

APPENDIX 2 – TERMS OF REFERENCE FOR COMMITTEES

Committee	Terms of Reference
Appointments (convened as and when required)	<p>To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders)(Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Constitution	<p>To review the Council's Constitution, and to recommend to Council and/or Cabinet any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-</p> <p>(a) Drafting improvements to enhance clarity and remove minor anomalies.</p> <p>(b) Updating to reflect legislative changes and matters of record.</p> <p>(c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).</p>
Corporate Parenting Advisory Committee	<p>1. The Corporate Parenting Advisory Committee is responsible for advising the Council and for advocating on the collective behalf of all care leavers and children looked after by Cardiff Council, to ensure that they receive the best possible care and support.</p> <p>2. To achieve the best outcomes for children looked after and care leavers the Corporate Parenting Advisory Committee will:</p> <p>Actively Promote:</p> <p>a. and operate collective responsibility between the Council, Social Services, Health, Education and other statutory agencies to achieve good parenting for all children in the care of Cardiff Council and to ensure that they are appropriately safeguarded to achieve the best possible chances in life.</p> <p>b. real and sustained improvements by ensuring that mechanisms in place take full account of:</p>

Committee	Terms of Reference
	<ul style="list-style-type: none"> • the importance of promoting and respecting the child or young person’s dignity. • the characteristics, culture and beliefs of the child or young person. • the importance of promoting the upbringing of the child by the child’s family, in so far as doing so is consistent with promoting the child’s well-being. • Where the child is under the age of 16, the views, wishes and feelings of those with parental responsibility for the child, in so far as doing so is consistent with well-being of the child and is reasonably practicable. <p>Identify key priorities by:</p> <ul style="list-style-type: none"> c. engaging with relevant children looked after forums, as determined by the young people, to drive the committee’s priorities. d. ensuring that the committee agenda focuses on what children looked after identify as relevant for their growth and development. <p>Co-ordinate and collaborate to:</p> <ul style="list-style-type: none"> e. seek to ensure that coordinated services are delivered across all statutory and voluntary sector organisations. f. engage and develop a shared dialogue with the Children and Young People’s Scrutiny Committee to avoid agenda duplication, whilst working together to exploit detailed analysis of key performance data. g. engage with, and embrace future Welsh Government plans and expectations to extend corporate parenting responsibilities across Public Services. <p>Monitor Outcomes and Performance to:</p> <ul style="list-style-type: none"> h. ensure that performance monitoring systems are in place, and to regularly review performance data to ensure that good outcomes for children looked after and care leavers are being delivered consistently. i. review the quality and effectiveness of: <ul style="list-style-type: none"> • Children Looked After Services • Education Services • Health Services <p>3. To provide an Annual Report to the Council’s Children and Young People’s Scrutiny Committee, Cabinet, and full Council.</p>

Committee	Terms of Reference
	<p>4. To ensure the corporate parenting strategy is implemented effectively, reviewed and revised as necessary, to meet the needs of children looked after and care leavers.</p> <p>5. To recommend the appointment of co-opted members to the Committee for approval by Council.</p> <p>6. To make recommendations to Cabinet and Council in respect of any matters within the remit of the Committee.</p> <p>7. Each member of the Corporate Parenting Advisory Committee will undertake relevant training, to enable them to properly discharge their duties.</p>
Council Appeals	<p>To hear and determine appeals (other than those appeals which are within the terms of reference of any other Committee) from determinations and decisions of the Authority where there is a statutory requirement for there to be an appeal to Members of the Council or where such appeal is allowed for in any policy or procedure approved by the Council.</p> <p>On hearing an appeal the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, within the range of decisions permissible at law.</p> <p>The Committee, when sitting to hear an appeal, shall not include any Members of the Cabinet, or Members of any Committee principally concerned with the service by which the decision or determination has been made, or Members who have been concerned in any previous consideration of the matter, which has given rise to or from which the appeal arises.</p> <p>At each sitting of the Committee to hear an appeal, the Committee shall, firstly, ensure that the appeal has been properly made and, secondly, that the appellant has been afforded the opportunity of being represented at the hearing of his/her appeal by such friend, lawyer or other representative as he/she may choose.</p> <p>In hearing an appeal the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Democratic Services	<p>(a) To carry out the local authority's function of designating the Head of Democratic Services.</p> <p>(b) To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.</p> <p>(c) To make reports, at least annually, to the full Council in relation to these matters.</p>
Disciplinary & Grievance Appeals (convened as and when required)	<p>To hear and determine:</p> <p>(a) all appeals by employees of the Council who may have a right to appeal to Councillors in accordance with disciplinary and grievance procedures approved by the Council;</p> <p>(b) all other appeals from disciplinary actions which may be referred to it, whether by the Council or a Committee;</p> <p>(c) grievances by and against the Chief Executive in accordance with grievance procedures approved by the Council; and, with a differently constituted membership, appeals following decisions on such grievances; and</p> <p>(d) in exceptional circumstances, where the Chief Executive cannot address matters because of an associated grievance, disciplinary proceedings against the Chief Operating Officer; a Corporate Chief Officer or a Chief Officer; and, with a differently constituted membership, appeals following decisions in such disciplinary proceedings</p> <p>On hearing each case the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, except where retirement or redundancy is contemplated, when consultation with the Cabinet will take place prior to determination of the matter.</p> <p>The Committee, when sitting to hear an individual case, shall comprise not less than three nor more than five members. From the members appointed to serve on the Committee, those who are to sit to hear any particular matter shall be chosen by rota following consultation with the Group Whips, subject to the exclusion of any member who:</p> <p>(i) is a member of the Cabinet or of a Committee principally concerned with the service in which the employee concerned is employed; or</p> <p>(ii) has been concerned in any previous consideration of the matter which has given rise to the disciplinary action, grievance, or decision from which an appeal arises.</p>

Committee	Terms of Reference
	<p>At each sitting of the Committee to hear a disciplinary matter or appeal, the Committee shall, firstly, ensure that the matter of complaint has been clearly put to the employee and, secondly, that the employee has been afforded the opportunity of being represented at the hearing by such friend, trade union officer, lawyer or other representative as he/she may choose.</p> <p>In any hearing the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Employment Conditions	<p>(a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;</p> <p>(b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Family Absence Appeals Panel	<p>To be the Appeals Panel required pursuant to Regulation 36(1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and any amendment thereof; and to discharge all functions of the Panel pursuant to those Regulations.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Governance & Audit	<p><u>Statement of Purpose</u></p> <ul style="list-style-type: none"> • Our Governance and Audit Committee is a key component of Cardiff Council's corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and

Committee	Terms of Reference
	<p>financial standards.</p> <ul style="list-style-type: none"> • The purpose of our Governance and Audit Committee is to provide independent assurance to the members of Cardiff Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. It provides an independent review of Cardiff Council's governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. <p><u>Governance, Performance, Risk & Control</u></p> <ul style="list-style-type: none"> • To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider annual governance reports and assurances. • To review the Council's draft annual Self-Assessment Report in respect of the financial year 2021/22 and each financial year thereafter, and make any appropriate recommendations for changes. • To consider the Panel Performance Assessment Report when received, review the Council's draft response to the Panel Performance Assessment Report, and make any appropriate recommendations for changes. • To review the Council's draft response to any Auditor General recommendations arising from a 'special inspection' in respect of the Council's performance requirements, and to make any appropriate recommendations for changes. • To review and assess the authority's ability to handle complaints effectively, and make any associated reports and recommendations. • To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the internal audit opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control. • To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

Committee	Terms of Reference
	<ul style="list-style-type: none"> • To consider the Council's framework of assurance and ensure that it adequately addresses the risk and priorities of the Council. • To monitor the effective development and operation of risk management in the Council. • To monitor progress in addressing risk-related issues reported to the Committee. • To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions. • To review the assessment of fraud risks and potential harm to the Council from fraud and corruption. • To monitor the Counter-fraud strategy, actions and resources. • To review the governance and assurance arrangements for significant partnerships or collaborations. <p><u>Internal Audit</u></p> <ul style="list-style-type: none"> • To approve the Internal Audit Charter. • To review proposals in relation to the appointment of external providers of internal audit services and to make recommendations. • To approve the risk-based internal audit plan, containing internal audit's resource requirements, the approach to using other sources of assurances and any work required to place reliance upon those other sources. • To approve significant interim changes to the risk based internal audit plan and resource requirements. • To make appropriate enquiries of both management and the audit manager to determine if there are any inappropriate scope or resource limitations. • To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Audit Manager. To approve and periodically review safeguards to limit such impairments. • To consider reports from the Audit Manager on Internal Audit's performance during the year including the performance of external providers of internal audit services. These will include:

Committee	Terms of Reference
	<ul style="list-style-type: none"> - Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work - Regular reports on the results of the Quality Assurance and Improvement Programme (QAIP) - Reports on instances where the internal audit function does not conform to the PSIAS and Local Government Application Note (LGAN) considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement. <ul style="list-style-type: none"> • To consider the Audit Manager’s annual report: <ul style="list-style-type: none"> - The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit - The opinion on the adequacy and effectiveness of the Council’s framework of governance, risk management and control together with a summary of the work supporting the opinion – these will assist the Committee in reviewing the Annual Governance Statement. • To consider summaries of specific internal audit reports as requested. • To receive reports outlining the action taken where the Audit Manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions. • To contribute to the Quality Assurance and Improvement Programme and in particular the external quality assessment of internal audit that takes place at least once every five years. • To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations. • To provide free and unfettered access to the Governance and Audit Committee Chair for the Audit Manager, including the opportunity for a private meeting with the Committee. <p><u>External Audit</u></p> <ul style="list-style-type: none"> • To consider the external auditor’s annual letter, relevant reports, and the report to those charged with governance.

Committee	Terms of Reference
	<ul style="list-style-type: none"> • To consider specific reports as agreed with the external auditors. • To comment on the scope and depth of external audit work and to ensure it gives value for money. • To commission work from internal and external audit. • To advise and recommend on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies. <p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> • To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. • To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts. • To seek assurances on the arrangements for the management of the authority's financial affairs. • To seek assurances that the Council has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks. <p><u>Accountability Arrangements</u></p> <ul style="list-style-type: none"> • To report to Council on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions. • To report to Council on an annual basis and to publish an annual report on the Committee's work, its performance in relation to the Terms of Reference, and its effectiveness in meeting its purpose. • To raise the profile of probity generally within the Council and to report on matters of concern to the individual Cabinet Member, relevant Scrutiny Committee, Cabinet or to Council as necessary and appropriate. • To work in synergy with the five Scrutiny Committees of the

Committee	Terms of Reference
	<p>Council and liaise with other Council Committees as and when appropriate to avoid duplication in work programmes.</p> <p><u>Training & Development</u></p> <ul style="list-style-type: none"> To attend relevant training sessions in accordance with the Member Development Programme including specialist training tailored for Members of the Governance and Audit Committee e.g. Treasury Management.
Licensing	<p>To be the Council's Licensing Committee as required by the Licensing Act 2003 and Gambling Act 2005 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under those Acts or otherwise required by law to be discharged by the statutory Licensing Committee.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Local Authority Governors Panel	<p>For School Governing Bodies constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005:</p> <ol style="list-style-type: none"> To advise the Council on appointments (and removal) of governors to be made by the Local Authority; To consider and make decisions relating to the recruitment, training and vetting of potential governors and any other matters that may be referred to the Panel by the Cabinet or the Constitution Committee; and All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
Planning	<ol style="list-style-type: none"> Those functions listed in Section A of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations. Those functions listed in paragraphs 3 and 4 of Section I of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations. All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
Public Protection	<ol style="list-style-type: none"> Those functions listed in Sections B and C, and paragraph 10 of Section I, of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities)(Wales)

Committee	Terms of Reference
	<p>Regulations 2007 (the Regulations), any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations, except to the extent that such matters fall to the Licensing Committee by virtue of Section 7 of the Licensing Act 2003, the Gambling Act 2005 or any other legislative provision;</p> <p>(b) In relation to those functions acting as Appeal Committee where appropriate;</p> <p>(c) The discharge of any function relating to the control of pollution;</p> <p>(d) The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area;</p> <p>(e) Any function relating to contaminated land;</p> <p>(f) The service of an abatement notice in respect of a statutory nuisance; and</p> <p>(g) Any function under a local Act of a licensing or regulatory nature,</p> <p>without prejudice to the functions lawfully exercised by the Shared Regulatory Services Joint Committee, pursuant to the Shared Regulatory Service Collaboration Agreement dated 10th April 2015.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Standards & Ethics	<p>(a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.</p> <p>(b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.</p> <p>(c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.</p> <p>(d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.</p> <p>(e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.</p> <p>(f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.</p> <p>(g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law</p> <p>(h) To recommend to Council and the Cabinet any additional guidance on issues of probity.</p> <p>(i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.</p> <p>(j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Pensions Committee	<p>To discharge the functions of the authority as Administering Authority of the Cardiff & Vale of Glamorgan Pension Fund ('the Fund') as described in the Local Government Pension Scheme (LGPS) Regulations made under the Superannuation Act 1972 (sections 7,12 or 24) and Section 18(3A) of the Local Government and Housing Act 1989; and</p>

Committee	Terms of Reference
	<p>To discharge the following specific strategic functions with regards to the Fund, taking account of advice from the Corporate Director Resources and the Fund's professional advisers:-</p> <ul style="list-style-type: none"> a) Determining the Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas: <ul style="list-style-type: none"> i) Governance – approving the Governance Policy and Compliance Statement for the Fund; ii) Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, giving due consideration to the results and impact of the triennial actuarial valuation and interim reports; iii) Investment strategy - approving the Fund's investment strategy, Statement of Investment Principles and Myners Compliance Statement including setting investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite; iv) Communications Strategy – approving the Fund's Communication Strategy; v) Discretions – determining how the various administering authority discretions are operated for the Fund; and vi) Internal Dispute Resolution Procedure – determining how the Scheme Member disputes are administered. b) Monitoring the implementation of these policies and strategies as outlined in a) above on an ongoing basis. c) Considering the Fund's financial statements as part of the approval process and agreeing the Fund's Annual Report. Receive internal and external audit reports on the same. d) Receiving ongoing reports from the Corporate Director Resources in relation to the delegated operational functions. e) To provide independent assurance to members of the Fund of the adequacy of the risk management and associated control environment, responsible for the Fund's financial and non-financial performance. f) To adhere to the principles set out in the Pensions Regulator Code of Practice and undertake its duties in compliance with the obligations imposed on it. g) To receive regular training to enable Committee Members to make effective decisions and be fully aware of their statutory and fiduciary responsibilities and their stewardship role.

Committee	Terms of Reference
	<p>h) Consider any pension compliance matters raised by the Fund's Local Pension Board.</p> <p>i) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
SCRUTINY	
Children & Young People	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of children and young people, including :</p> <ul style="list-style-type: none"> • School Improvement • Schools Organisation • School Support Services • Education Welfare & Inclusion • Early Years Development • Special Educational needs • Governor Services • Children's Social Services • Youth Services and Justice • Children's Play Services <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, Welsh Government Sponsored Public Bodies, joint local government services and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>
Community & Adult Services	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:</p> <ul style="list-style-type: none"> • Public and Private Housing • Disabled Facilities Grants • Community Safety • Neighbourhood Renewal and Communities First • Advice & Benefits • Consumer Protection • Older Persons Strategy

Committee	Terms of Reference
	<ul style="list-style-type: none"> • Adult Social Care • Community Care Services • Mental Health & Physical Impairment • Commissioning Strategy • Health Partnership <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p> <p>To be the Council's Crime and Disorder Committee as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.</p>
Economy & Culture	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of economic regeneration.</p> <ul style="list-style-type: none"> • Cardiff City Region City Deal • Inward Investment and the marketing of Cardiff • Economic Strategy & Employment • European Funding & Investment • Small to Medium Enterprise Support • Cardiff Harbour Authority • Lifelong Learning • Leisure Centres • Sports Development • Parks & Green Spaces • Libraries, Arts & Culture • Civic Buildings • Events & Tourism • Strategic Projects • Innovation & Technology Centres • Local Training & Enterprise <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-</p>

Committee	Terms of Reference
	<p>governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance or service delivery in this area.</p>
Environmental	<p>To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability, including:</p> <ul style="list-style-type: none"> • Strategic Planning Policy • Sustainability Policy • Environmental Health Policy • Public Protection Policy • Licensing Policy • Waste Management • Strategic Waste Projects • Street Cleansing • Cycling and Walking • Streetscape • Strategic Transportation Partnership • Transport Policy and Development • Intelligent Transport Solutions • Public Transport • Parking Management <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>
Policy Review & Performance	<p>To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:</p> <ul style="list-style-type: none"> • Council Business Management and Constitutional Issues • Cardiff Council Corporate Plan • Strategic Policy Development • Strategic Programmes • Community Planning & vision Forum • Voluntary Sector Relations

Committee	Terms of Reference
	<ul style="list-style-type: none"> • Citizen Engagement & Consultation • Corporate Communications • Contact Centre Services and Service Access • International Policy • Cardiff Local Development Plan • Equalities • Finance and Corporate Grants • Organisational Development • Cardiff Efficiencies Programme • E-Government • Information and Communication Technology • Council Property • Commissioning and Procurement • Carbon Management • Legal Services • Public Services Board <p>To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.</p> <p>To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.</p> <p>To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.</p>

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**REPORT OF DIRECTOR OF GOVERNANCE AND LEGAL SERVICES
AND MONITORING OFFICER**

ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES

Reason for this Report

1. The Council is requested to determine the allocation of seats on Committees to political groups in accordance with the Political Balance Rules; and to receive nominations and make appointments of Members to serve on each of the standing Committees in accordance with Party Group wishes.

Background

2. The previous report (Agenda Item 11) outlined matters relating to the establishment of Committees, together with their size and terms of reference.
3. The Council Procedure Rules in the Constitution provide that at the Annual meeting, the Council will decide on the allocation of seats on committees to political groups in accordance with legislation.
4. The Local Government and Housing Act 1989 requires the Council to allocate Committee seats to political groups in proportion to the size of the groups on the Council as far as is reasonably practicable.
5. Having determined the allocation of seats to political groups, the Annual Council meeting is required to receive nominations of Members to serve on each of the established Committees and make such appointments.
6. The Standards and Ethics Committee is exempt from the political balance requirements (under Regulation 12 "*Allocation of seats to Political Groups*" of the Standards Committees (Wales) Regulations 2001).

Issues

Political Balance

7. The current composition of the Council is as set out in Table A:

TABLE A - Composition of the Council as at 21 May 2021:

Groups and Independents	Number of Councillors	Political Balance
Labour	38	50.67%
Conservative	21	28.00%
Liberal Democrat	11	14.67%
Propel	4	5.33%
Heath & Birchgrove Independent	1	1.33%

Allocation of Seats

8. The total number of seats on the Committees recommended under Agenda item 11, which are subject to the political balance requirements is 144, as detailed in **Appendix A**. Based on the current composition of the Council (shown in Table A), the proportional allocation of seats on those Committees is as set out in Table B:

TABLE B – Allocation of Seats in accordance with Political Balance

Groups and Independents	Number of Committee seats
Labour	75
Conservative	41
Liberal Democrats	21
Propel	7
Independent	0
Totals	144

9. The proportional allocation of seats, as set out in Table B above, represents no change to the allocation which was previously approved by Council on 27 November 2020, as the political balance of the Council has remained unchanged.

Nominations and Appointments to Committees

10. Based on the Committee structure and size set out in the previous report (Agenda Item 10), the total number of seats to be filled is 144.
11. It is normal practice for the Groups to make known their nominations at the Annual Council meeting, but where this is not achieved the Director of Governance and Legal Services and Monitoring Officer may exercise her delegated authority (reference LD17) to make appointments to fill committee seats in accordance with the wishes of the political groups and then report the appointments and any subsequent changes to the next Council meeting for information. Alternatively, appointments may be made at the next meeting of Full Council.
12. It is the duty of the Council to make appointments as soon as practicable on or after the annual meeting, and to give effect to the stated wishes of party groups regarding who is to be appointed to the seats allocated to each particular group.

Legal Implications

Political balance

13. Sections 15 to 17 of the Local Government and Housing Act 1989 (“the 1989 Act”) and the Local Government (Committees and Political Groups) Regulations 1990 (“the 1990 Regulations”) lay down requirements designed to ensure that there is political balance on Committees. The rules apply to all ordinary committees, advisory committees, scrutiny committees, the Democratic Services Committee, Audit Committee and joint committees where the Council appoints three or more seats, but do not apply to the Standards and Ethics Committee.
14. At its Annual Meeting, the Council is required to review the political make up of its Committees, and determine the allocation of seats to political groups in accordance with the principles set out in Section 15 of 1989 Act, those principles being:
 - (a) not all seats on a Committee should be allocated to the same political group;
 - (b) the majority group on the Council should form the majority on the Committee;
 - (c) subject to (a) and (b), that the proportion of seats allocated to each political group on the total of all Committees should be the same as the proportion of Council Members who belong to that group; and
 - (d) subject to (a)–(c), that the proportion of seats allocated to each political group on each Committee should be the same as the proportion of Council Members who belong to that group.
15. Where a local authority has determined the allocation of political groups on a Committee, it is under a duty to give effect to the wishes of those groups with regard to the identities of the persons who are to represent that group on the Committee (pursuant to Section 16 of the 1989 Act). Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990 (“the 1990 Regulations”) requires political groups to be notified of their allocation on a committee in order that they may nominate individuals to serve on that committee. Regulation 15 contains a residual power for the Council to make appointments if the political groups fail to do so. However, apart from this provision, the Council has no discretion in the matter - its function is simply to make appointments, which give effect to the wishes of the political groups.
16. The wishes of a political group are to be taken as those expressed to the Proper Officer (a) orally or in writing by the leader or representative of the group; or (b) in a written statement signed by a majority of the members of the group. In the event that different wishes of a political group are notified, the wishes notified in accordance with point (b) shall prevail (Regulation 13).
17. A political group is identified when two or more members of the Council who wish to be treated as a political group write to the Proper Officer to inform him of that fact and of their name and the identity of their leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group. People may cease to be members of the group by notifying the Proper Officer (the

Monitoring Officer) of their resignation, joining another group, or being ousted by a notice signed by a majority of the members of the group.

18. The Annual Council meeting is required to 'receive nominations of members to serve on each of the standing committees and make such appointments' (Council Meeting Procedure Rules, Rule 2(b)(xiii). Under its approved Scheme of Delegations (Section 4E, delegation reference LD17), Council has also delegated authority to the Monitoring Officer 'To appoint councillors or non-councillor members to committee seats allocated to political groups or nominating bodies (or to make changes, fill vacancies or give effect to temporary membership changes – "substitutions") in accordance with the wishes of political groups or member nominating body.' This report recommends that Council makes appointments to its committees in accordance with the groups' nominations submitted to this Council meeting; and instructs the Monitoring Officer to make appointments to any remaining vacancies in accordance with the wishes of the relevant political groups, and to report all appointments made to the next Council meeting.

Standards and Ethics Committee

19. Standards Committees in Wales must consist of not less than five and not more than nine members, and independent members must comprise at least half of all members. The Committee must include at least one 'Community Committee member' (i.e. a member of a community council within the authority's area) as the Standards Committee discharges functions in relation to Community Councils. Regulations specifically prohibit anyone other than a member of the Council, an independent member or a 'Community Committee' Member from being a member of the Committee. The Leader is prohibited from being a member of the Standards Committee, and no more than one member of the Cabinet may be a member of the Committee. The political balance requirements of the 1989 Act do not apply.
20. The Council's Constitution (Article 9) provides that the Standards & Ethics Committee will be composed of 9 members comprising 5 'independent' members, 3 Cardiff County Councillors and 1 Community Councillor.
21. The terms of office of the five independent members and the Community Council Member have not expired and so no further appointments of independent members or a Community Council Member are presently required.
22. The term of office for a Councillor sitting on the Standards Committee can be no longer than the period until the next ordinary Local Government Elections; but a Councillor may be re-appointed for one further consecutive term.

Democratic Services Committee

23. The Local Government (Wales) Measure 2011 (section 12) states that the Democratic Services Committee cannot include more than one member of the Cabinet, who must not be the Leader.

Governance and Audit Committee

24. The Local Government (Wales) Measure 2011 (section 82) provides that there must be at least one lay member on the Audit Committee or up to a third of the total

membership. The current and recommended composition of the Audit Committee includes four non - councillor 'Independent Members' seats and 8 Councillors. This proportion of Independent Members is one third of the Committee members, which is currently the maximum permitted by law. However, Members should note that from May 2022, there will be a requirement that one third of the Committee are lay members (under the Local Government and Elections (Wales) Act 2021).

25. The Committee can include no more than one Cabinet member, who may not be the Leader. The Governance and Audit Committee is subject to the political balance rules. Statutory Guidance recommends that all Members of the Committee should display independence of thinking and unbiased attitudes, and must recognise and understand the value of the audit function.

Planning Committee

26. The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (made under s.39 of the Planning Wales Act 2015), provide that where wards have more than one elected Member, only one Member may sit on the planning committee (but this rule is not applicable to authorities comprised solely of multiple Member wards). This allows other ward Members to perform the representative role for local community interests. This statutory requirement is reflected in the Planning Committee Procedure Rules, Rule 1.1A. In submitting nominations for the Planning Committee, political groups will need to comply with this rule.

Financial Implications

27. There are no direct financial implications arising from this report. Remuneration payments are to be made in accordance with the rates applicable through the Members' Schedule of Remuneration, and contained within the allocated budget.

RECOMMENDATIONS

The Council is recommended to:

- a. approve the allocation of seats on Committees for the municipal year 2021/22 as set out in **Appendix A**;
- b. receive nominations from Party Groups in respect of the seats allocated to each Group.
- c. appoint Members to each Committee in accordance with the nominations received from Party Groups as detailed on the amendment sheet; and
- d. request the Monitoring Officer to make appointments in respect of any remaining vacancies in accordance with any further nominations or changes received from the relevant political groups following this meeting, and to report to the next Council meeting the details of all appointments to committees for information.

DAVINA FIORE
Director of Governance and Legal Services and Monitoring Officer
21 May 2021

Appendix A - Distribution of Seats Municipal Year 2021/22

Political Balance - 27 May 2021

	Number of Seats	Labour		Cons		Lib Dem		Propel		**Non Grouped		Totals
		Nº	%	Nº	%	Nº	%	Nº	%	Nº	%	
Total Number of Seats	144	75	52.08	41	28.47	21	14.58	7	4.86	0	0.00	144
Councillors	75	38	50.67	21	28.00	11	14.67	4	5.33	1	0	75
Variation as a Percentage %			1.42		0.47		-0.08		-0.47		0.00	
Variation as seats	1.44		2.04		0.68		-0.12		-0.68		0.00	

Ordinary Committees	Number of Seats	Labour		Cons		Lib Dem		Propel		**Non Grouped		Totals
		Nº	%	Nº	%	Nº	%	Nº	%	Nº	%	
Constitution Committee	12	6	50.00	3	25.00	2	16.67	1	8.33	0	0.00	12
Corporate Parenting Advisory Committee	9	4	44.44	3	33.33	1	11.11	1	11.11	0	0.00	9
Council Appeals	9	5	55.56	3	33.33	1	11.11	0	0.00	0	0.00	9
Democratic Services Committee	12	6	50.00	3	25.00	2	16.67	1	8.33	0	0.00	12
Employment Conditions	8	4	50.00	3	37.50	1	12.50	0	0.00	0	0.00	8
Governance & Audit Committee	8	5	62.50	2	25.00	1	12.50	0	0.00	0	0.00	8
Licensing	12	6	50.00	3	25.00	2	16.67	1	8.33	0	0.00	12
Public Protection	12	5	41.67	4	33.33	2	16.67	1	8.33	0	0.00	12
Pension Committee	5	3	60.00	1	20.00	1	20.00	0	0.00	0	0.00	5
Planning	12	7	58.33	3	25.00	2	16.67	0	0.00	0	0.00	12
Totals	99	51	51.52	28	28.28	15	15.15	5	5.05	0	0.00	99
Councillors	75	38	50.67	21	28.00	11	14.67	4	5.33	1		
Variation as a Percentage %			0.85		0.28		0.48		-0.28		0.00	
Variation as seats	0.99		0.84		0.28		0.48		-0.28		1.00	

Scrutiny Committees													
Allocation of Chairs		5	2		2		1		0		0		5
Scrutiny Committees	Chair	Number of Seats	Labour		Cons		Lib Dem		Propel		**Non Grouped		Totals
			Nº	%	Nº	%	Nº	%	Nº	%	Nº	%	
Children & Young People	Lab	9	4	44.44	3	33.33	2	22.22	0	0.00			9
Community & Adult	Cons	9	5	55.56	2	22.22	1	11.11	1	11.11			9
Economic & Culture	Lib Dem	9	5	55.56	3	33.33	1	11.11	0	0.00			9
Environment	Lab	9	5	55.56	3	33.33	1	11.11	0	0.00			9
Policy Review & Performance	Cons	9	5	55.56	2	22.22	1	11.11	1	11.11			9
Totals		45	24	53.33	13	28.89	6	13.33	2	4.44		0.00	45
Councillors		75	38	50.67	21	28.00	11	14.67	4	5.33	1		75
Variation as a Percentage %				2.67		0.89		-1.33		-0.89		0.00	
Variation as seats		0.45		1.20		0.40		-0.60		-0.40		1.00	

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REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

ELECTION OF CHAIRS AND DEPUTY CHAIRS OF COMMITTEES

Reason for Report

1. The purpose of this report is to facilitate the election of Chairs and Deputy Chairs for each of the committees established by Annual Council.

Background

2. Agenda Items 10 and 11 outlined matters relating to the establishment of Committees, together with their composition and allocation of seats and appointments made in accordance with the statutory rules on political balance.

Issues

3. The Constitution provides that the Annual Council meeting will elect a Chair and a Deputy Chair for each of the Committees. In order to take those decisions, political groups will need to ensure that formal notice has been given to the Proper Officer (and noted under Agenda item 12) of the group's nomination of any Member who is to be nominated for election as Chair or Deputy Chair of a Committee.
4. Part 6 of The Local Government (Wales) Measure 2011 requires the politically proportional allocation of Scrutiny Chairs for Councils comprised of several political groups. The proportional allocation of Scrutiny Committee Chairs calculated in accordance with the principles set out in section 70 of the Local Government (Wales) Measure 2011, and discussed with the political groups, is shown in the Table A below:

TABLE A - Allocation of the five Chairs of Scrutiny in accordance with Political Balance

Labour Group allocation	38 seats of 75 = 50.67% of the 5 Chairs seats available which is $0.5067 \times 5 = 2.53$ seats.	2 Seats The legislation requires the figures for Executive Groups are rounded down.
Opposition Groups are then entitled to the remaining 3 seats; each Opposition Group being entitled to their proportional share of the total Opposition Group seats rounded to the nearest whole number (including zero).		

Conservative Group allocation	21 out of 37 total opposition seats = 56.75% of 3 seats = 0.5675 x 3 = 1.70 seats	2 Seats (rounded up)
Lib Dem Group allocation	11 out of 37 = 29.72% of 3 seats = 0.89 seats	1 Seat (rounded up)
Propel Group allocation	4 out of 37 = 10.81% of 3 seats = 0.32 seats,	0 Seats (rounded down)

5. Once the Council has determined the allocation of Scrutiny Chairs to each political group, the law provides that the appointment of Scrutiny Chairs is to be made by the relevant group. Subject to Council approval of the proportional allocation of Scrutiny Chairs, political groups are requested to provide notice of their proposed appointments to the Proper Officer to enable Annual Council to note the appointments.
6. Nominations for the following Chairs and Deputy Chairs need to be notified to the Proper Officer: -

TABLE B - Chairs and Deputy Chairs

	<u>Chair</u>	<u>Deputy Chair</u>
<u>Regulatory and Other Committees and Groups</u>		
Corporate Parenting Advisory Committee	Deputy Leader	N/A
Constitution Committee		N/A
Council Appeals Committee		N/A
Democratic Services Committee		N/A
Employment Conditions Committee		N/A
Licensing Committee		
Public Protection Committee		
Planning Committee		
Pension Committee		N/A
Bilingual Cardiff Working Group		N/A
School Governor Panel		N/A

***Note that the law provides that the Chairs of the Governance and Audit Committee and the Standards & Ethics Committee are appointed by their respective Committees. (The Chair of the Standards and Ethics Committee must be a non-Council (Independent) Member.)*

	<u>Chair</u>	<u>Deputy Chair</u>
<u>Scrutiny Committees</u>		
Children & Young People Scrutiny		N/A
Community & Adult Services		N/A
Economy and Culture		N/A
Environmental		N/A
Policy Review & Performance		N/A

7. Details of the nominations received will be provided on the amendment sheet at the Annual Council meeting.

Legal Implications

8. The Council Meeting Procedure Rules provide that, at the Annual Council meeting, the Council will elect a Chair and a Deputy Chair for each of the committees (Rule 2(b) (xv)). This report seeks nominations for the positions of Chair and Deputy Chair for each of the listed committees (and notes that nominees must have been validly nominated to the relevant committee under the separate Agenda item 12 on nominations to committees).

There are specific legislative provisions in respect of the Chairs of the following statutory committees:

Democratic Services Committee

9. The person appointed to Chair the Democratic Services Committee must not be a Member of the Executive Group i.e. the Chair cannot be a member of any political group included in the Cabinet (pursuant to sections 12 and 14 of the Local Government (Wales) Measure 2011).

Governance and Audit Committee

10. The Chair of the Governance & Audit Committee must be elected by the Committee. Under the current law, the Chair may be either a lay member or a non-executive group member. However, the Local Government and Elections (Wales) Act 2021 introduces new requirements with effect from 5th May 2022, including a requirement that the Chair must be a lay member. The Committee has elected an independent (lay) member as Chair of this Committee, who remains in office. This report does not address that Committee.

Standards and Ethics Committee

11. The Standards Committees (Wales) Regulations 2001 provide that the Standards Committee Chair and Vice-Chair must be Independent Members of the Committee elected by the Committee (Regulation 22). The Committee has elected its Chair and Vice-Chair, who remain in office. This report does not address that Committee.

Scrutiny Chairs

12. As noted in the body of the report, Part 6 of the Local Government (Wales) Measure 2011('the 2011 Measure') requires the politically proportional allocation of Scrutiny Committee Chairs. The proportional allocation of Scrutiny Committee Chairs must be calculated in accordance with section 70 of the 2011 Measure and the associated statutory guidance (as shown in paragraph 4, Table A in the body of the report); and approved by Council. Once the Council has determined the allocation of Scrutiny Chairs to each political group, the appointment of Scrutiny Chairs is to be made by the relevant group.

Financial Implications

13. The costs associated with Chairs and Deputy Chairs, in accordance with the Members' Schedule of Remuneration, are to be contained within the allocated budget.

RECOMMENDATIONS

14. The Council is recommended to:
 - (1) receive nominations and elect the Chairs and Deputy Chairs (as appropriate) to the Regulatory and Other Committees and Groups shown in paragraph 6 – Table B, and or any other such Committees that may be established;
 - (2) approve the proportional allocation of Scrutiny Chairs as set out in paragraph 4, Table A of the report; and
 - (3) subject to approval of recommendation (2), note the proposed appointments of the Scrutiny Chairs to be made by Party Groups pursuant to Part 6 of The Local Government (Wales) Measure 2011.

DAVINA FIORE

Director Governance & Legal Services and Monitoring Officer

21 May 2021

Background Documents: None

ANNUAL COUNCIL:

27 MAY 2021

**REPORT OF DIRECTOR OF GOVERNANCE AND LEGAL SERVICES
AND MONITORING OFFICER**

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1. To receive nominations and make appointments of Members to statutory and non-statutory outside bodies which are required annually.

Background

2. The Council Meeting Procedure Rules (in Part 4 of the Constitution) provide that the Annual Council meeting will:

‘receive nominations and make appointments to serve on the outside bodies to which the Council may appoint members’ (Rule 2(b)(xiv)).

Issues

3. The Council is asked to receive nominations and agree appointments of Members to serve on outside bodies, which are required on an annual basis, as listed on the Amendment Sheet.
4. Nominations for appointments to Outside Bodies are submitted by the Party Group Whips and a schedule detailing nominations will be circulated as part of the Amendment Sheet at the Annual Council meeting.

Legal Implications

5. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. In the approved Scheme of Delegations the Council has determined that responsibility for the proposed appointments shall rest with Full Council.
6. Guidance for Members appointed to outside bodies has been published by the WLGA explaining the roles and duties of Members in relation to both the outside body and the Council, including advice on managing potential conflicts of interest. The WLGA Guidance is accessible here: ([Appointments to Outside Bodies: The Councillor's Role - WLGA](#)) Further advice is available from Legal Services.

Financial Implications

7. There are no financial implications directly arising from this report

RECOMMENDATION

8. The Council is requested to receive nominations and approve appointments to outside bodies as listed on the Amendment Sheet.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

21 May 2021

Appendix A: Annual Nominations and Appointments to vacancies on Outside Bodies
2021/22

Background Papers

WLGA Guidance: [Appointments to Outside Bodies: The Councillor's Role](#)

ANNUAL COUNCIL:**27 MAY 2021**

REPORT OF THE CHIEF EXECUTIVE

MEMBERS' SCHEDULE OF REMUNERATION 2021 – 2022**Reason for this Report**

1. To approve the Members' Schedule of Remuneration 2021-22, as required in accordance with the Council Meeting Procedure Rules.

Background

2. The Independent Remuneration Panel for Wales (IRPW) (*the Panel*) is a statutory body established initially by the Welsh Government in January 2008 to recommend the levels of salaries, allowances and expenses payable to Councillors and Co-opted Members. The Local Government (Wales) Measure 2011 gave the Panel additional powers to prescribe the levels of Member remuneration and allowances. The Panel also received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013.
3. Council is required, at its Annual meeting, to approve a Scheme of Members Allowances to meet the requirements of the Council Meeting Procedure Rules, Rule 2(b) (xvi).
4. The Independent Remuneration Panel for Wales Annual Report 2021, published on 24 February 2021, detailed its determinations on the payment of remuneration and allowances in 2021 – 2022 to Elected Members and Co-opted Members by principal councils from 1st April 2021. The Panel's Annual Report for 2021 is attached at **Appendix A**.

IssuesDeterminations of the PanelBasic Salary

5. The Panel determined that the annual Basic Salary in 2021/22 for elected members of principal councils in Wales for 2021 – 2022 shall be increased to £14,368.

Senior Salaries

6. The annual Senior Salaries (*inclusive of Basic Salary*) payable in 2021 - 2022 as prescribed by the Panel and applicable to the Council are increased at the same rate as basic salaries and are as follows:

Bands of Responsibility	Role(s)	Senior Salaries determined by the Panel for 2021/22 (inclusive of Basic Salary)
Band 1	Leader	£55,027
	Deputy Leader	£38,858
Band 2	Cabinet Members	£33,805
Band 3	Committee Chairs (if remunerated)	£23,131
Band 4	Leader of largest Opposition Group	£23,131
Band 5	Leader(s) of other political group(s) ' <i>a political group other than controlling/ largest opposition group (if any) which comprises not less than ten per cent of the members of the Council</i> ' (if remunerated)	£18,108

Allocation of Senior Salary Positions

7. The Panel has determined that there is no change to the maximum number of the Council's membership that is eligible to receive a Senior Salary in 2021/22. In Cardiff (Population Group A), the maximum number of Senior Salary positions is **19**, excluding Civic Salary positions.
8. The following 19 posts are currently in receipt of senior salary:
- (1) Leader
 - (2) Deputy Leader & Cabinet Member for Education, Employment and Skills
 - (3) Cabinet Member for Children and Families
 - (4) Cabinet Member for Clean Streets, Recycling and Environment
 - (5) Cabinet Member for Culture and Leisure
 - (6) Cabinet Member for Finance, Modernisation and Performance
 - (7) Cabinet Member for Housing and Communities
 - (8) Cabinet Member for Investment and Development
 - (9) Cabinet Member for Social Care, Health and Well-being
 - (10) Cabinet Member for Strategic Planning and Transport
 - (11) Chairperson of Children and Young People Scrutiny Committee
 - (12) Chairperson of Community and Adult Services Scrutiny Committee
 - (13) Chairperson of Economy and Culture Scrutiny Committee
 - (14) Chairperson of Environmental Scrutiny Committee
 - (15) Chairperson of Policy Review and Performance Scrutiny Committee
 - (16) Chairperson of Planning Committee
 - (17) Chairperson of Licensing & Public Protection Committees

(18) Leader of the Largest Opposition Group (Conservative Group)

(19) Leader of the Liberal Democrat Group

9. Council is requested to agree to retain the current number and allocation of Senior Salary positions, as set out in paragraph 8 of this report.

Civic Salaries

10. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £23,161 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £18,108 with effect from 1 April 2021.

Payments to Co-opted Members of Principal Councils

11. The Panel prescribed an increase of £12 to £210 daily rate for ordinary co-opted members (with voting rights) to recognise the important role that co-opted members undertake. Payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 36 to 39 of the Annual Report.
12. A further review of the support provided to Co-opted Members will be undertaken to confirm that the current arrangements are still fit for purpose.

Contribution towards Costs of Care and Personal Assistance (CPA)

13. To enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority, the Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role. The Panel has adopted specific principles related to support for the costs of care which were the subject of a Supplementary Report published in February 2020.
14. The Panel reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:
- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
 - Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.
15. Claims must be for the additional costs incurred by members to enable them to carry out official business or approved duties. The authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider. The Panel has clarified that care costs cannot be paid to someone who is a part of a member's household.

Members' Schedule of Remuneration 2021-2022

16. The IRPW has issued a revised Schedule of Remuneration proforma which has been amended in line with Section 10 of the Panel's annual report - Contribution towards Costs of Care and Personal Assistance.
17. It has recommended its use by all local authorities in order to promote best practice and assist with consistency in the production of such schedules within Wales. Specific sections within the document can be amended in order to suit each Authority's own particular circumstances; however, it should be noted that use of the proforma is not mandatory.
18. The Council is recommended to adopt this revised proforma for use as the basis for the Members' Schedule of Remuneration for 2021-22 and future years. 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.
19. To facilitate the requirements of the IRPW Annual Report, a number of changes have been made to update the Schedule of Remuneration as attached at **Appendix B**.
20. The Council is recommended to agree the Members' Schedule of Remuneration 2021/22, as set out in **Appendix C** to this report for adoption and publication. Any amendments to the Schedule made during the municipal year must be conveyed to the Panel as soon as practicable after the amendments are made. 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 Panel.

Legal Implications

21. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 ("the Measure"), under which the Independent Remuneration Panel for Wales ("the Panel") is given functions relating to payments to Councillors and Councillors' pensions (s.142 of the Measure). The Panel is required to publish an annual report on the exercise of its functions with respect to each financial year (s.143 of the Measure); and the Council must comply with the requirements imposed on it by the Panel's Annual Report (s.153 of the Measure).
22. As set out in the body of the report, the Council is required to produce and maintain an annual Schedule of Remuneration (*the Schedule*), which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
23. All Members entitled to receive payment have a personal interest in this report which should be declared. However, paragraph 12.2 (b)(iv) of the Code of Conduct states that you will not be regarded as having a prejudicial interest in any business of the Council relating to remuneration or an allowance or payment or pension made in accordance with the Local Government (Wales) Measure 2011 or the Local

Government and Housing Act 1989. This means all Members may debate and vote on the recommendations in this report.

Financial Implications

24. The overall financial allocation for Members' Remuneration in 2021/22 is £1.641 million, the costs are to be contained within the budget allocated.

RECOMMENDATIONS

The Council is recommended to:

- a. note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its Annual Report published on 24 February 2021 attached as **Appendix A**.
- b. agree to retain the current number and allocation of Senior Salary positions, as set out in paragraph 8 of this report;
- c. note the actions to be taken to address the determinations of the IRPW in respect of arrangements for the Contribution towards Costs of Care and Personal Assistance (CPA) , as set out in paragraphs 9-11 of this report;
- d. adopt the revised Schedule of Remuneration Proforma as recommended by the IRPW and attached at **Appendix B**;
- e. approve the Members' Schedule of Remuneration 2021/22, as set out in **Appendix C** to this report for adoption and publication; and
- f. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2021-2022 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
21 May 2021

The following Appendix is attached to this report:

APPENDIX A	Independent Remuneration Panel for Wales Annual Report February 2021
APPENDIX B	Revised Schedule of Remuneration Proforma
APPENDIX C	Members' Schedule of Remuneration 2021 – 2022

Background Papers:

Independent Remuneration Panel for Wales Annual Report (February 2021)

English:

[WG42164 Independent Remuneration Panel for Wales Annual Report \(gov.wales\)](#)

Cymraeg:

[WG42164 Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol Adroddiad Blynnyddol \(llyw.cymru\)](#)

Independent Remuneration Panel for Wales Supplementary Report 2020

English:

[Independent Remuneration Panel for Wales: supplementary report May 2020 | GOV.WALES](#)

Cymraeg:

[Panel Annibynnol Cymru ar gydnabyddiaeth ariannol: adroddiad atodol Mai 2020 | LLYW.CYMRU](#)



Independent Remuneration Panel for Wales

Annual Report

February 2021

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

Page 93

ANNUAL REPORT 2021/2022

FOREWORD

As with very many organisations the coronavirus pandemic has impacted on the work of the Panel. However, we have continued to meet regularly to carry out our statutory function via Microsoft Teams.

We completely understand the implications that the pandemic has had and continues to have on all local authorities in Wales, so the proposals contained in the draft Annual Report published on the 28 September 2020 limited the extent of the changes to our Remuneration Framework 2021/2022. We consider that it is important that the payments to elected members of principal councils should not fall further behind average earnings so the modest increases in basic and senior salaries (with appropriate adjustments for members of other organisations) set out in the draft Report have not changed.

We received 39 responses to the consultation on the draft Report and are grateful to those organisations and individuals who provided comments. The majority of the responses indicated that the proposals were not inappropriate in the prevailing circumstances. Some suggested that the increases were insufficient and conversely others took the view that there should be no increases. We have acknowledged each of the responses and answered all of the queries that were raised.

The term of office of Greg Owens ended on 31 December 2020. Greg had been a long standing member and the vice chair since 2016. We wish to record our appreciation of the considerable contribution that Greg made to the work of the Panel during his membership.

John Bader
Chair

Panel Membership
John Bader, Chair
Saz Willey, Vice Chair
Claire Sharp
Joe Stockley

Detailed information about the members can be found on the website: [Panel website](#)

Contents

Introduction	3
1. The Panel's Framework: Principles of Members' Remuneration	6
2. Annual Report Summary Page	8
3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries	9
4. Joint Overview and Scrutiny Committees (JOSC)	21
5. Pension Provision for Elected Members of Principal Councils	22
6. Entitlement to Family Absence	23
7. Payments to Members of National Park Authorities	24
8. Payments to Members of Welsh Fire and Rescue Authorities	27
9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire and Rescue Authorities	30
10. Contribution towards Costs of Care and Personal Assistance	32
11. Sickness Absence for Senior Salary Holders	36
12. Reimbursement of Travel and Subsistence Costs when on Official Business	38
13. Payments to Members of Community and Town Councils	40
14. Compliance with Panel Requirements	48
15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils	49
Annex 1: The Panel's Determinations for 2021/22	51
Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations	56
Annex 3: Schedule of Member Remuneration	71
Annex 4: Publication of Remuneration – the Panel's Requirements	73
Annex 5: Summary of new and updated determinations contained in this report	75

Introduction

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

1. Although this Report is in respect of the Panel's determinations for 2021/2022 our consideration has inevitably been influenced by the impact of the coronavirus pandemic. The ongoing issues affect the operation of all local authorities and will continue to do so for the foreseeable future.
2. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1. In May 2020 we published a [Supplementary Report](#) that set out specific principles relating to the provision of financial support for care needs. These are incorporated in Section 10 and will be included in future Annual Reports.
3. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
4. In determining the level of payments to members of local authorities, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount¹, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
5. The Panel originally set the basic salary of elected members of principal councils at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
6. The financial constraints on the public sector and particularly on local authorities over many years have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To minimise further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £150. Other payments that are based on the basic salary will be adjusted accordingly.

7. Payments for members of National Park Authorities and Fire and Rescue Authorities will increase as a result of the uplift proposed for principal councils. One other change proposed for these authorities is to remove the limitation on the number of senior salaries that can be paid.
8. The payment information provided by relevant authorities show that still very few members are utilising the provision in the framework for financial support in respect of care. We reiterate the importance that Democratic Services Committees should encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged. We are proposing significant changes regarding the costs of care which are set out in Section 10.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces leaflets for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition we have produced a short film [Ever thought about being a Welsh councillor?](#) This can be viewed on our website. The Welsh Government has an initiative to increase diversity in democracy and the Panel is engaged in supporting this wherever possible within its remit.
10. We continue to engage with community and town councils and have met with numerous representative groups. Unfortunately the extent of engagement has been curtailed as a consequence of COVID 19. For 2021/2022 we are not proposing any specific changes to payments in respect of community and town councils. However, we intend to undertake a major review of our current framework for this sector during 2021 in readiness for implementation following the elections in 2022. We intend to consult and work with the sector in the process of the review.
11. The Panel's Regulations have been updated to reflect changes to the remit (see Annex 2).
12. One issue that has arisen again, particularly in the context of the pandemic lockdown, is the action of the Council in respect of the Reports of the Panel which it receives. When the Panel's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.
13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.

14. How the Panel's Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the Panel's statutory Annual Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

¹ [Local Government \(Wales\) Measure 2011](#)

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

Upholding trust and confidence

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

Simplicity

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

Remuneration

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

Diversity

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

Accountability

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

Fairness

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

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Heads of Paid Service

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the heads of paid service of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 11	page 25	page 28	N/A ²
Senior Roles	page 14	page 25	page 28	page 42
Committee Chairs	page 13	page 26	page 28	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 16	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Contribution towards Costs of Care and Personal Assistance	page 32	page 32	page 32	page 32
Family Absence	page 23	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 22	N/A	N/A	N/A
Co-optees	page 30	page 30	page 30	N/A
Specific or Additional Allowances	page 18	N/A	N/A	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Compensation for Financial Loss	N/A	N/A	N/A	page 43
Statement of Payments	page 73	page 73	page 73	page 73
Schedule of Remuneration	Page 71	Page 71	Page 71	N/A
Salaries of Head of Paid Services	Page 49	N/A	Page 49	N/A

² Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

3.1 In 2009 the Panel set the maximum basic salary at £13,868, representing three fifths of the then median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. The Panel assessed it appropriate to use a figure comparable with constituents' pay, adjusted for the part-time nature of the work of a member with no senior responsibilities. Ten years on, this identical figure of £13,868 was determined as the basic salary in the Panel's 2019 annual report. A detailed explanatory paper setting out the historical context and analysis is available on the Panel's website at this [link](#). The key issues are outlined below.

3.1.1 Over this last decade, taking account of affordability and acceptability, the Panel has determined figures for the basic salary which have varied but have not kept pace with measures of inflation or other possible comparators. These include: Retail Prices Index, Consumer Prices Index, Wales Median Salary (ASHE), NJC (public sector employees), National Living Wage, the Real UK Living Wage, Members of Senedd Cymru, and MPs. Table 1, illustrated by Graph 1, shows the percentage increases to the basic salary and these alternatives from 2013 to 2021.

3.1.2 To set this in the context of other Welsh elected members, from 2013 to 2020 the basic salary increased by 7.9% (£13,175 to £14,218) whilst a Senedd Cymru member's salary increased by 25.6% (£53,852 to £67,649) and an MP's salary increased by 23.4% (£66,396 to £81,932).

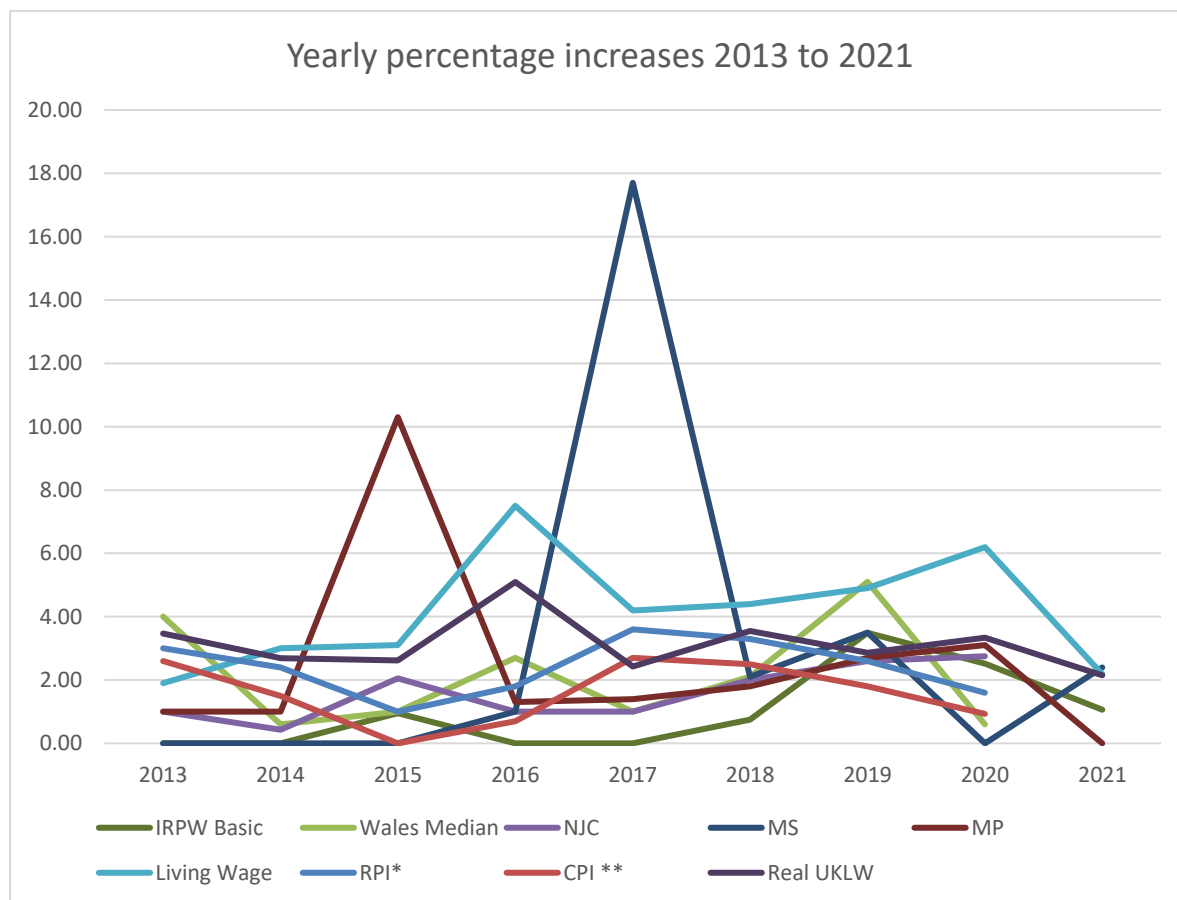
3.1.3 Thus, backbench members' salaries have fallen significantly behind by any reasonable measure of inflation.

Table 1 – Yearly percentage increases to basic salary, benchmarks and alternative measures 2013 to 2021

Annual Report Year	2013	2014	2015	2016	2017	2018	2019	2020	2021
IRPW Basic	0.00	0.00	0.95	0.00	0.00	0.75	3.49	2.52	1.06
Wales Median	4.00	0.60	1.00	2.70	1.00	2.10	5.10	0.60	Oct-21
NJC	1.00	0.43	2.05	1.00	1.00	2.00	2.60	2.75	
MS	0.00	0.00	0.00	1.00	17.70	2.10	3.50	0.00	2.40
MP	1.00	1.00	10.30	1.30	1.40	1.80	2.70	3.10	0.00
RPI*	3.00	2.40	1.00	1.80	3.60	3.30	2.60	1.60	
CPI March**	2.60	1.50	0.00	0.70	2.70	2.50	1.80	0.93	
Living Wage	1.90	3.00	3.10	7.50	4.20	4.40	4.90	6.20	2.18
Real UKLW	3.47	2.68	2.61	5.10	2.42	3.55	2.86	3.33	2.15

* 2020 figure is the average of 8 months to December; **2020 figure is the average of 8 months to December

Graph 1 – Yearly percentage increases 2013 to 2021



- 3.2 The Panel remains aware that the key activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These variations occur within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to the community that goes beyond defined remunerated hours. Many elected members report that their time spent is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').
- 3.3 Despite the pandemic, Panel members continue meeting with the Chairs of Democratic Services Committees, their officers and councillors. The Panel has also, through varied correspondence with councils and individual council members and others, maintained its ongoing dialogue. The position generally expressed by councillors and officers remains that the basic workload discharged by all elected members is substantial and exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel considered the progression of the variety of benchmark figures outlined above for the period from 2013 to 2020. Any adjustments in recent years have been in keeping with the Panel's principle that its determinations should be affordable and acceptable. This principle is maintained in the increase for 2021/2022 in the basic salary of elected members of £150.
- 3.5 This salary shall be paid by each principal authority in Wales from 1 April 2021 to each of its elected members unless any individual member opts personally and in writing to receive a lower amount.

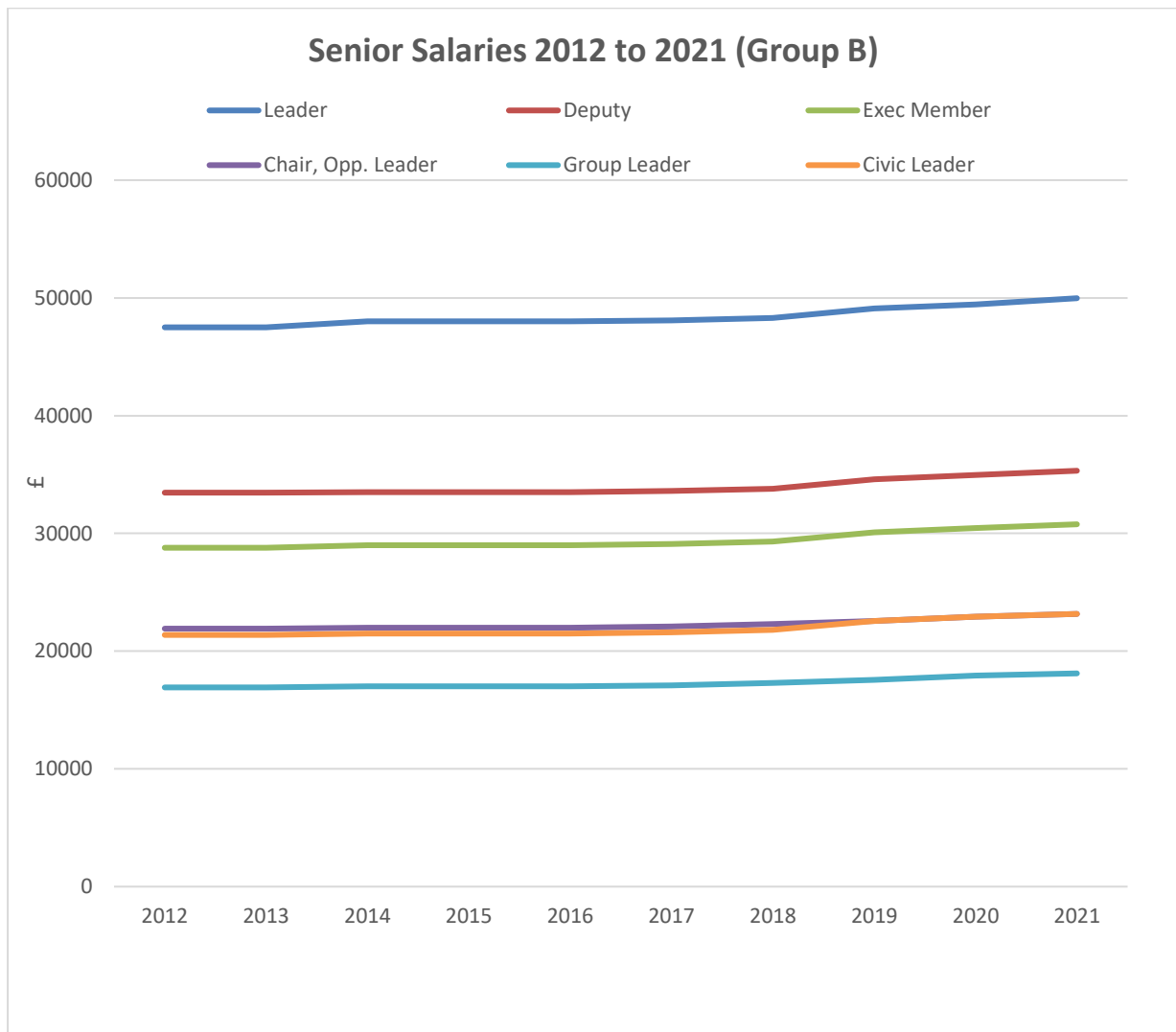
Determination 1: The Basic Salary in 2021/22 for elected members of principal councils shall be £14,368 with effect from 1 April 2021.

Senior Salaries

Payments to members of the executive, chairs of committees and the leader of the opposition.

- 3.6 In 2021 senior salaries will be increased at the same rate (1.06%) as basic salaries.

Graph 2: Senior salaries 2012 to 2021



3.7 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2021/22 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 2 below.

Table 2: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
Group B (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C (populations of up to 100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

The Executive

- 3.8 The Panel continues to take the view that Executive members should be considered as working the equivalent of full time (around 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.
- 3.9 Senior salaries are set out in Determination 2.

Chairs of Committees

- 3.10 There is a significant difference in the responsibilities and functions of chairing different committees. Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- 3.11 Where chairs of committees are paid, the remuneration is: £23,161.

The Senior Salary Bands

Determination 2: Senior salary levels in 2021/22 for members of principal councils shall be as set out in Table 3 with effect from 1 April 2021.

Table 3: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £14,368			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1 Leader	£55,027	£49,974	£44,921
Deputy leader	£38,858	£35,320	£31,783
Band 2 Executive members	£33,805	£30,773	£27,741
Band 3 Committee chairs (if remunerated):		£23,161	
Band 4 Leader of largest opposition group ³		£23,161	
Band 5 Leader of other political groups		£18,108	

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “largest opposition group” and “other political group”.

Table 3 notes:

- a. The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.
- b. Committee chairs will be paid at Band 3. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- c. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- d. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- e. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.12 The Panel had previously allowed councils to vary salaries of civic heads and deputy civic heads to reflect the specific responsibilities attached to the roles. However, councils strongly expressed to the Panel that elected members do not wish to make decisions that require Councils themselves such choices and options were removed in 2019. In the case of civic salaries, if paid, the payment for Band 3 is set at £23,161 for a civic head and at the Band 5 salary of £18,108 for a deputy civic head (Determination 3). A council may decide not to apply any civic salary to the posts of civic head and or deputy civic head.
- 3.13 The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).

Determination 3: Where paid, a Civic Head must be paid a Band 3 salary of £23,161 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £18,108 with effect from 1 April 2021.

- 3.14 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authorities' 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. The Panel's requirement that members should not have to pay for the cost of the support (see **determination 10**) needed to carry out their duties applies also in respect of deputy civic heads.
- 3.15 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.16 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a decision for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.17 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

- 3.18 Councils are reminded that, if a presiding member is appointed, they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £23,161.

Determination 4: Where appointed and if remunerated, a Presiding Member must be paid a Band 3 senior salary of £23,161.

Determination 5: The post of Deputy Presiding Member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.19 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.20 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is

fundamental there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

Determination 6:

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

Determination 7: Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA.

Determination 8: Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the Community or Town Council. Where this situation applies, it is the responsibility of the individual member to comply.

Supporting the work of local authority elected members

- 3.21 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review periodically the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 9 and 10 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.
- 3.22 The Panel considers it is necessary for each elected member to have ready use

of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Councils are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.

- 3.23 The responsibility of each council, through its Democratic Services Committee, to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.24 As a result of their legitimate actions as a councillor an elected member's personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the police and security services would normally inform the selection of required provision.
- 3.25 For co-opted members the support requirements are set out in section 9 and determination 40.

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

Determination 10: Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

- 3.26 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this

will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.28.

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

- 3.27 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
 - b. Applications will have to be approved by the authority as a whole (unless this has been delegated within Standing Orders) prior to submission to the Panel.
 - c. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
 - d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

⁴Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Minister has been obtained.

3.28 Job Sharing Arrangements

For members of an executive: Each “sharer” will be paid an appropriate proportion of the salary group as set out in Table 3.

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

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

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

4. Joint Overview and Scrutiny Committees (JOSC)

- 4.1 Little use has been made of the arrangements for JOSCs. Therefore, the Panel has decided to delete the payment from the framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.26 and 3.27. The current JOSCs in operation will continue without need for further confirmation. The applicable salaries are set out in the following determinations.

Determination 12: The salary level for a Chair of a Joint Overview and Scrutiny Committee shall be £8,793.

Determination 13: The salary level for a Vice Chair of a Joint Overview and Scrutiny Committee shall be £4,396.

5. Pension Provision for Elected Members of Principal Councils

- 5.1 The Local Government (Wales) Measure 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 14: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013⁵ and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 15: An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 16: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 17: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 18: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 19: When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 20: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁵[The Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#)

7. Payments to Members of National Park Authorities (NPAs)

Structure of National Park Authorities

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

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

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

7.2 National Park Authorities comprise Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

7.3 The structure of the Members' Committee at each of the three national parks is set out in Table 4.

Table 4: Membership of Welsh National Park Authorities

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	18	12: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 1 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 1 Powys County Council – 6 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council – 1	6
Pembrokeshire Coast	18	12: Pembrokeshire County Council – 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

- 7.4 In addition, Standards Committees of NPAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.
- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development, Management and or Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection Panels.
 - There is an expectation that members will participate in training and development.
 - The Chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and MSs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 In the time commitment on which the remuneration of members is based is 44 days. The salary for members of NPAs will increase to £4,053.
- 7.7 The Panel has determined that the remuneration of a NPA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £12,845.
- 7.8 The Panel has previously determined that up to two other committee Chairs can be remunerated. If the NPA considered this was restrictive, there was an option to apply for additional Senior Salary. It is proposed that this restriction is removed and that NPAs determine the number of Senior posts it requires as appropriate to its governance arrangements. The determination relating to the application for additional senior salaries is removed.
- 7.9 The Panel has made the following determinations:

Determination 21: The basic salary for NPA ordinary members shall be £4,053 with effect from 1 April 2021.

Determination 22: The senior salary of the Chair of a NPA shall be £12,845 with effect from 1 April 2021.

Determination 23: A NPA senior salary of £7,792 must be paid to a Deputy Chair where appointed.

Determination 24: Committee chairs or other senior posts can be paid. This shall be paid at £7,792.

Determination 25: Members must not receive more than one NPA senior salary.

Determination 26: A NPA senior salary is paid inclusive of the NPA basic salary.

Determination 27: 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. Where this situation applies, it is the responsibility of the individual member to comply.

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

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

Structure of Fire and Rescue Authorities

- 8.1 The three Fire and Rescue Services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within each Fire and Rescue Service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 5.

Table 5: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary Panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

8.6 The time commitment on which the remuneration is based is 22 days. The salary for members of FRAs will increase to £2,026.

8.7 The Panel determined that the remuneration of a FRA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £10,818.

8.8 The Panel determined that the remuneration of a FRA Deputy Chair will be aligned with the Band 5 senior salary for principal councils. This will increase to £5,765 and must be paid if the authority appoints a deputy chair.

8.9 The Panel has previously determined that up to two other committee Chairs can be remunerated. If the FRA considered this was restrictive, there was an option to apply for additional Senior Salary. It is proposed that this restriction is removed and that FRAs determine the number of Senior posts it requires as appropriate to its governance arrangements. The determination relating to the application for additional senior salaries is removed. Committee Chairs and any other senior post if remunerated will be aligned with Band 5. This will increase to £5,765.

Local Pension Boards

8.10 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore, it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension

board Chairs. The senior salaries in Determination 28 or 29 cannot be used exclusively for this role.

8.11 The Panel has made the following determinations:

Determination 28: The basic salary for FRA ordinary members shall be £2,026 with effect from 1 April 2021.

Determination 29: The senior salary of the Chair of an FRA shall be £10,818 with effect from 1 April 2021.

Determination 30: A FRA senior salary of £5,765 must be paid to the Deputy Chair where appointed.

Determination 31: Chairs of committees or other senior posts can be paid. This shall be paid at £5,765.

Determination 32: Members must not receive more than one FRA senior salary.

Determination 33: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 34: 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. Where this situation applies, it is the responsibility of the individual member to comply,

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities⁶

- 9.1 The Panel has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights.
- 9.2 The number of days in any one year for which co-opted members may be paid varies and reflects the specific work discharged by the relevant committee. This context for payment therefore differs from that for elected members of principal councils which provides a monthly payment. Many elected members of principal councils report that they rely on this as part of a core income without which they would be unable to continue in the role.
- 9.3 In dialogue with the Panel, co-opted members acknowledge the importance of fees they receive but do not identify these payments as an income for living upon which they depend. Panel determinations in relation to co-opted member fees occur in this context and any uplifts are therefore not comparable with the changes to salaries of elected members.
- 9.4 The Panel proposes an increase of £12 to £210 daily rate for ordinary co-opted members and for those with additional responsibility.
- 9.5 Recognising the important role that co-opted members discharge, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 36 to 39.
- 9.6 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 35: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 6).

Table 6: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£210 (4 hours and over) £105 (up to 4 hours)

Community and town councillors sitting on principal council standards committees	£210 (4 hours and over) £105 (up to 4 hours)
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Determination 36: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 37: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 38: The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination 39: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

Determination 40: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

⁶This section does not apply to co-opted members to community and town councils.

10. Contribution towards Costs of Care and Personal Assistance (CPA)

- 10.1 This section applies to all members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision applies to Community and Town Councils.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role. The Panel has adopted specific principles related to support for the costs of care which were the subject of a [Supplementary Report](#) published in February 2020. These principles are set out in table 7.
- 10.3 The Panel reviewed the arrangements for this financial support and has made the following changes:
- a) As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this is retitled to “contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
 - b) Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
 - c) Clarification in respect of a member’s own care or support needs: Reimbursement may be claimed where the support and or cost of any additional needs are not available or are not met directly by the authority such as Access to Work, Personal Payments, Insurance. These could arise when the needs are recent and or temporary.
- 10.4 Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this; each authority must ensure that any payments made are appropriately linked to official business or approved duty.
- 10.5 The Panel reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:
- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household

10.6 The Panel continues to recognise the issues relating to the publication of this legitimate expense and has retained the requirements for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the contribution towards costs of care and personal assistance.

Table 7

The Panel's principles relating to care and personal assistance (CPA)

The Minimum Authorities should do		How this could be done
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 Payments, insurance or other provision.</p>	A Confidential review of the needs of individual members annually and when circumstances change
Raise Awareness	Ensure potential candidates, candidates and current members are aware that financial support is available to them should their current or future circumstances require.	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". Remind serving members via e-mail and or training. Signpost to Panel's Payments to Councillors leaflets.
Promote a Positive Culture	Ensure all members understand the reason for CPA and support and encourage others to claim where needed.	Encouragement within and across all parties of Relevant Authorities to support members to claim.

The Minimum Authorities should do	How this could be done
	Agree not to advertise or make public individual decisions not to claim.
Set out the approved duties for which CPA can be claimed	<p>Approved duties are usually a matter of fact. Interpretation of the Panel's Regulations are set out in the Annual Report.</p> <p>"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."</p>
Be as enabling as possible about the types of care that 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>Members should not be "out of pocket" subject to the limit set in the Annual Report.</p> <p>Models of care and needs vary. Members may use a combination of several care options.</p> <p>Patterns of care may alter over the civic and academic year.</p> <p>Not all care is based on hourly (or part hourly) rates.</p> <p>Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.</p> <p>Members may need to:</p> <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 <p>Where care need straddles two sessions both should be reimbursed.</p>

The Minimum Authorities should do		How this could be done
Have a simple and effective claim process	Members should know how to claim. The claim process should be clear, proportionate and auditable.	Check members understand how to claim and that it is easy to do so. Flexibility to accept paperless invoices Online form Same or similar form to travel costs claim
Comply with Panel's Publication rules	The Panel's Framework states: "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."	

Determination 41: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- **Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.**
- **Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.**

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

11. Sickness Absence for Senior Salary Holders

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

senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

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

Note:

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

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

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

Reimbursement of mileage costs

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

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

Reimbursement of other travel costs

- 12.7 All other claims for travel, including travel by taxi if this is the only, or most

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

Reimbursement of subsistence costs

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

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

Car Parking for Members

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

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The COVID pandemic limited the Panel’s opportunities for face to face engagement in 2020/2021. However, the Panel attended RCT’s Community Council liaison online meeting in November and a number of other constructive digital engagements throughout this period. The year before, the Panel met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

Table 8: Community and Town Council Groupings

Community and Town Council Group	Income <i>or</i> Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a

community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating contribution towards costs of care and personal allowance for all members of community and town councils as set out in Determination 41.
- 13.10 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

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

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

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

Contribution towards costs of care and personal assistance

- 13.18 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in section 10 apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

- 13.19 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

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

Compensation for financial loss

13.20 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Civic Head and Deputy Civic Head

- 13.21 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ‘ambassador’ representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.22 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council’s civic budgets.
- 13.23 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.24 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.25 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.26 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.27 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 48: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 49: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.28 Table 9 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.29 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.30 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.31 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.32 When payments take effect from is set out in paragraphs 13.36 to 13.38 below.
- 13.33 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 9

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

Determination Number	Is a decision required by council?
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
49 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
50 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.34 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.35 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.36 It is a matter for each council to make, and record, a policy decision in respect of:

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

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

13.38 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 50: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.39 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁸ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be notified to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to Community and Town Councils at this time.

The following applies to all authorities including Community and Town Councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- **and must also be submitted to the Panel no later than that date.**

⁸ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the Head of Paid Service or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils. However, this function ceased on 31 March 2020.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at [Amended Guidance to the Independent Remuneration Panel for Wales under Section 143A of the Local Government \(Wales\) Measure 2011 and Section 39 of the Local Government \(Wales\) Act 2015](#). This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal

As long as these comply with any guidance issued by the Welsh Government.

- 15.4 The Panel also has a general power to review the Pay Policy Statements of

authorities so far as they relate to the heads of paid service.

15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.

15.6 The Panel is very aware that this function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that “The legislation does not restrict the Panel to a reactive role”. It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements.

Changes to the salaries of chief officers of principal councils – Panel decisions 2020

Letters issued to the Local Authorities notifying them of the Panel decision can be found on the [Panel website](#).

Name of Local Authority	Proposal	Panel decision
Neath Port Talbot Council	Head of Children and Young People's Services	Referred for further information

Annex 1: The Panel's Determinations for 2021/22

Principal Councils	
1.	Basic salary in 2021/22 for elected members of principal councils shall be £14,368 with effect from 1 April 2021.
2.	Senior salary levels in 2021/22 for members of principal councils shall be as set out in Table 3 with effect from 1 April 2021.
3.	Where paid, a civic head must be paid a Band 3 salary of £23,161 and, where paid, a deputy civic head must be paid a Band 5 salary of £18,108 with effect from 1 April 2021.
4.	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £23,161.
5.	The post of deputy presiding member will not be remunerated.
6.	<p>a) An elected member must not be remunerated for more than one senior post within their authority.</p> <p>b) An elected member must not be paid a senior salary and a civic salary.</p> <p>c) All senior and civic salaries are paid inclusive of basic salary.</p> <p>d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.</p>
7.	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA.
8.	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the Community or Town Council. Where this situation applies, it is the responsibility of the individual member to comply.
9.	Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

10.	Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
11.	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees (JOSC)	
12.	The salary level for a Chair of a Joint Overview and Scrutiny Committee shall be £8,793.
13.	The salary level for a Vice Chair of a Joint Overview and Scrutiny Committee shall be £4,396.
Local Government Pension Scheme	
14.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
15.	An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
16.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
17.	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.
18.	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.
19.	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.
20.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

National Park Authorities	
21.	The basic salary for NPA ordinary members shall be £4,053 with effect from 1 April 2021.
22.	The senior salary of the Chair of a NPA shall be £12,845 with effect from 1 April 2021.
23.	A NPA senior salary of £7,792 must be paid to a Deputy Chair where appointed.
24.	Committee chairs or other senior posts can be paid. This shall be paid at £7,792.
25.	Members must not receive more than one NPA senior salary.
26.	A NPA senior salary is paid inclusive of the NPA basic salary.
27.	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. Where this situation applies, it is the responsibility of the individual member to comply.
Fire and Rescue Authorities	
28.	The basic salary for FRA ordinary members shall be £2,026 with effect from 1 April 2021.
29.	The senior salary of the chair of a FRA shall be £10,818 with effect from 1 April 2021.
30.	A FRA senior salary of £5,765 must be paid to the Deputy Chair where appointed.
31.	Chairs of Committees or other senior posts can be paid. This shall be paid at £5,765.
32.	Members must not receive more than one FRA senior salary.
33.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
34.	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. Where this situation applies, it is the responsibility of the individual member to comply.
Co-opted Members	
35.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
36.	Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

37.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
38.	The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
39.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
40.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Contribution towards costs of care and personal assistance	
41.	<p>All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</p> <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
Community and Town Councils	
42.	All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
43.	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.
44.	Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

45.	<p>Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. ⁹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
46.	<p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and or family overnight.
47.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £55.50 for each period not exceeding 4 hours. • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
48.	<p>Community and Town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
49.	<p>Community and Town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
50.	<p>Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.</p>

⁹ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) For the remuneration of members and co-opted members of relevant authorities**
- b) For functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Payments for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1 April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".
b. These IRPW Regulations came into force on 1 April 2021 and replace

those in force from 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.

- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31 July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Payment” means the actual or maximum amount which may be paid to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual Report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure and includes a principal council (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal council has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure. The Panel must take account of these representations.
- “Constituent authority” – for national park authorities this is a principal council falling within the area of a national park authority; for Welsh fire and rescue authorities it is a principal council falling within the area of a fire and rescue authority.
- “Contribution to Costs of Care and Personal Assistance” has the same meaning as set out in paragraph 21 of these Regulations.
- “Controlling group” means a political group in a principal council where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the remit of the committee on which they serve.
- “Co-opted Member payment” has the same meaning as set out in paragraph 19 of these Regulations.
- “Democratic Services Committee” means the principal council committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and the related Regulations
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or subcommittee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Member” means a person who serves on an authority.
 - For a principal council or a community or town council a “Member” may be:
 - An “Elected Member” which means a person who has been elected to serve as a councillor for that authority. It is possible for a person to hold an elected office if, further to the completion of an election, no candidate has presented and a person holds that office subject to proper process.
 - A ‘Co-opted Member’ which means a person who has been placed into membership of a council committee or to discharge a function subject to proper process.
 - For a national park authority, a “Member” means a person appointed by a constituent authority and a person appointed by Welsh Ministers.
 - For Welsh fire and rescue authorities a “Member” means a person appointed by a constituent authority.

- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.

- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the reimbursement of care, travel and subsistence costs necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any other body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of principal council functions.

- i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.
- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- ‘Political group’ may be formed from members of a recognised political party or be a group of independent members unaffiliated to any recognised political party. “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal Council” is as defined by the 1972 Act and means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act In community and town councils, the ‘Proper Officer’ may be the clerk or other official appointed for that purpose. “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.

- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence payment” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:
 - “financial year” – the period of twelve months ending 31 March;
 - “calendar year” – the period of twelve months ending 31 December;
 - “municipal year” – the year commencing on the date of the annual meeting of the authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member or co-opted member payments

Commencement of term of office

3. The term of office of:
 - An elected member of a principal council or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
 - A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on their acceptance of that office further to being either elected or appointed as a chair or deputy chair of a national park authority.
 - A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
 - A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of payments to members (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel's determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary

which may not be the same for all authorities or categories of authorities.

- The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:
 - The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
 14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of an authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.

17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary. Payment must also be withheld if directed by the Welsh Ministers.

Co-opted member payment

19. A relevant authority must provide for payments to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Payments Contribution to Costs of Care and Personal Assistance

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member or co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member or co-opted member of the authority in relation to the care of the same child or dependant for the same episode of care.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member or co-opted member has to make separate arrangements for the care of different children or dependants.

22. The arrangements in respect of the contribution to cost of care and personal assistance payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the contribution to the cost of care and personal assistance 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 must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).
24. An authority's Schedule must stipulate the arrangements regarding the contribution towards costs of care and personal assistance payable and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence payments

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence payments at rates determined by the Panel in its Annual or Supplementary Reports. Such payments are in respect of expenditure incurred by a member or co-opted member in the performance of the official business within or outside the boundary of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence payment to a principal council member for the performance of official business within the boundaries of a county or county borough where they are a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a council who live outside that authority.
27. A principal council may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence payments payable to that member or co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for principal council members in its Annual or Supplementary Reports. Such determinations may:
- Define which members for whom the principal council will be required to pay a pension.
 - Describe the relevant matters in respect of which a local authority will be required to pay a pension.
 - Make different decisions for different principal councils.

Payments to support the function of an authority member

30. An authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Arrangements in relation to family absence

31. Part 2 of the Measure sets out the rights of principal council members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to these payments in its Annual or Supplementary Reports.

Sickness Absence

32. Arrangements for long-term sickness absence of senior salary holders of principal councils, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Payments

Repayment of payments

33. An authority can require that such part of a payment 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 or co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - b. ceases to be a member or co-opted member of the authority.

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

Forgoing payments

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

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

Interpretation

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

Payments

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

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

Part 6: Miscellaneous

Arrangements for payments

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

Claims

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

42. Any claim for payment of travelling, subsistence or care costs in accordance with these Regulations (excluding claims for travel by private vehicle or bicycle) shall be accompanied by appropriate receipts proving actual cost.

Avoidance of duplication

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

Records of payments

44. An authority must keep a record of the payments made in accordance with these Regulations as set out in an Annual or Supplementary Report.

Publicity requirements

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

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

Publicising the reports of the Panel

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

Monitoring compliance with the Panel's determinations

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

Annex 3: Schedule of Member Remuneration

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

In respect of a principal council:

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

In respect of National Park and Fire and Rescue Authorities:

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

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

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

In accordance with Section 151 of the Wales (Local Government) Measure 2011 the Panel requires that:

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

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.

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

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

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

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

Summary of new and updated determinations contained in this report	
Principal Councils	
Determination 1: This Determination has been updated	The basic salary in 2021/22 for elected members of principal councils shall be £14,368 with effect from 1 April 2021.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2021/22 for members of principal councils shall be as set out in Table 3 with effect from 1 April 2021.
Determination 3: This Determination has been updated	Where paid, a civic head must be paid a Band 3 salary of £23,161 and where paid a deputy civic head must be paid a Band 5 salary of £18,108 with effect from 1 April 2021.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £23,161.
Determination 8: This Determination has been updated	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the Community or Town Council. Where this situation applies, it is the responsibility of the individual member to comply.
Joint Overview and Scrutiny Committees (JOSC)	
Determination 12: This is a new Determination	The salary level for a Chair of a Joint Overview and Scrutiny Committee shall be £8,793.
Determination 13: This is a new Determination	The salary level for a Vice Chair of a Joint Overview and Scrutiny Committee shall be £4,396.
Entitlement to Family Absence	
Determination 15: This Determination has been updated	An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
National Park Authorities	
Determination 21: This Determination has been updated	The basic salary for NPA ordinary members shall be £4,053 with effect from 1 April 2021.
Determination 22: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,845 with effect from 1 April 2021.

Summary of new and updated determinations contained in this report	
Determination 23: This Determination has been updated	A NPA senior salary of £7,792 must be paid to a Deputy Chair where appointed.
Determination 24: This Determination has been updated	Committee Chairs or other senior posts can be paid. This shall be paid at £7,792.
Determination 27: This Determination has been updated.	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. Where this situation applies, it is the responsibility of the individual member to comply.
Fire and Rescue Authorities	
Determination 28: This Determination has been updated	The basic salary for FRA ordinary members shall be £2,026 with effect from 1 April 2021.
Determination 29: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,818 with effect from 1 April 2021.
Determination 30: This Determination has been updated	A FRA senior salary of £5,765 must be paid to the Deputy Chair where appointed.
Determination 31: This Determination has been updated	Chairs of Committees or other senior posts can be paid. This shall be paid at £5,765.
Determination 34: This Determination has been updated	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. Where this situation applies, it is the responsibility of the individual member to comply,
Contribution towards Costs of Care and Personal Assistance	
Determination 41: This Determination has been updated.	<p>All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</p> <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>

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

[Independent Remuneration Panel for Wales](#)

(REVISED) SCHEDULE OF REMUNERATION PROFORMA**Authority Name****MEMBERS' SCHEDULE OF REMUNERATION**

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's or Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority 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,

The Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all allowances will be made by the [specify Officer] by [direct bank credit or specify other means of payment] in instalments of one-twelfth of the Member's annual entitlement on [specify date].
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 **Optional - Co-optees' payments will be capped at a maximum of the equivalent of [X] full days a year for each committee to which an individual may be co-opted.**

- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The [Monitoring Officer] is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The [Monitoring Officer] 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.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail or Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Optional-

[Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and or a receipt.]

or

[Members are responsible for purchasing suitable tickets in advance and may claim for tickets purchased which will be reimbursed upon production of the used ticket and or a receipt.]

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbusement will be upon receipt only.

12.3 Air Fare (optional)

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the [**specify officer**] is required and tickets will be purchased by [**Democratic Services**].

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by [**specify officer**]. Democratic Services will arrange travel and accommodation.

12.5 Other Travel Expenses

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the [*specify officer*].
- 13.2 Overnight accommodation will be booked by [*specify officer*]. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14 Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)
- 14.2 No provision is made for subsistence claims within the Authority.

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made in writing within [*specify timeframe*] of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the [*specify officer*] by [*direct bank credit or specify other means of payment*].

16. Pensions

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17 Supporting the work of Authority Members

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

- 17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2021-22

MEMBERS ENTITLED TO BASIC SALARY		ANNUAL AMOUNT OF BASIC SALARY
The following named elected members of the authority		
1. AN Other		£14,368
2. AN Other		
3. AN Other		

SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER
1.	Leader	AN Other
2.	Deputy Leader	AN Other
3.	Cabinet Member - Resources	
4.	Cabinet Member - Communities	
5.	Cabinet Member - Wellbeing	
6.	Cabinet Member - Children & Young People	
7.	Chairperson of Improvement Overview and Scrutiny Committee	
8.	Chairperson of Governance Overview and Scrutiny Committee	
9.	Chairperson of Corporate Overview and Scrutiny Committee	
10.	Chairperson of Community Overview and Scrutiny Committee	
11.	Chairperson of Health Overview and Scrutiny Committee	
12.	Chairperson of Development Committee	
13.	Chairperson of Licensing Committee	
14.	Chairperson of Audit Committee	
15.	Chairperson of X Committee	

SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
ROLE	MEMBER	
16.	Leader Of The Largest Opposition Group	£23,161
17.	Not used	
18.	Not used	

A maximum of [XX] senior salaries for [Name of Authority] may be paid and this has not been exceeded.

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor or Chair)	AN Other	£23,161
Deputy Civic Head (Deputy Mayor or Chair)	AN Other	£18,108

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	AN Other	£268 Daily Fee £134 ½ Day Fee
Chairperson of Audit Committee	NorA	£268 Daily Fee £134 ½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Audit Committee, Crime and Disorder OVSC	Standards: <ul style="list-style-type: none"> • AN Other • Vacancy Scrutiny <ul style="list-style-type: none"> • AN Other Audit <ul style="list-style-type: none"> • AN Other 	£210 Daily Fee £105 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	AN Other	£238 Daily Fee £119 ½ Day Fee

Contribution towards costs of care and personal assistance	
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All Members
<ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

Members Support – what is provided in terms of telephone, internet or email (see Determination 6)	
Telephone Support for Executive Members	
Telephone Support for Chairs of Committees	
Telephone Support for all other Members	
Access to Email for Executive Members	
Access to Email for Chairs of Committees	
Access to Email for all other Members	
Internet Support for Executive Members	
Internet Support for Chairs of Committees	
Internet Support for all other Members	

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other 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;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
 - *List duties*

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member or Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

MEMBERS' SCHEDULE OF REMUNERATION 2021 – 2022

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's or Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority 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,

The Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all salaries, allowances or fees will be made by the Council's Payroll team by BACS transfer in instalments of one-twelfth of the Member's annual entitlement usually on the 15th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).

- 9.3 The Head of Democratic Services is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.4 The Head of Democratic Services 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.
- 9.5 A half day meeting is defined as up to 4 hours.
- 9.6 A full day meeting is defined as over 4 hours.
- 9.7 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.8 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty’s Revenue &

Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Democratic Services/Cabinet Support Office will usually purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and or a receipt.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imburement will be upon receipt only.

12.3 Air Fares

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs.

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Head of Democratic Services is required and tickets will usually be purchased by Democratic Services or Cabinet Support Office, as applicable.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Head of Democratic Services. Democratic Services or Cabinet Support Office, as applicable, will usually arrange travel and accommodation.

12.5 Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Head of Democratic Services.
- 13.2 Overnight accommodation will usually be booked by Democratic Services or Cabinet Office, as applicable. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14. Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)
- 14.2 No provision is made for subsistence claims within the Authority.

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made **in writing by the 1st day of each month** or the previous working day if falling on a Saturday or Sunday or Bank Holiday and **must be accompanied by the relevant receipts**. Claims **must be made within 3 months** of the event and within the relevant accounting year (i.e. by 4 April every year).
- 15.2 Allowances will be paid by the Council's Payroll team by BACS transfer.

16. Pensions

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17 Supporting the work of Authority Members

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

- 17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2021 – 2022

MEMBERS ENTITLED TO BASIC SALARY			ANNUAL AMOUNT OF BASIC SALARY
The following named Elected Members of the Authority receive the Basic Salary:			£14,368
Cllr Ali Ahmed	Cllr Iona Gordon	Cllr Linda Morgan	
Cllr Ashgar Ali	Cllr Jane Henshaw	Cllr Daniel Naughton	
Cllr Dilwar Ali	Cllr Gavin Hill-John	Cllr Oliver Owen	
Cllr Rodney Berman	Cllr Philippa Hill-John	Cllr Thomas Parkhill	
Cllr Fenella Bowden	Cllr Robert Hopkins	Cllr Jacqueline Parry	
Cllr Bernie Bowen-Thomson	Cllr Frank Jacobsen	Cllr Keith Parry	
Cllr Joe Boyle	Cllr Owen Jones	Cllr Mike Phillips	
Cllr Jennifer Burke-Davies	Cllr Michael Jones-Pritchard	Cllr Dianne Rees	
Cllr Joe Carter	Cllr Heather Joyce	Cllr Mia Rees	
Cllr Jayne Cowan	Cllr Kathryn Kelloway	Cllr Emma Sandrey	
Cllr Stephen Cunnah	Cllr John Lancaster	Cllr Abdul Sattar	
Cllr Daniel De'Ath	Cllr Christopher Lay	Cllr Elaine Simmons	
Cllr Bob Derbyshire	Cllr Susan Lent	Cllr Kanaya Singh	
Cllr Sean Driscoll	Cllr Ashley Lister	Cllr Ed Stubbs	
Cllr Saeed Ebrahim	Cllr Neil McEvoy	Cllr Graham Thomas	
Cllr Lisa Ford	Cllr Mary McGarry	Cllr Joel Williams	
Cllr Andrea Gibson	Cllr Siân-Elin Melbourne	Cllr Peter Wong	
Cllr Susan Goddard	Cllr Bablin Molik	Cllr Ashley Wood	

SENIOR SALARY ENTITLEMENTS (includes Basic Salary)			ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Cllr Huw Thomas	£55,027
2.	Deputy Leader & Cabinet Member for Education, Employment and Skills	Cllr Sarah Merry	£38,858
3.	Cabinet Member for Children and Families	Cllr Graham Hinchey	£33,805
4.	Cabinet Member for Clean Streets, Recycling and Environment	Cllr Michael Michael	£33,805
5.	Cabinet Member for Culture and Leisure	Cllr Peter Bradbury	£33,805
6.	Cabinet Member for Finance, Modernisation and Performance	Cllr Christopher Weaver	£33,805
7.	Cabinet Member for Housing and Communities	Cllr Lynda Thorne	£33,805

	SENIOR SALARY ENTITLEMENTS (includes Basic Salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
8.	Cabinet Member for Investment and Development	Cllr Russell Goodway	£33,805
9.	Cabinet Member for Social Care, Health and Well-being	Cllr Susan Elsmore	£33,805
10.	Cabinet Member for Strategic Planning and Transport	Cllr Caro Wild	£33,805
11.	Chairperson of Children and Young People Scrutiny Committee	Cllr Lee Bridgeman	£23,161
12.	Chairperson of Community and Adult Services Scrutiny Committee	Cllr Shaun Jenkins	£23,161
13.	Chairperson of Economy and Culture Scrutiny Committee	Cllr Nigel Howells	£23,161
14.	Chairperson of Environmental Scrutiny Committee	Cllr Ramesh Patel	£23,161
15.	Chairperson of Policy Review and Performance Scrutiny Committee	Cllr David Walker	£23,161
16.	Chairperson of Planning Committee	Cllr Keith Jones	£23,161
17.	Chairperson of Licensing & Public Protection Committees	Cllr Norma Mackie	£23,161
18.	Leader of the Largest Opposition Group (Conservative Group)	Cllr Adrian Robson	£23,161
19.	Leader of the Liberal Democrat Group	Cllr Rhys Taylor	£18,108
<i>A maximum of 19 senior salaries for Cardiff Council may be paid and this has not been exceeded.</i>			

ENTITLEMENT TO CIVIC SALARIES (includes Basic Salary)		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor / Chair)	Cllr Rob McKerlich	£23,161
Deputy Civic Head (Deputy Mayor / Chair)	Cllr Lyn Hudson	£18,108

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards & Ethics Committee	Professor James Downe	£268 Daily Fee (4 hours and over) £134 ½ Day Fee (up to 4 hours)
Chairperson of Governance & Audit Committee	D Hugh Thomas	£268 Daily Fee (4 hours and over) £134 ½ Day Fee (up to 4 hours)
Statutory Co-optees – ordinary members: Children & Young People Scrutiny Committee Governance & Audit Committee Standards & Ethics Committee	<ul style="list-style-type: none"> • Patricia Arlotte • Carol Cobert • Karen Dell’Armi • Matthew Richards <ul style="list-style-type: none"> • Gavin MacArthur • David Price <ul style="list-style-type: none"> • Hollie Edwards-Davies • Chrissie Nicholls • Jason Bartlett • Arthur Hallett • Community Councillor Stuart Thomas 	£210 Daily Fee (4 hours and over) £105 ½ Day Fee (up to 4 hours)

Contribution towards costs of care and personal assistance	
All Members	
<ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. 	

Members Support – what is provided in terms of telephone, internet or email (see Determination 9)	
Telephone Support for Executive Members	Yes
Telephone Support for Chairs of Committees	Yes other than Chairs of Governance and Audit Committee and Standards and Ethics Committee
Telephone Support for all other Members	Yes Other than Co-optees and Independent Members of the Standards & Ethics, CYP Scrutiny and Governance and Audit Committee
Access to Email for Executive Members	Yes
Access to Email for Chairs of Committees	Yes
Access to Email for all other Members	Yes Other than co-optees and Independent Members of the Standards & Ethics, CYP Scrutiny and Governance and Audit Committee,
Internet Support for Executive Members	Yes (as necessary)
Internet Support for Chairs of Committees	Yes (as necessary)
Internet Support for all other Members	Yes (as necessary)

SCHEDULE 2

Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other 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;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority, Cabinet or Democratic Services Committee
- the following duties which have been approved by Council:
 - Attendance at any non-political personal development event or activity relevant to the role of the individual member with the advance agreement of the Head of Democratic Services.
 - attendance at meetings relating to the personal safety and security of an individual Member.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per passenger per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.

A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website of the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member or Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



ANNUAL COUNCIL:

27 MAY 2021

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

REMOTE / MULTI-LOCATION MEETING ARRANGEMENTS

Reason for this Report

1. To inform Council of new legislative provisions regarding arrangements for local authority meetings in Wales (under the Local Government and Elections (Wales) Act 2021) and the arrangements which are to be made in this regard.

Background

2. Under the Coronavirus Act 2020, the Welsh Ministers issued Regulations (The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, 'the 2020 Meeting Regulations'), temporarily relaxing the rules for local authority meetings during the COVID-19 pandemic. The 2020 Meeting Regulations were intended to enable Councils to safely continue to discharge their functions during the pandemic, whilst adhering to public health restrictions and guidance.
3. In May 2020, the Council noted the arrangements being made for meetings to be held remotely using video conferencing facilities, in line with the provisions of the 2020 Meeting Regulations; and in June and September 2020 approved a programme of meetings, to be held remotely until any alternative arrangements may be agreed. Information and guidance was provided for Members setting out instructions on joining and participating in remote meetings. All meetings of Council, Cabinet and Committees have been held remotely, using Microsoft Teams video conferencing software, since May 2020 to date.
4. The provisions of the 2020 Meeting Regulations ended on 30th April 2021 and have been replaced by new provisions for local authority meetings made under the Local Government and Elections (Wales) Act 2021.

Issues

5. The Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Part 3, Chapter 4, makes permanent provisions in respect of local authority

meetings, specifically:

- (i) Full Council meetings must be electronically broadcast, with effect from 5 May 2022.
As Members will be aware, full Council meetings in Cardiff are already webcast and available to view live on the Council's website. (The requirement to broadcast meetings may be extended to other local authority meetings by Regulations issued by the Welsh Ministers.)
- (ii) Local authorities are required to make and publish arrangements to ensure their meetings may be attended remotely (ie. enabling persons who are not in the same place to attend the meeting).
Under the arrangements, meetings have to be capable of being held virtually, but individual authorities must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as 'hybrid meetings') or as physical meetings. Meeting participants must be able to speak to and hear each other; and for meetings which are required to be broadcast (ie. full Council meetings), participants must also be able to see and be seen by each other.
- (iii) Notices of meetings must be published electronically, summonses to attend meetings may be served electronically and copies of meeting documents which are to be made available for public inspection (agendas, reports, minutes etc) may be provided electronically.

Proposals for Multi-Location Meeting Arrangements

6. When considering arrangements for remote attendance or 'multi-location meetings' (as referred to under paragraph 5(ii) above), authorities must have regard to statutory guidance issued by the Welsh Ministers.
7. Draft statutory guidance (not yet finalised) indicates that the overall purpose of the new legislation is to give authorities powers and freedoms to convene meetings in a way which achieves greater accessibility and improved public participation in local government. The draft guidance states that 'Multi-location meetings offer authorities the potential to update and transform the way they do business. It provides [an] opportunities for authorities to become more flexible and efficient and also raise their profile in the local community and to bring their work directly into people's homes. Public access to multi-location meetings is likely to be significantly higher than the level of audiences of formal meetings when all were held physically – attendance levels during the pandemic bear this out. This heightened public awareness and involvement is to be welcomed – and further encouraged. In particular, authorities will need to think directly about the needs of the public as they design their arrangements and policies for multi-location meetings. While these meetings are still "meetings in public" rather than "public meetings" – by and large the public will be able to observe but not participate – they provide a crucial opportunity for accountability and transparency, and an accessible shop window for many public bodies.'

8. Whilst arrangements for fully virtual or remote meetings are now relatively well-established in Cardiff, arrangements for hybrid meetings raise a number of practical challenges, including:
 - a. The procurement, and installation of appropriate equipment to facilitate hybrid meetings.
 - b. Suitable testing of the systems to ensure they fully integrate with dual language and existing meeting room and remote facilities.
 - c. The development of consistent procedures for the use of face to face, remote and hybrid meetings.
 - d. The provision of training for Elected, Independent, and Co-opted Members, Chairpersons and other attendees at meetings, in the effective use of the hybrid systems and revised meeting procedures.
9. Some of this work has already commenced following a successful bid for grant funding from the Digital Democracy Fund to support the procurement of a Hybrid meeting system for initial use in County Hall. Following the implementation of this hybrid functionality and the improved knowledge this will have provided, will lead to the development of a detailed procurement of a new conference system which will support multi-location meetings including City Hall. Funding of £220k for the new conferencing system has been allocated in the Capital Budget for use during 2021-22.
10. As the rules for Council meetings are set out in the Constitution and fall within the remit of the Constitution Committee, it is proposed that Constitution Committee be asked to consider arrangements for 'multi-location meetings' (and associated constitution amendments) and make recommendations to full Council for approval. It is hoped that the statutory guidance will be finalised and issued shortly, which will allow the Council's arrangements to take proper account of the guidance.
11. The 2021 Act provisions for remote attendance came into effect on 1st May 2021, to allow Councils to transition smoothly from the temporary remote attendance arrangements introduced by the 2020 Meeting Regulations.
12. As an interim measure, the Director of Governance and Legal Services has agreed, under her general delegated authority and the statutory provisions of the 2021 Act, the extension of the remote attendance arrangements approved by Council in May 2020, until Council has the opportunity to consider the recommendations of the Constitution Committee on multi-location meeting arrangements. The Remote Attendance Standing Order (in Part 4 of the Constitution) has been amended accordingly, under the Monitoring Officer's delegated authority, to reflect the current arrangements, as shown in **Appendix A**. This addresses the requirement for the arrangements to be published.

Legal Implications

13. Relevant legal provisions are referred to in the body of the report.

Financial Implications

14. There are no direct financial implications arising from the recommendations of the report.

RECOMMENDATIONS:

15 Council is recommended to:

- a) Note the information set out in the report;
- b) Note the extension of the current remote attendance meeting arrangements and the amended Remote Attendance Standing Order (**Appendix A**), as referred to in paragraph 12 of the report; and
- c) Receive a further report in due course to consider the recommendations made by the Constitution Committee in respect of multi-location meeting arrangements and associated constitution amendments, for approval by full Council.

DAVINA FIORE
DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND
MONITORING OFFICER
19th May 2021

APPENDICES

Appendix A Remote Attendance Standing Order (amended)

Background papers

- *Remote Meetings: Information and Guidance, including Elected Members Protocol for Remote Meetings*
- *Governance reports to Council in May 2020, June 2020 and September 2020*
- *Draft Interim statutory guidance on multi-location meetings, Welsh Government, May 2021*
- *Director of Governance and Legal Services' decisions to (i) extend current remote attendance arrangements and (ii) update Remote Attendance Standing Order, 21st April 2021*

PART 4 – RULES OF PROCEDURE

REMOTE ATTENDANCE STANDING ORDER

1. The Council has agreed temporary arrangements for remote attendance at meetings, in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 ('the 2020 Meetings Regulations').
2. In line with the 2020 Meetings Regulations and government restrictions in relation to the Covid pandemic, the Council has agreed that all meetings of the Council, Cabinet, Committees and Sub-Committees will be held remotely using video conferencing facilities.
3. In order to facilitate public access, meetings are livestreamed via the Council's webcast wherever possible; and when livestreaming is not achievable, a recording of the meeting is uploaded to the Council's website. Notices of meetings, agendas and reports are published on the Council's website.
4. Members of the public may participate in meetings, in accordance with the provisions of the relevant meeting procedure rules (set out in this Constitution) and any other agreed protocols, using audio or video connection to the remote meeting. Details of how to connect to the meeting will be provided by Committee Services.
5. The Local Government and Elections (Wales) Act 2021, Part 3 ('the 2021 Act'), requires the Council to make and publish permanent arrangements for remote attendance at meetings, in line with the provisions of that Act and having regard to statutory guidance.
6. Until the Council makes and publishes permanent arrangements for remote attendance under the 2021 Act, the temporary arrangements agreed under the 2020 Meeting Regulations are to continue in effect under the provisions of the 2021 Act.
7. Any references to 'attendance' at meetings in this Constitution or otherwise are to be read as including remote attendance. Remote attendance for these purposes means attendance by means of any equipment or facility which enables persons who are not in the same place to speak to and be heard by each other, and may also enable those persons to see each other.

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ANNUAL COUNCIL:**27 MAY 2021**

**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES
AND MONITORING OFFICER**

**PROGRAMME OF COUNCIL, CABINET & ORDINARY COMMITTEE MEETINGS
2021/22****Reason for this report**

1. To agree the programme of Full Council meetings for the period May 2021 to August 2022 and note the provisional programme of Cabinet and Committees for the period May 2021 to August 2022, to be finalised in consultation with Chairs of Committees and in line with Forward Work Plans.

Background

2. The Annual Council meeting is required to approve a programme of ordinary meetings of Council for the year, and a provisional programme of meetings for Council Committees (Council Meeting Procedure Rules, Rule 2(b)(xvii) and (xviii)).
3. The Welsh Government has issued statutory guidance about the timing of Council meetings under Section 6(2) of the Local Government (Wales) Measure 2011, to which the Council must have regard. In accordance with the statutory guidance, a survey was carried out in May 2017 to assess Members' preferences regarding the times and intervals at which meetings of a local authority are held. The programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.
4. The Annual Council on 27 November 2020 agreed a programme of Full Council meetings for 2020– 2021 and indicative dates for Full Council for 2021-2022 municipal year.

Issues

5. Appendix A (*marked to follow*) is the proposed Programme of Council, Cabinet and Committee meetings from June 2021 to June 2022.
6. The appointment of Committee Chairs (Agenda Item 13) may necessitate further consultation on the programme of ordinary Committee meetings.

Formal Meetings Diary

Full Council

7. There are nine meetings of Full Council including the Annual meeting and Budget setting meeting. There are no meetings of Council in April, August and December.
8. Provisionally, Council meetings will take place as follows:

Day	Date	Time	Meeting
Thu	24-Jun-21	16:30	Council
Thu	22-Jul-21	16:30	Council
Thu	30-Sep-21	16:30	Council
Thu	28-Oct-21	16:30	Council
Thu	25-Nov-21	16:30	Council
Thu	27-Jan-22	16:30	Council
Thu	24-Feb-22	16:30	Council (Budget)
Thu	24-Mar-22	16:30	Council
Thu	26-May-22	16:30	Council (Annual Meeting)

Cabinet

9. Cabinet meetings are held on a monthly basis with the exception of August. Depending on agenda items, Cabinet is also unlikely to be able to meet in the pre-election period which is likely to start on 28 March 2022, so it is unlikely that there will be a Cabinet meeting in April 2022. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

Thu	17-Jun-21	14:00	Cabinet
Thu	15-Jul-21	14:00	Cabinet
Thu	23-Sep-21	14:00	Cabinet
Thu	14-Oct-21	14:00	Cabinet
Thu	18-Nov-21	14:00	Cabinet
Thu	16-Dec-21	14:00	Cabinet
Thu	20-Jan-22	14:00	Cabinet
Thu	17-Feb-22	14:00	Cabinet
Thu	17-Mar-22	14:00	Cabinet

Where the level of business to be determined from the Cabinet Forward Plan is likely to be more than the amount of business that can be dealt with in one meeting, additional meetings will be arranged and publicised.

Regulatory Committees

10. Licensing, Planning and Public Protection Committees are held on a monthly basis, subject to there being sufficient business. Licensing Sub Committees convened under the Licensing Act 2003, will be held as and when required.

Scrutiny Committees

11. Scrutiny Committees meet on a monthly basis with the exception of August and in an election year, April and May.

Corporate Parenting Advisory Committee

12. This Committee agreed to meet quarterly to meet their Work Plan requirements and the dates have been scheduled in the calendar.

Governance and Audit Committee

13. Five meetings of the Governance and Audit Committee per year have been scheduled in accordance with their Work Plan.

Democratic Services Committee

14. In accordance with the Local Government (Wales) Measure 2011 requirements (Section 15(2)), the Democratic Services Committee has to meet at least once a year. For 2021/22 Municipal Year, it is proposed to meet three times and the dates have been included in the calendar.

Standards & Ethics Committee

15. The Standards and Ethics Committee will meet as and when necessary in order to deliver its work programme. Provisional dates are included within the draft Calendar and are subject to confirmation with the Chair and in consultation with Committee Members.

Constitution Committee

16. It is proposed to meet twice during this municipal year and provisional dates will be included within the draft Calendar and are subject to confirmation with the Chair in consultation with Committee Members.

Other Committees

17. Meetings of the Local Authority Governor Panel and Pension Committee have been scheduled as required.

Ad-Hoc Meetings

18. Meetings of the Appointments Committee, Appeals Committee, Bilingual Cardiff Member Group, and Pension Panel are only scheduled as and when required.

Legal Implications

19. As noted in the body of the report, the Council must have regard to the Welsh Government's statutory guidance (issued under section 6 of the Local Government (Wales) Measure 2011) when considering the times and intervals of its meetings.
20. In summary, the guidance states that:
 - Work and other commitments make setting a programme of meetings that suits all Members difficult;

- Welsh Government does not wish to prescribe the number/timings of meetings; and
- it is important that Authorities proactively review their meeting arrangements, by way of example, the guidance states that “What may have been tradition or an arrangement which suited the previous generation of Councillors will not necessarily serve the interests of the new intake.”

21. The guidance requires the Council to survey its Members in respect of times and intervals in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. Members will note that a survey of Members was undertaken in May 2017 and that the programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.

Financial Implications

22. The costs associated with delivering the programme of meetings are to be contained within the allocated budget.

RECOMMENDATIONS

The Council is recommended to

- (1) approve the programme of Council and Committee meeting dates for June 2021 – June 2022, subject to further consultation with Chairs of Committees appointed by Council;
- (2) Notes the provisional dates of Cabinet meetings during the period June 2021 – June 2022; and
- (3) delegate authority to the Director of Governance and Legal Services to make any necessary alterations to the programme of Committee meetings and request that the final programme be reported to the ordinary Council meeting on 24 June 2021 for approval.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

21 May 2021

The following Appendices are attached:

Appendix A Programme of Council, Cabinet and Committee meetings from May 2021 – June 2022. (*To follow*)

Background papers:

[Welsh Government Statutory Guidance from the Local Government Measure 2011, June 2012, Chapter 1](#)