



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

GWYS Y CYNGOR

DYDD IAU, 26 MAI 2022

COUNCIL SUMMONS

THURSDAY, 26 MAY 2022,

Fe'ch gwysir I fynychu cyfarfod blynyddol y **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir yn Siambr y Cyngor, Neuadd y Ddinas, Parc Cathays, Caerdydd, CF10 3ND on Dydd Iau, 26 Mai 2022 at 4.30 pm I drafod y materion a nodir yn yr agenda atodedig.

Davina Fiore
Cyfarwyddwr Llywodraethu a Gwasanaethau
Cyfreithiol

Neuadd y Sir
Caerdydd
CF10 4UW

Dydd Gwener, 20 Mai 2022

GWE-DARLLEDU

Caiff y cyfarfod hwn ei ffilmio i'w ddarlledu'n fyw a/neu yn olynol trwy wefan y Cyngor. Caiff yr holl gyfarfod ei ffilmio, heblaw am eitemau eithriedig neu gyfrinachol, a bydd y ffilm ar gael ar y wefan am 12 mis. Cedwir copi o'r recordiad yn unol â pholisi cadw data'r Cyngor.

Ar ddechrau'r cyfarfod, bydd y Cadeirydd yn cadarnhau a gaiff y cyfarfod cyfan neu ran ohono ei ffilmio. Fel rheol, ni chaiff ardaloedd y cyhoedd eu ffilmio. Fodd bynnag, wrth fynd i'r ystafell gyfarfod a defnyddio'r ardal gyhoeddus, mae aelodau'r cyhoedd yn cydsynio i gael eu ffilmio ac y defnyddir y lluniau a recordiadau sain hynny o bosibl at ddibenion gwe-ddarlledu a/neu hyfforddi.

Os oes gennych gwestiynau ynghylch gwe-ddarlledu cyfarfodydd, cysylltwch â'r Gwasanaethau Pwyllgorau ac Aelodau ar 02920 872020 neu e-bost [Gwasanethau Democrataidd](#)

AELODAU O'R CYHOEDD

Gellir gwyllo'r cyfarfod drwy'r gwe-ddarllediad neu mewn person yn Neuadd y Ddinas, Parc Cathays, Caerdydd, CF10 3ND

- 1 Ymddiheuriadau am Absenoldeb**
Derbyn ymddiheuriadau am absenoldeb.
- 2 Ethol Cadeirydd y Cyngor ar gyfer 2022-2023**
Mae'r Cyfansoddiad yn nodi y bydd y Cyngor yn ethol Cadeirydd y Cyngor yn ei Gyfarfod Blynyddol.
- 3 Penodi Dirprwy Gadeirydd y Cyngor ar gyfer 2022-2023**
Mae'r Cyfansoddiad yn nodi y bydd y Cyngor yn ethol Is-gadeirydd y Cyngor yn ei Gyfarfod Blynyddol.
- 4 Datgan Buddiannau**
Derbyn datganiadau buddiannau (i'w gwneud yn unol â Chod Ymddygiad yr Aelodau)
- 5 Cofnodion***(Tudalennau 5 - 46)*
Cymeradwyo bod cofnodion y cyfarfod a gynhaliwyd ar 17 Mawrth 2022 yn gywir.
- 6 Ethol Aelodau i Gyngor Sir Dinas a Sir Caerdydd***(Tudalennau 47 - 52)*
Adroddiad yt Swyddog Canlyniadau ar Aelodau a etholwyd ar 5 Mai 2022
- 7 Addewid Caerdydd***(Tudalennau 53 - 56)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 8 Cyhoeddiadau'r Arglwydd Faer**
Clywed cyhoeddiadau'r Arglwydd Faer gan gynnwys Cydnabyddiaethau a Gwobrau.
- 9 Cyhoeddiadau'r Arweinydd sy'n ymwneud â'r Flwyddyn Ariannol i ddod**
- 10 Penodi Aelodau'r Cabinet (Ile mae disgwyl i etholiadau o'r fath ddigwydd)**
- 11 Sefydlu Pwyllgorau Sefydlog y Cyngor ar gyfer 2022-2023***(Tudalennau 57 - 80)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 12 Dyrannu Seddi ac Enwebiadau a Phenodiadau Aelodau i Bwyllgorau***(Tudalennau 81 - 88)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 13 Ethol Cadeiryddion a Dirprwy Gadeiryddion Pwyllgorau***(Tudalennau 89 - 92)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 14 Penodi Cynrychiolwyr i Gyrrff Allanol***(Tudalennau 93 - 96)*
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 15 Taliadau Cydnabyddiaeth a Lwfansau Aelodau 2022-2023***(Tudalennau 97 -*

192)

Adroddiad y Prif Weithredwr.

- 16 Rhaglen o Gyfarfodydd y Cyngor** (*Tudalennau 193 - 200*)
Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a'r Swyddog Monitro.
- 17 Materion Brys**

City Council of the City & County of Cardiff
17 March 2022

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 17 March 2022 to transact the business set out in the Council summons dated Friday, 11 March 2022.

Present: County Councillor McKerlich (Lord Mayor)

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

146 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Morgan, Stubbs, Bowen-Thomson, Phillipa Hill-John, Melbourne and Howells

147 : DECLARATIONS OF INTEREST

No declarations of interest were received in accordance with the Members Code of Conduct.

148 : FREEDOM OF THE CITY OF CARDIFF

The Council was requested to consider granting the Freedom of the City and County of Cardiff to HMS Cambria in recognition of its long and distinguished history as the Royal Navy's home in Wales, and the pivotal role played in training and deploying Royal Naval Reservists to support the Royal Navy at sea and ashore, both at home and abroad.

RESOLVED:

The Council considered and agreed to:

1. The admission as Honorary Freemen of the City and County of Cardiff of HMS Cambria under Section 249 of the Local Government Act 1972 in recognition of its long and distinguished history as the Royal Navy's home in Wales and its pivotal role in training and deploying Royal Naval Reservists to support the Royal Navy at sea and ashore, at home and abroad.

2. That the Chief Executive be granted delegated authority to make suitable arrangements for the Freedom of the City to be ceremonially granted to HMS Cambria, in consultation with the Leader of the Council and the Lord Mayor.

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

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Present: County Councillor McKerlich (Lord Mayor)

County Councillors Ahmed, Asghar Ali, Dilwar Ali, Berman, 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, 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, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

149 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nigel Howells. Councillors Melbourne and Pip Hill-John would be late in attending the meeting.

150 : DECLARATIONS OF INTEREST

The following Declarations of Interest were received in accordance with the Members Code of Conduct.

Councillor	Item	Nature of Interest
Cllr Naughton	Item 10	Family Member employed by Cardiff Council
Cllr Molik	Item 9	CEO Sight Cymru
Cllr Cowan	Item 14 – Cllr Michael Statement	Part time employee, Believe-Organ Donor support
Cllr Bowen-Thomson	Item 7	Involved in Task Force sub-group as CEO of Safer Wales

151 : MINUTES

The minutes of the 3 March 2022 were approved as a correct record and signed by the Lord Mayor.

152 : PUBLIC QUESTIONS

Mr Rhydian Payne asked the following question of the Cabinet Member for Investment and Development, Councillor Goodway.

You will be aware that the former Brandon Tool Hire site at the bottom of Rumney Hill has been left vacant for over a decade. Can the Cabinet Member advise what plans the site owner has to bring the site back into beneficial use and whether the Council can use its influence to bring forward a suitable development scheme that could bring new jobs to this part of the City?

Reply – Cllr Goodway

The land in question is not in Council ownership, but the site at 599 Newport Road, previously occupied by Brandon Tool Hire, does have a valid planning consent granted in 2017. This provides for the demolition of the commercial units on the site and the erection of a new residential development comprising 32 self-contained flats.

The Council as the Local Planning Authority has no powers to insist that a developer implements a planning consent or permission.

Supplementary Question – Mr Payne

I appreciate that the Council's powers in this situation are limited, but would you, as Cabinet Member with responsibility for Economic Development, request that your officers work with the landowner in a bid to bring forward a suitable development, hopefully one that will see jobs return to the site, at an early date.

Reply – Cllr Goodway

I am happy to do so, intelligence that I received only an hour or so ago, suggests that there may be complications with that site in terms of a sewerage pipe that goes through it, which may make it unsuitable for residential development and in that case I would like to see it return as an employment site because we have very few employment sites left in the City so it is a conversation that I will have with my officials to see if we can take forward a conversation with the land owner to ensure that we make best use of that site.

153 : PETITIONS

The following petitions were received:

Councillor	No. of Relevant Signatures	Nature of Petition
Cllr Gavin Hill-John	290	Opposing the building development on Radyr Farm, Goitre Fach Farm, and Radyr Rail Station
Cllr Ed Stubbs	436	Calling for the refurbishment of Splott Park

154 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor made the following announcements:

- Prizes were awarded by him at HMS Cambria's Winter Divisions and Awards Evening to those who had gone over and above and made a significant contribution to HMS Cambria;
- On 8 March 2022 he, together with staff and pupils attended a Tree Planting Ceremony at St Alban's Catholic Primary School;
- On 14 March he hosted a Commonwealth Day Flag Raising Ceremony at Cardiff Council; representatives from a variety of organisations attended; and
- Thanks to all Councillors standing down in May 2022 for their contribution to Cardiff over the years.

155 : RACE EQUALITY TASK FORCE

Councillor Ebrahim moved the report of the Task Force which covered the period between July 2020 and March 2022. It highlighted that over the past eighteen months, Cardiff's Race Equality Taskforce had been tasked with identifying practical opportunities for change to improve race equality in Cardiff and to find new ways to deploy local levers to improve outcomes for Ethnic Minority residents. This report outlines the work completed by Cardiff's Race Equality Taskforce between July 2020-March 2022.

The Lord Mayor called for a Vote on the recommendations in the report.

Vote Results:

For: 42

Councillors Ahmed, Dilwar Ali, Bowen-Thomson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Jones-Pritchard, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Mia Rees, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild and Wong.

Against: 1

Councillor Shaun Jenkins

Abstain: 29

Councillors Ashgar Ali, Berman, Boyle, Carter, Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Hopkins, Hudson, Kelloway, Lancaster, McEvoy, Molik, Morgan, Naughton, Owen, Parkhill, Keith Parry, Philips, Dianne Rees, Robson, Sandrey, Taylor, Graham Thomas, Walker, Williams, Wood

Apologies: 1

Councillor Howells

Absent for vote: 1
Councillor Melbourne

RESOLVED:

The recommendations in the report were CARRIED.

156 : BILINGUAL CARDIFF STRATEGY 2022-27

The Council was asked to note the content of the Bilingual Cardiff Strategy 2022-2027 which had been prepared in accordance with the Welsh Language Standards (No.1) Regulations 2015 under the Welsh Language (Wales) Measure 2011 and recommended to full Council for approval.

Councillor Huw Thomas moved the report.

The report was seconded by Councillor Owen Jones.

The Lord Mayor called for a Vote on the recommendations in the report.

Vote Results:

For: 70

Councillors Ahmed, Dilwar Ali, Berman, 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, Hudson, Jacobsen, Keith Jones, Owen Jones, Jones-Pritchard, Joyce, 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, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Thorne, Walker, Weaver, Wild, Williams, Wong and Wood.

Against: 2

Councillors Jenkins and Kelloway

Absent: 1

Cllr Asghar Ali

Apologies: 1

Councillor Howells

RESOLVED:

Council AGREED to

- 1) approve the Bilingual Cardiff: 5-Year Welsh Language Strategy 2022-27 (Appendix I)

- 2) note the content of the Independent Review of the Bilingual Cardiff Strategy 2017-2022 (Appendix V).

**157 : CARDIFF & THE VALE OF GLAMORGAN POPULATION NEEDS
ASSESSMENT REPORT 2022**

The Council was asked to note and consider the Population Needs Assessment 2022 (attached at Appendix 1) in line with the requirements of Part 2 of the Social Services and Well-being (Wales) Act 2014

To recommend that Council consider and approve the Population Needs Assessment 2022 at its meeting on 17th March 2022 and that the Assessment is revisited and updated in relevant areas following the release of Census 2021 data.

Councillor Elsmore moved the report.

Councillor Hinchey seconded the report.

The Lord Mayor called for a vote on the recommendations in the report.

Vote Result:

For: 70

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

Against: 3

Councillors Ford, McEvoy and Keith Parry

Apologies: 1

Councillor Howells

RESOLVED: The Council Agreed to:

Note and approve the Population Needs Assessment 2022 (attached at Appendix 1) in line with the requirements of Part 2 of the Social Services and Well-being (Wales) Act 2014.

158 : PAY POLICY REPORT 2022/2023

(All relevant Chief Officers declared an interest in this item and left the meeting for consideration of this item)

The report recommended that Council agree a Pay Policy Statement for 2022/23, in accordance with the requirements of the Localism Act 2011.

Councillor Weaver moved the report.

Councillor Huw Thomas seconded the report.

The Lord Mayor called for a vote on the recommendations in the report.

Vote Result:

For: 49

Councillors Ahmed, Asghar Ali, Dilwar Ali, Berman, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Hopkins, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Molik, Naughton, Jackie Parry, Patel, Sandrey, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Huw Thomas, Thorne, Weaver, Wild, Wong and Wood

Against: 3

Councillors Ford, McEvoy and Keith Parry

Abstain: 21

Councillors Cowan, Driscoll, Gibson, Gavin Hill-John, Philippa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, Melbourne, Morgan, Owen, Parkhill, Philips, Dianne Rees, Mia Rees, Adrian Robson, Graham Thomas, Walker and Williams.

Apologies: 1

Councillor Howells

RESOLVED: The Council AGREED to:

1. 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 2022, as accounted for in the Budget set and agreed by Council on 3rd March 2022.
2. 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.
3. Approve the Pay Policy Statement (2022/23) Appendix 1.

159 : CONSTITUTION UPDATE

This report was to enable the Council to consider recommended changes to the Constitution in relation to:

- (a) New legislative requirements introduced by the Local Government and Elections (Wales) Act 2021, in respect of:
 - (i) Multi-location meeting arrangements and electronic broadcast of full Council meetings;
 - (ii) Assistants to the Cabinet;
 - (iii) Job sharing for Cabinet Members;
 - (iv) A Guide to the Constitution;
 - (v) A Petition Scheme; and
 - (vi) The Statutory functions of the Chief Executive,
- (b) The Council Meeting Procedure Rules on amendments to Notices of Motion, and
- (c) Various legislative and other updates and drafting improvements.

Councillor Goodway moved the report.

Councillor Jones-Pritchard seconded the report.

RESOLVED: The Council AGREED to:

1. Note the information set out in the report and appendices;
2. Approve the Constitution amendments set out in Appendix C (Constitution – draft amendments), to take effect on the specified dates, and request the Monitoring Officer to update the Constitution accordingly.

160 : DEMOCRATIC SERVICES ANNUAL REPORT 2021

The report outlined the work carried out by Democratic Services during 2021.

Councillor Jones-Pritchard moved the report.

RESOLVED: The Council AGREED the recommendations as outlined in the report.

161 : COMPOSITE NOTICE OF MOTION

RESOLVED: The Council AGREED the following Composite Motion:

This Council notes:

The quality and value of youth workers and youth work supporting young people in Cardiff and congratulates Cardiff's Youth Service on being re-awarded the Bronze Level Youth Work Quality Mark.

That youth workers are valuable role models for young people.

The key role youth work has in supporting young people to realise their full potential and that youth work is a distinct educational process across a variety of settings which could include street based youth workers, youth mentors and centre based youth workers.

That youth centres can be an important part of communities as is the work carried out by our street based youth work teams, youth mentors who operate across the city responding to local need working with some of the most vulnerable young people in the city wherever they are and our EOTAS team who support some of the city's most vulnerable learners.

The hard work and dedication of volunteers who work with young people across Cardiff.

The partners that work with the Council to deliver quality youth work in Cardiff including those benefiting from Youth Innovation Grants and the council's financial support for Menter Caerdydd used to run provision for Welsh speakers around the city.

The needs of young people are not limited to one particular arc of Cardiff and there is need in every ward but that the needs of certain groups of young people and areas are greater particularly with the cut in Universal Credit, increasing cost of living and increasing numbers of children and young people falling into poverty. Youth work can also play an important part in addressing the differential impact of covid on our young people.

The 15 minute neighbourhood concept includes young people, their needs and access to facilities.

The fantastic work of Cardiff Commitment and youth mentors across the city and in all of our schools which has resulted in a fall in the number of young people not in education or training from 8.8% in 2010, well above the Welsh average, to 1.5% at a time of great economic uncertainty.

The work carried out by youth workers around the city over the summer including the youth bus.

The work of the digital youth team in engaging with young people virtually.

Cardiff Council welcomes the decision to undertake a review of our youth service provision to ensure we can meet the needs of young people and develop sustainable, long term investment in youth services.

This council believes the review should include:

Widening access as well as ensuring that qualified youth workers continue to cover the whole of Cardiff enabling them to reach young people wherever they are and whenever they are needed.

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

Ensuring youth workers, police, education, children's services, youth justice teams, community safety and the 3rd sector continue to work closely together so that the best practice is in place across the whole of Cardiff in matters involving young people. Making sure that young people, no matter where in the city they live, have access to youth facilities and can access youth work-based support when they need it.

How we can share good practice whilst ensuring the quality of youth work practice across all youth support services is effective and listens to the voices of young people, providing youth work training to all organisations working with young people.

Developing a workforce strategy that invests in a diverse and inclusive workforce that is representative of our communities and provides opportunities for young people through corporate apprenticeships and traineeships.

Cardiff Council recognises that as we aim to become a Child Friendly City the Council must continue to engage with young people themselves about the services that impact on them.

To make representations to Welsh Government with regards to placing youth services on a statutory footing.

162 : CABINET MEMBER STATEMENTS

The [Leader](#) responded to questions in relation to:

- Thanking local business across Cardiff and in particular Rhiwbina for their fundraising efforts for the Ukraine Crisis.

[Cabinet Member for Finance, Modernisation & Performance, Councillor Weaver.](#)

The Cabinet Member responded to questions in relation to:

- The Scrutiny Task and Finish Report on Home & Agile Working not meeting the deadline for the 10th March 2022 Cabinet Meeting.

[Cabinet Member for Housing & Communities, Councillor Thorne.](#)

The Cabinet Member responded to questions in relation to:

- Flat Roof design in the Council new build properties
- Thanking Hub Staff for their work and plans to improve the service further.

[Cabinet Member for Clean Streets, Recycling & Environment, Councillor Michael](#)

The Cabinet Member responded to questions in relation to:

- Garden Waste Collections
- Pop-Up Recycling Centre
- Water Strategy in Schools
- Cardiff Dogs Home

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

[Cabinet Member for Children & Families, Councillor Hinchey](#)

The Cabinet Member responded to questions in relation to:

- Recruitment and Retention
- National Adoption Service – Framework

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

The Cabinet Member responded to questions in relation to:

- Cardiff North Dementia Service
- Age Friendly Action Plan
- Toilet Strategy

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

The Cabinet Member responded to questions in relation to:

- Estyn Review of Cardiff Council's Education service
- Proposed expansion of Cardiff High School
- Review of the Youth Service

[Cabinet Member for Strategic Planning & Transport, Councillor Wild](#)

The Cabinet Member responded to questions in relation to:

- Road and Pavement Resurfacing
- Cycle Path on Newport Road
- Traffic Enforcement Cameras at School Locations
- Enforcement of pavement parking

[Cabinet Member for Investment & Development, Councillor Goodway](#)

The Cabinet Member responded to questions in relation to:

- City Centre Development Design
- Regeneration of Cardiff Bay – Citizen Engagement

[Cabinet Member for Culture & Leisure Statement, Councillor Bradbury](#)

The Cabinet Member responded to questions in relation to:

- Bird Flu cases in Roath Park
- Coed Caerdydd – Cherry Trees
- St David's Hall – ticket prices
- Burial Prices

163 : NOTICE OF MOTION - 1

The Lord Mayor noted that a Notice of Motion proposed by Councillor McEvoy and seconded by Councillor Parry had been received for consideration. One Amendment had been received from the Labour Group.

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

The Council asks the Cabinet to consider:

Bringing a report to a future Council outlining the economic and cultural benefits St David's Day bank holiday, including assigning financial and in kind support for all future St David's civilian parades.

Furthermore, the Council calls on the Westminster Government to devolve to Welsh Government the power to create bank holidays for Wales (via the Banking and Financial Dealings Act 1971) – in the same manner as already happens in Scotland and Northern Ireland

The Motion was formally seconded by Councillor Parry.

An amendment to the motion had been received from the Labour Group. The Lord Mayor called upon Councillor Michael to move the amendment as follows:

Delete from:

'Brining a report Northern Ireland.'

Replace with:

'A report on the possibility of a holiday on the 1st March during the next administration'.

The amended motion would read as follows:

The Council asks the Cabinet to consider:

A report on the possibility of a holiday on the 1st March during the next administration.

The amendment was formally seconded by Councillor Patel

The Lord Mayor invited debate on the motion and amendment.

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

Councillor McEvoy responded to the issues raised and confirmed the Amendment was not accepted.

The Lord Mayor called for a Vote on the Amendment as moved by Councillor Michael and seconded by Councillor Patel

Vote Results:

For: 39

Councillors Ahmed, Dilwar Ali, Bowen-Thomson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild and Wong.

Against: 34

Councillors Asghar Ali, Berman, Boyle, Carter, Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Hopkins, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Molik, Morgan, Naughton, Owen, Parkhill, Keith Parry, Phillips, Dianne Rees, Mia Rees, Robson, Sandrey, Taylor, Graham Thomas, Walker, Williams and Wood.

Apologies: 1

Councillor Howells

The Vote on the Amendment was CARRIED.

The Lord Mayor called on Councillor Michael to speak before a vote on the Substantive Motion as amended by the Labour Group was taken.

Vote Results

For: 70

Councillors Ahmed, Asghar Ali, Dilwar Ali, Berman, 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, Hudson, Jacobsen, Jenkins, Keith Jones, Owen Jones, Jones-Pritchard, 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, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Thorne, Walker, Weaver, Wild, Williams, Wong and Wood.

Against: 2

Councillors Jenkins and Kelloway

Apologies: 1

Councillor Howells

The Vote on the Substantive Motion as amended was CARRIED

164 : NOTICE OF MOTION - 2

The Lord Mayor noted that a Notice of Motion proposed by Councillor Taylor and seconded by Councillor Wood had been received for consideration. One Amendment had been received from the Labour Group.

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

Action on Building Fire Safety

This council is deeply concerned that years later, there are still thousands of people living in buildings with potentially dangerous fire safety defects.

This council notes that the Welsh Government's Building Safety Fund and Building Safety Passport Scheme is designed to identify which buildings have fire safety failures and the cost of remediating those.

This council notes with regret that leaseholders are no closer to a solution to the problem and are facing large bills in order to fund remediation work and Waking Watch schemes.

This council believes that no leaseholder should bear the burden of putting right the failures of developers and the building safety system – whether they are landlords or otherwise.

This council calls on the Cabinet to:

- Bring forward a report on establishing a Building Safety Support Hub to provide in-person and online advice and guidance on such issues as: completing funding applications for the different Government funding pots; advice on the EWS1 process and advising leaseholders of their rights.
- Once the outcome of the Building Safety Fund is published, bring forward a report on the cost of providing a council tax exemption for all residents directly impacted by the fire safety crisis.

The Motion was formally seconded by Councillor Wood.

An amendment to the motion had been received from the Labour Group. The Lord Mayor called upon Councillor Thorne to move the amendment as follows:

Action on Building Fire Safety

Delete: 'This Council notes thatWaking and Watch Schemes.

Insert the following after '...landlords or otherwise':

Welcomes the Welsh Government approach of ensuring that remediation of buildings are undertaken on a holistic basis, meaning that we must go beyond replacement of non-compliant cladding and deal with the range of fire safety issues found in some buildings which may include factors such as inadequate compartmentation and the need for smoke control or fire suppression systems because it only by addressing the full range of fire safety issues in this manner can residents be confident that these buildings are returned to a 'fit for purpose' condition.

Acknowledges and supports the significant bid for funding put forward by the Council to Welsh Government to support the installation of sprinkler systems in all affected buildings in the city to address the immediate fire safety risk and reduce the current additional costs being borne by residents'.

After 'This Council calls on the Cabinet to' insert:

- Write to the UK Government to ensure that a UK wide approach is taken to negotiation and use of funding raised from industry contributions

After 'Bring forward a' delete from 'Building Safety their reports report' and replace that with 'report that outlines the Council's plan to implement and respond to the requirements of the UK Governments Building Safety Bill (BSB) including issuing of all necessary Orders, in liaison with SW Fire and Rescue and all other relevant partners and stakeholders.

Delete the whole paragraph beginning 'Once the outcome of the

The amended motion would read as follows:

Action on Building Fire Safety

This council is deeply concerned that years later, there are still thousands of people living in buildings with potentially dangerous fire safety defects.

This council believes that no leaseholder should bear the burden of putting right the failures of developers and the building safety system – whether they are landlords or otherwise.

Welcomes the Welsh Government approach of ensuring that remediation of buildings are undertaken on a holistic basis, meaning that we must go beyond replacement of non-compliant cladding and deal with the range of fire safety issues found in some buildings which may include factors such as inadequate compartmentation and the need for smoke control or fire suppression systems because it only by addressing the full range of fire safety issues in this manner can residents be confident that these buildings are returned to a 'fit for purpose' condition.

Acknowledges and supports the significant bid for funding put forward by the Council to Welsh Government to support the installation of sprinkler systems in all affected buildings in the city to address the immediate fire safety risk and reduce the current additional costs being borne by residents'.

This council calls on the Cabinet to:

- Write to the UK Government to ensure that a UK wide approach is taken to negotiation and use of funding raised from industry contributions
- Bring forward a report that outlines the Council's plan to implement and respond to the requirements of the UK Governments Building Safety Bill (BSB) including issuing of all necessary Orders, in liaison with SW Fire and Rescue and all other relevant partners and stakeholders.

The amendment was formally seconded by Councillor Ebrahim

The Lord Mayor invited debate on the motion and amendment.

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

Councillor Taylor responded to the issues raised and confirmed the Amendment was not accepted.

The Lord Mayor called for a Vote on the Amendment as moved by Councillor Thorne and seconded by Councillor Ebrahim.

Vote Results:

For: 39

Councillors Ahmed, Dilwar Ali, Bowen-Thomson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild and Wong.

Against: 25

Councillors Berman, Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Morgan, Owen, Parkhill, Keith Parry, Philips, Dianne Rees, Mia Rees, Robson, Graham Thomas, Walker and Williams

Abstain: 9

Councillors Ashgar Ali, Boyle, Carter, Hopkins, Molik, Naughton, Sandrey, Taylor and Wood.

Apologies: 1

Councillor Howells

The Vote on the Amendment was CARRIED.

The Lord Mayor called on Councillor Thorne to speak before a vote on the Substantive Motion as amended by the Labour Group was taken.

Vote Result:

For: 70

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

Against: 3

Councillors Ford, McEvoy and Keith Parry

Apologies: 1

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

Councillor Howells

The Vote on the Substantive Motion as amended was CARRIED

165 : ORAL QUESTIONS

Question - Councillor Jones-Pritchard

I think, that having read today website today, the question has already been answered, with the link to that. It was a request to the Council following a request we have had from residents about a point where they could go to to see how they could help with the Ukraine crisis regarding asylum seekers and other help, so thank you to the Leader, that is already done.

Reply - Councillor Huw Thomas

Can I supplement what I have said in respect to Councillor Cowans question, picking up the wider theme in Councillor Jones-Pritchard's question on other ways to help.

The Council website has now been updated and has a range of information about how best to help. The official guidance now is to encourage monetary donations rather than goods to ensure that the right support reaches the Ukrainian people quickly and to the areas most needed and the best way to do this is via donations to either the national Disasters Emergency Committee or alternatively via the British Red Cross Ukraine Crisis Appeal and those details are on the website, as are links to the Home Office Scheme to register interest from residents who can offer accommodation on the Homes for Ukraine website. What I would say further and for information to the Chamber, Members have heard the First Minister speak of his desire for Wales to be a super sponsor, clearly, details are still emerging and there is much competition to be had with the Home Office and indeed with Welsh Government in order to support the urgent arrivals through the routes that now exist and may come to exist, but just to update the Chamber that I have indicated, through officers, to Welsh Government Cardiff Council's willingness, if Wales is to become a super sponsor, to play a full role and our readiness in particular, to act as a welcome centre for Ukrainian refugees. I think that that is the very least that Cardiff, as a City sanctuary, should be doing

Question - Councillor Keith Parry

What measures can the Council take to ensure soak away gardens do not become trip hazards to partially sighted people and other users in street and drainage redesign schemes as has happened in Cowbridge Road, Canton?

Reply - Councillor Michael

Sustainable Drainage Schemes (SuDS) are designed to Welsh Government standards and in line with the Construction Industry Research and Information Association SuDS Manual C753. The Manual is the accepted industry standard to which sustainable drainage and green infrastructure schemes are designed across the UK.

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

Lessons learnt and post-construction performance exercises are undertaken after schemes are implemented, which are then shared throughout the industry and with other risk management authorities to ensure that best practice is captured and promoted.

In addition, highway schemes are designed to the Design Manual for Roads and Bridges Standards for Highways to ensure that full account is taken of all potential users of the highway and related schemes, and a safe environment is provided.

Supplementary Question – Councillor Parry

The Soak away gardens in Grangetown are satisfactory with posts and fences around them but in Cowbridge Road East in Canton they have become trip hazards, people are driving or cycling in to them and these schemes are going to be rolled out around the rest of the City and the design standards will be adhered to.

Reply – Councillor Michael

A meeting took place last week with officers; the scheme is not yet finished, when it is we will see the full potential of the scheme.

Question - Councillor Berman

Whilst the project to look at initiatives that could help encourage more pupils of Ysgol Bro Edern to travel to school via active means is welcome, the fact that the school is one of only three Welsh-medium high schools serving the city and therefore has a large catchment area compared to the city's English-medium LEA high schools mean that many pupils will still continue to be dropped off and picked up by their parents. Given the problems faced by residents in Llanedeyrn Road and surrounding streets from inconsiderate and obstructive parking by some parents including on double yellow lines around road junctions and on the grass verges along Llanedeyrn Road, can the council please look at undertaking some targeted and repeated enforcement action (possibly through a joint initiative with South Wales Police) to help deter this?

Reply - Councillor Wild

I can confirm to the Councillor that the Civil Parking Enforcement Team has arranged to undertake some joint patrols of the parking issues around Ysgol Bro Edern in the next few weeks.

Question - Councillor Lister

The Friends of Grange Gardens has recently been established and they are very keen to work with others to brighten up, maintain and make use of our Green Flag park. In particular, they are keen to see more regular planting take place around the Gardens. Can the Cabinet Member confirm what plans the Council has to plant more within Grange Gardens in the coming months?

Reply - Councillor Bradbury

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

Work is in hand with the Place Rangers and as part of the Grangetown Pavilion Project to plant 15 native transplanted trees within the gardens by the close of the planting season at the end of this month.

Further planting exercises in the park will take place in June or July and will see the planting of summer bedding plant material.

This will be followed by the planting of spring bedding plants and bulbs in October.

Parks Officers would be more than happy to meet with the new Friends Group to discuss any ideas that they may have for Grange Gardens.

Supplementary Question – Councillor Lister

Grangetown is keen on becoming greener, how is the Council supporting residents who want to see more greenery, both in the parks and in the streets.

Reply – Councillor Bradbury

The Council is happy to work with Friends Groups and Volunteers to support any activity on a City wide basis including Grangetown. What is critical to the planning of any activity is engagement with the Parks Service. The best thing Grangetown residents can do is re-elect their excellent Labour candidates in May to ensure they keep fighting the good fight over environmental issues.

Question - Councillor Driscoll

Following the recent Russian aggression against Ukraine, many countries across the world including the United Kingdom have put in place sanctions against Putin's regime. Can the Leader update members on what steps have been taken to review the council's exposure and or links to Russia, including in relation to pensions and also supply and contract arrangements, including our digital network protections?

Reply - Councillor Huw Thomas

In terms of identifying Russian owned or connected companies in our supply chain, the Council has undertaken an initial review of our Tier 1 suppliers – those we pay directly – and have identified limited exposure.

As part of this work, the Council has noted its use of Kaspersky cyber security software, and the company's publicly documented connections with Russia. This is a well-known global cyber security company which is used extensively by many organisations and businesses. The Council - like other public organisations - is engaged in active dialogue with the National Cyber Security Centre and relevant national agencies about its use of Kaspersky and the level of risk.

As part of ongoing work to manage risk, the Council's Resilience Framework, a tried and tested approach to contingency management, has also been re-established to assess and monitor the delivery risks associated with the conflict.

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

The challenge, without further information from the UK or Welsh Governments, is identifying those UK-based companies who have strong Russian connections, whether through ownership or supply chain. This is something we have highlighted as an issue with Welsh Government and we await any updates from both the UK and Welsh Governments on trade related matters.

Members will also be aware that the Wales Pension Partnership and Local Government Pension Scheme in Wales have recently issued a statement about the total exposure to Russian Investments here in Wales, which includes those made by the Cardiff & Vale Pension Scheme, which is minimal at less than 1%.

They have also, as a collective, decided to divest from any such holdings as soon as is practically possible, particularly given that engagement with these companies is not a viable option.

Supplementary Question – Councillor Driscoll

Thanks for the comprehensive answer, I realise the Council has contractual commitments and any decisions taken to change anything security wise will take time. Can you keep us updated going forward?

Reply – Councillor Huw Thomas

Yes I will.

Question - Councillor Sandrey

With the folding of the Pentwyn and Llanedeyrn pickers due to the lack of willing volunteers able to come forward and take over from retiring committee members, what is the council doing to ensure other groups do not meet the same fate?

Reply - Councillor Michael

The Council works in partnership with Keep Wales Tidy to offer direct support to Cardiff's "Keep Tidy" community groups. We have dedicated officers who meet regularly with such groups to discuss various issues and to offer practical support such as litter picking equipment and training, such as First Aid, free of charge.

We also tailor the support provided to meet the needs of each group, offering different formats for different circumstances. For example, our Litter Champion scheme allows volunteers to take part in litter picking outside of constituted groups and has over 500 members.

Whilst committee members in Pentwyn are stepping down, we continue to support volunteers in the area. Officers have delivered five handicarts to residents associated with the groups, but who are now registered as Litter Champions, only last week. The activity in the area continues to thrive – just in a different format.

Supplementary Question – Councillor Sandrey

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

Would you be willing to offer any additional support to try and get the group going again?

Reply – Councillor Michael

I will look forward to your email suggesting the kind of support you think would be appropriate.

Question - Councillor Keith Parry

Whilst we welcome the new plans for Cantonian High School, can residents be assured Doyle Avenue, a small suburban street, will not become a very busy access to the new development?

Reply - Councillor Wild

Maximising access to the new school by walking and cycling as an alternative to being driven by car is a key priority for this development along with providing effective access for learner transport for pupils with additional learning needs.

Question - Councillor De'Ath

It was a great pleasure to join you at the recent opening of George Williams House, the YMCA's new block of 18 apartments in Plasnewydd for people at risk of homelessness. Could you confirm that George Williams House will be used as part of Cardiff Council's Housing First provision which is already keep people off the streets?

Reply - Councillor Thorne

This scheme is helping to deliver on our commitment to 'No Going Back' and forms part of the Council's wider ambition to increase the number and quality of self-contained accommodation available to people at risk of homelessness and rough sleeping.

Our vision is underpinned by Housing-led and Housing First principles and aims to rapidly house people in settled and appropriate accommodation, ending their homelessness as quickly as possible.

Wraparound support is provided in a person-centred way to ensure that all their specific needs are addressed. This will prevent a return to homelessness.

This model is an expansion on our existing Housing First service, which has supported an impressive 90% of clients to break the cycle of homelessness, with 87% of clients reporting a general improvement to their health and wellbeing.

We will continue to work with our partners to expand and increase the available accommodation, whilst ensuring that suitable pathways are identified to help keep people off the street.

Supplementary Question – Councillor De’Ath

George Williams House is a carbon neutral construction, what is the Council doing to ensure its new build Council Housing is carbon neutral?

Reply – Councillor Thorne

All are built to that standard or higher. There is a new Cardiff Build Standard which I an happy to share which shows we are hoping to be beyond Carbon Neutral.

Question - Councillor Robson

Has the Cabinet Member any plans to increase the number of enforcement cars which can be deployed to tackle parking issues near schools?

Reply - Councillor Wild

The Council currently has 4 camera enforcement vehicles that patrol and enforce a number of different parking restrictions throughout the city. They are also used to patrol and enforce parking issues around school.

We have installed 27 fixed parking enforcement cameras at school locations across the city during the last 12 months.

Supplementary Question – Councillor Robson

Schools in Rhiwbina, including Llanishen Fach Primary School, recently featured I the media where residents have been complaining about parents being inconsiderate by blocking driveways and parking badly around the school at drop off and pick up times. Will you meet with me onsite to see what we can do to improve this as it is has been going on for some time.

Reply – Councillor Wild

Officers are currently developing a strategy to prioritise and expand the number of fixed cameras deployed outside schools and the number of School Street schemes implemented to try to deal with parental parking issues outside schools. I don't think it would be appropriate for me to visit the site after tomorrow, but maybe after the elections.

Question - Councillor Carter

What practical support can the council provide to local businesses to take on the franchise of the Pentwyn Post Office?

Reply - Councillor Goodway

I refer the Councillor to the answer provided to your ward colleague regarding this matter at Council in November last year and confirm that the Council's position remains unchanged.

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

Supplementary Question – Councillor Carter

Please give practical examples of what advice you are giving. Since the last question the Post Office has now closed, no-one has taken on the franchise, at the time you outlined some possible opportunities, as far as we can see none of these have happened. Thinking ahead to the next few months, what practical steps will the Council take to assist local businesses.

Reply – Councillor Goodway

The Council does not operate Post Offices and neither is the Council an Estate Agency on behalf of the Post Office Franchise. We have said that I am happy to work with officials to help any interested parties seeking to take it over. If you and other ward Members know of any local businesses who are interested let me know and I will get officials to actively engage with them to explore how they may achieve their ambition, but we can't advertise the vacant Post Office Franchise, that is beyond the Council's powers.

Question - Councillor Keith Parry

Recently major developments at Waungron Road and Canton Community Centre have been proposed with little or no parking provision. This has caused a great deal of concern to residents whose streets will become full of displaced cars. Is the Supplementary Planning Guidance being applied correctly or does it need reviewing?

Reply - Councillor Wild

The SPG introduces a maximum parking standard for qualifying development. The two applications referred to in the question were both presented to the Planning Committee where these matters, along with other material planning considerations, were discussed before the Committee voted on the applications.

Supplementary Question – Councillor Keith Parry

The SPG sets a maximum but no minimum, sometimes approved planning displaces cars causing stress to local residents and I don't think it is being applied correctly.

Reply – Councillor Wild

We are trying to build a better City and a better future, we had you and others show concern that there could be more car movements in and out of these developments. You cannot have it both ways, we are trying to discourage car use especially when there are good public transport options.

Question - Councillor Gordon

In our One Planet Strategy, promoting active travel is a key component. How far do you think we are seeing a shift to more sustainable methods of transport – walking, cycling and public transport?

Reply - Councillor Huw Thomas

The latest modal-split data (from a combination of survey sources for all journey purposes as of beginning of February 2022) indicated that 54% of trips in Cardiff were being made by sustainable modes, i.e. an increase from the 50% in 2020 prior to the Covid-19 pandemic.

Of the 54%, around 27% were walking (a +8% shift); 12% are cycling (a +2% shift); and 11% were travelling by public transport (a -6% shift). There is no doubt that the decrease in public transport use is due to factors relating to the pandemic.

For 2021 as a whole, the proportion of people travelling sustainably was the same as relative to prior to Covid, i.e. 50:50. However, the numbers of people walking and cycling increased by around 10% relative to pre-Covid, while overall public transport use was around half that of 2019. During the pandemic people were being told not to travel by public transport, so we now have to deliver an urgent campaign to encourage people back to buses and trains.

Question - Councillor Cowan

What advice are officers giving regarding the prospect of delivering a HWRC in Cardiff North over the next 5 years?

Reply - Councillor Michael

As I confirmed in reply to the Public Question at Council in January and have done on previous occasions, a baseline review of potential recycling centre sites was undertaken previously, but no suitable locations were identified in the north of Cardiff at the time of the review.

Officers continue to explore potential site options as they become available. Clearly, this work is focused on the question of 'where', but there is also a need to consider 'when' any new recycling centres may be required.

Supplementary Question – Councillor Cowan

Are you personally convinced there is a need for a HWRC in North Cardiff or do you think there is adequate capacity within existing facilities?

Reply – Councillor Michael

My personal view doesn't count when decisions are taken, all processes are being followed, first a site needs to be identified and I'm sure you will be the first to send me a recommendation of any sites we haven't looked at.

Question - Councillor Taylor

Will the council make available to the public the data from the city's real time air quality monitors?

Reply - Councillor Michael

The information is available. Data from three air quality monitoring stations linked to the national Automatic Urban and Rural Network is already made available on the Air Quality in Wales website.

Supplementary Question – Councillor Taylor

In September 2021, in response to a quote from a press article, the Council committed to publish the data, specifically in relation to those deemed required as part of planning consent for the Velindre Cancer Centre. This hasn't happened so why not and will you make sure it does happen in the future?

Reply – Councillor Michael

I will take up your request with Officers and reply as soon as I can.

Question - Councillor Lay

Since restrictions from the pandemic have been lifted, I have received a number of queries from residents about outstanding repairs. Can you advise me what the backlog of repairs is please?

Reply - Councillor Thorne

Apologies to the residents. Due to Covid restrictions, operatives could not access properties to carry out routine repairs for 29 weeks. This, along with Covid related sickness and shielding of both operatives and tenants, has led to a backlog in routine repairs, which is currently 3,681.

I am pleased to say that, although there is still much work to do to get back to pre-pandemic performance of 94% of works completed on time, the backlog is now reducing.

Last month, 57% of works were completed on time – this was an increase of 10% on the previous month and, each week, we see a reduction of around 300 overdue routine repairs.

To make progress as quickly as possible, we have allocated our external contractors over 1,600 jobs and anticipate that these will be completed over the next five weeks. A dedicated Repair Taskforce, which meets weekly, will ensure that the backlog continues to decrease.

To improve the service to our tenants, further plans are in progress. These include a full review of the service, employing new maintenance persons to carry out basic repairs and the introduction of a new Repairs Academy to build our future workforce.

I would like to thank our tenants for their patience while we continue to work hard to remove the delays in completing these repairs.

Question - Councillor Cowan

Will all the schools below be serving hot school meals after half term?

Last time these schools offered hot school meals to pupils:

Birchgrove Primary School	March 2020 (Hot meals served during Food and Fun Summer 2021)
Bryn Deri Primary School	December 2020
Lansdowne Primary School	March 2020
Llanedeyrn Primary School	March 2020
Marlborough Primary School	March 2020
Meadowbank Primary School	March 2020
Rhiwbeina Primary School	March 2020
Roath Park Primary School	March 2020
St Teilo's High School	March 2020

Reply - Councillor Merry

As I confirmed to you at Council in January, the Schools Meals Service in Cardiff continues to face ongoing challenges due to the pandemic in terms of recruitment and staffing absences in its own workforce, as well as the continued impact on suppliers and contractors.

I can confirm that there is now hot food provision at Bryn Deri and Meadowbank Primary Schools, and this will also restart at Llanedeyrn Primary School from 21st March. Cold food is also being provided at Marlborough Primary School.

At the other five schools you have listed, there is currently no catering provision and Free School Meal vouchers are being provided. Maintenance work is required at both Rhiwbeina and Roath Park Primary Schools, and work is underway to progress this. Discussions are continuing with Headteachers at the remaining two schools about a return to hot meal provision as soon as possible.

Supplementary Question – Councillor Cowan

Welsh Government has arranged a policy for Universal Free School meals, which will take a number of years to come to fruition. In relation to funding the kitchen aspects, as lots of schools have very small kitchens and couldn't produce the number of meals needed to feed all the children, from your discussions with Welsh Government, when will the first schools start the scheme and how long will it take for the whole project to be rolled out?

Reply – Councillor Merry

It will take a number of years. Some schools will need kitchen works completed and schools may need to make adjustments to lunchtime arrangements due to school/dinner hall capacity, this will be individual to each school. The scheme will be rolled out in stages and I will let Members know when I have more information.

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

Question - Councillor Naughton

After another bus shelter's glass windows were broken recently in the Llanedeyrn area, would it be possible for the council to consider using more durable materials as replacements instead of continuing to replace them with glass?

Reply - Councillor Wild

At a number of sites where excessive damage to bus shelters occurs, the Council can arrange for polycarbonate panels to be installed in place of glass.

However, this is usually a temporary measure as polycarbonate will degrade and cloud when exposed to the weather and, therefore, becomes unusable in terms of the ability of waiting passengers to see approaching buses, which is not ideal.

Two of the five shelters on Llanedeyrn Drive already have polycarbonate panels installed.

Supplementary Question – Councillor Naughton

I appreciate the material isn't ideal, I have reported a number of incidents over the years and some have been replaced, but the glass ones are still broken regularly, frustrating residents and causing safety issues. Could this be a priority for the Council in the next financial year, to replace the glass?

Reply – Councillor Wild

Noted.

Question - Councillor Dilwar Ali

Throughout the pandemic, many of our tenants have struggled financially. Can you advise me what has the council been doing to help and what is the level of arrears at this present time please?

Reply - Councillor Thorne

Even with the negative impacts on our tenants' finances over the past 12 months, I am delighted to say that our rent arrears have reduced by 11% over the past 12 months. The most recent Quarter 3 result for arrears as percentage of the total collectable rent was 3.19%.

I am even more pleased to announce that no council tenants have been evicted due to rent arrears for nearly two years.

This is testament to the way our finance officers proactively engage with tenants and have a concentrated focus on prevention. This ensures that issues are dealt with in a supportive way by seeking to find solutions before they escalate and before arrears become unmanageable.

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

Our successful rent arrears pathway has also been able to support 509 council tenants who were in arrears due to the impact of the pandemic.

Our dedicated Welfare Liaison Team is also on hand to provide bespoke advice to our tenants in their own homes and to offer help with debt, budgeting, applying for benefits, grants and discounts and food and fuel vouchers.

This supportive approach is having a positive impact on our tenants and helping to keep them in their own homes.

Question - Councillor Owen

Will the Cabinet Member for Transport agree to install more pedestrian crossings – one in the shopping area of Heol y Deri and another on Pantmawr Road, Rhiwbina, to help residents cross when catching the bus?

Reply - Councillor Wild

These locations have previously been reviewed by officers. The problems were not deemed sufficiently serious to warrant these locations being made a priority at this time.

Supplementary Question – Councillor Owen

Before the pandemic, we put in an application to the Council's regeneration fund which was unfortunately turned down. However the Council's own Officer who met us onsite to discuss our application, suggested himself that a pedestrian crossing was needed in the middle of Heol y Deri after he saw a resident with a walking frame struggling to cross in the village. We have the oldest demographic of residents across Cardiff in Rhiwbina and I feel the Council has a duty of care to them that is not currently being met. I would ask you again to please do the right thing and reconsider.

Reply – Councillor Wild

We need to be fair no matter how eloquent our speeches are in the chamber. You can of course speak to Officers again but I think our focus has to be on prevention such as 20 mph. We cannot keep putting safety measures all around the City, this would cost millions, we need to reduce speeds and improve safety, but please do speak to Officers again.

Question - Councillor Boyle

In 2017, following a series of collaborative discussions between officers and Penylan councillors about removing the narrowings on Ty Draw Road, we were written to as follows:

We are looking to get the S106 money “drawn down” shortly for both these schemes [of which The Ty Draw project was one] and we will be aiming to formally consult on these schemes early in the new financial year.

The scheme was delayed on the grounds that it made more sense to do the work as part of proposals to improve cycling infrastructure around Roath Rec. Nonetheless, we were reassured that, at least, the Council was committed to removing the narrowings. The current consultation about the Roath Rec cycle path now says this:

‘As part of the scheme’s development, we may consider upgrading the priority narrowings on Ty Draw Road to tabled (humped) crossing facilities that maintain low vehicle speeds, but allow two-way traffic flow.’

Why has the Council stepped back from its previous commitment?

Reply - Councillor Wild

Unfortunately, to date, funding has not been available to remove the priority narrowings as an isolated project. Therefore, this is now being considered as part of the Roath Park Cycle Route project. There is a small budget for narrowings and the focus is on busy bus routes.

Supplementary Question – Councillor Boyle

This was in 2017, in 2019 the Director wrote to me when chased and said they had looked into the issues and it looked positive, with an overall project of works for narrowings and makes the point about bus routes, however, in this case we are trying to remove the narrowings from the Roath Park Scheme and should be in the next funding round. I take the point but previously regarding the Roath Corridor funding scheme, we were told it was s106 money and we did a lot of detailed work with officers to identify that money. Can you see how frustrating and difficult it is for local Members when Officers tell us at regular intervals, in 2017 and 2019, when we did our due diligence, approached officers and are told the scheme is going to be developed and then it isn't and the difficulties that then places local Councillors in terms of passing news onto the Community?

Reply – Councillor Wild

I can see that, I don't think you were told categorically from the words you have used. I am sure you can be very persuasive with Directors and they would want to keep you happy wherever possible but as it is, funds are limited, there are other schemes in the City and in your area, where additional resources were found to make crossings at Colchester Avenue much improved and would have been a priority ahead of removing road narrowings. Yes its tough but resources are tight, I share your frustrations if you have been led to believe something is going to happen and it doesn't.

Question - Councillor Sangani

Could the Cabinet Member please update us on the current pressures in the social care sector?

Reply - Councillor Elsmore

Members will be aware of the significant pressures in social care that are being experienced right across the UK.

I am pleased to say that, whilst the challenges of increased demand remain severe, there have been improvements in the availability of domiciliary care in Cardiff. The numbers of those waiting for a package of care has reduced by 84 since January, with 40 care packages currently out to market.

A significant amount of work has been undertaken with health colleagues to deliver a range of interventions to improve both assessment and care waiting times.

These include the Cardiff Cares Academy, which is supporting the recruitment of new care workers.

Supplementary Question – Councillor Sangani

Can you please outline what incentives are in place to support the recruitment of new care workers?

Reply – Councillor Elsmore

Social Care has been under valued, the real living wage has been brought in from 1 April, as a Council we already pay this. We have registered 84 individuals, with 21 securing jobs in the care sector and a further 7 who are job-ready and awaiting employment.

Six innovative new Care Partnership Contracts have been awarded for the delivery of a total of 1200 hours of care at home each week. These include the added requirement to work with the Council to support new staff into the sector.

A managed service has also been commissioned to improve the speed of assessment.

We continue to work collaboratively with our partners to manage the risks associated with these national challenges and to identify effective responses to these pressures.

We are also offering driving lessons, DBS checks and Job matching.

Question - Councillor Hudson

Can the council look into offering free public transport into the city centre at weekends to kickstart the retail & hospitality sector?

Reply - Councillor Wild

The Council is considering a number of options to encourage greater use of public transport in the city, of which fare initiatives may form part of the response.

Supplementary Question – Councillor Hudson

If it is not possible what other ways as a Council can we support this sector?

Reply – Councillor Wild

It would cost millions of pounds and the question is how do we pay for it. You weren't happy with the 48p a month increase in Council Tax. We have confidence in the City Centre, it has seen increased footfall. We did offer the £1 bus fares before Christmas and we would like to do this again.

Question - Councillor Owen Jones

Could the Cabinet Member give an update on any plans to improve the CCTV systems on Clifton Street?

Reply - Councillor Thorne

In August 2021, the Community Safety Team established a Task and Finish Group to focus on the complex issues that are acknowledged by partners and members of the public in Clifton Street. The group has identified key themes to focus on and has set about actioning solutions to these complex issues.

One significant development to tackle the issues is the upgrading of the three CCTV cameras that exist in the space. This upgrade will provide a higher quality of image and enhanced detection of unwanted behaviours, such as loitering, begging, drug dealing, and anti-social behaviours.

These new cameras will be installed by 31st March 2022. We will also be placing signage in this space to inform the public of this enhanced provision.

Question - Councillor Cowan

Will the Council agree to permitting First Responders (who respond as the emergency services) to use Cardiff's bus lanes when on emergency lifesaving duties, if registration numbers are given in advance?

Reply - Councillor Wild

I would refer you to the answer that I provided in reply to this question back in January when it was considered as a Written Question.

Supplementary Question – Councillor Cowan

It is only a handful of people, they have asked for this reconsideration, will you reflect on it please?

Reply – Councillor Wild

Yes, I share your appreciation for these people as they support the emergency services. As they do not use blue lights they are not permitted to use the bus lanes in Cardiff but should any responder to an emergency 999 call receive a penalty charge, we are very clear they can appeal and my understanding is they will be let off that fine.

Question - Councillor Mackie

Can the Cabinet Member please update us on the progress of the Cycle Highway on Cathays Terrace and the related planned parking changes in that area?

Reply - Councillor Wild

The cycleway on Cathays Terrace is now taking shape on site and you can see some sections nearing completion. The aim is to complete all (or the vast majority) of the Cathays Terrace section by May 2022. Over the next six weeks, we also hope to start some of the planting work. The parking zone will be installed street-by-street and will commence in the coming weeks, communication to residents will be going out in the next two weeks.

Question - Councillor Ahmed

We are all concerned with the impact of the cost-of-living crisis, especially with the Tory Government's determination to press ahead with the National Insurance rise, and its refusal to help with fuel costs. I wonder if the Council's Money Advice Service has seen an increase in demand for its service, and what help can it offer?

Reply - Councillor Thorne

The Money Advice Team provides budgeting help, debt advice, and can support residents to apply for grants, benefits and discounts, as well as emergency payments, foodbank and fuel vouchers.

Nearly 64,000 residents have been supported and given advice so far this year, with the team helping to identify nearly £15.5 million in previously unclaimed benefits and just over a £1 million in one-off payments or discounts.

With the cost-of-living soaring, it's not surprising that our Money Advice Team has seen a sharp rise in demand, and we have already seen an increase of 4,414 people needing help, compared to this time last year.

With the additional funding the Council has agreed for next year, the team will be able to expand the number of venues it operates from, allowing more residents to access support in local Hubs, foodbanks, supported accommodation, online, or through our Advice Line. Across our Hubs, new dedicated Fuel Poverty Champions will also take the lead in providing up-to-date advice to those in difficulties with their utility bills.

The team also utilises the 'Together for Cardiff' Discretionary Emergency Fund, which helps those who are experiencing severe hardship. I am pleased that plans are underway to work with local businesses in the future to increase this fund and to continue to support our most vulnerable residents.

Supplementary Question – Councillor Ahmed

Is there anything further the Council can do to help these unfortunate and vulnerable people at this difficult time?

Reply – Councillor Thorne

We are doing as much as we can. Officers are always looking for further ways to help. I would urge anyone on the Council to come forward with any suggestions and we would be more than happy to look at them.

Throughout the Questions and Answers, Members wished to have on record their thanks and tributes to the outgoing Lord Mayor and all Councillors who are not standing for re-election. They were thanked for their hard work and commitment to the residents of Cardiff and wished well for the future.

166 : URGENT BUSINESS

None

167 : PROGRAMME OF MEETINGS

The Council was asked to approve the programme of Full Council meetings for the period May 2022 to August 2022, and

To note the provisional programme of Cabinet and Committee meetings for the period May 2022 to August 2022.

RESOLVED: The Council AGREED to

- (1) approve the provisional programme of Council and Committee meeting dates for May 2022 to August 2022.
- (2) Note the provisional dates of Cabinet meetings during the period May 2022 to August 2022 as shown in **Appendix A**; and
- (3) delegate authority to the Director of Governance and Legal Services in consultation with Committee Chairs to make any necessary alterations to the provisional programme of meetings which may be required.

168 : COMMITTEE MEMBERSHIP

The Council noted that no nominations to current Committee vacancies were received.

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

169 : APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

To appoint Local Authority School Governors to fill vacancies

RESOLVED: The Council AGREED to:

Approve the recommendations of the Local Authority Governor Panel in respect of new appointments of Local Authority governors to the school governing bodies as reported on the Amendment Sheet, each for a term of 4 years from the date of the appointment.

170 : APPOINTMENT OF THE RECORDER OF CARDIFF

RESOLVED: The Council AGREED to:

The appointment of Her Honour Judge Lloyd-Clarke as the Honorary Recorder of Cardiff with immediate effect and for the duration of her tenure as the Senior Circuit Judge and Resident Judge at Cardiff Crown Court.

171 : NATIONAL ADOPTION SERVICE FOSTER WALES: JOINT COMMITTEE AGREEMENT AND HOSTING ARRANGEMENTS BY CARDIFF COUNCIL

The Council was recommended to formally approve Cardiff Council's commitment to the proposed Joint Committee for the National Adoption Service and Foster Wales

To agree the continuation of the hosting arrangement by Cardiff Council for the national and co-ordinating functions of the National Adoption Service for Wales (NAS) through its Central Team.

RESOLVED: The Council AGREED to:

The following, in so far as it applies to its functions

1. To approve the Joint Committee Agreement for the establishment of the Joint Committee for NAS / Foster Wales, in the form set out in appendix 4 to the report.
2. To the continuation of the hosting arrangement by Cardiff Council for the national and co-ordinating functions of the National Adoption Service for Wales (NAS) and Foster Wales through its Central Team
- 3 To delegate authority to the Corporate Director People & Communities, in consultation with the Cabinet Member for Children & Families, the S151 Officer and Monitoring Officer to negotiate and agree the form of the agreement ('Hosting Agreement') whereby Cardiff Council will act as host authority for the joint committee

172 : CABINET DECISION - 56

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

The Council noted the urgent Cabinet Decision - 56

173 : OFFICER DECISION - 37

The Council noted the urgent Officer Decision - 35

174 : WRITTEN QUESTIONS

In accordance with the Council Procedure Rule 17(f) [Written Questions](#) received for consideration will be included as a record of the minutes.

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 17 March 2022 to transact the business set out in the Council summons dated Friday, 11 March 2022.

Present: County Councillor McKerlich (Lord Mayor)

County Councillors Ahmed, Asghar Ali, Dilwar Ali, 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, Hudson, Jacobsen, Jenkins, Jones-Pritchard, K Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, Melbourne, Merry, Michael, Molik, Owen, Parkhill, Jackie Parry, Keith Parry, Patel, Phillips, Dianne Rees, Robson, Sandrey, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

1 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells, Berman and Mia Rees

2 : DECLARATIONS OF INTEREST

The following declaration of interest was received in accordance with the Members Code of Conduct.

Councillor	Item	Nature of Interest
Councillor Joe Carter	Item 3 – Motion	Prejudicial – employers are involved in a number of Clean Air campaigns.

3 : NOTICE OF MOTION

The Council was asked to consider the following Notice of Motion which had been submitted in accordance with Council Meeting Procedure Rule 4 (b) on 11 March 2022.

Proposed: Councillor Joel Williams

Seconded: Councillor Lyn Hudson

Councillors: Cowan, Robson and Kelloway.

The Lord Mayor noted that a Notice of Motion proposed by Councillor Williams and seconded by Councillor Hudson had been received for consideration. One Amendment had been received from the Labour Group.

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

“This Council notes the damaging impact of a congestion charge on Cardiff's economy, including its residents, businesses and tourist industry.

This Council calls on the Cabinet to rule out a congestion charge”

The Motion was formally seconded by Councillor Hudson.

An amendment to the motion had been received from the Labour Group. The Lord Mayor called upon Councillor Wild to move the amendment as follows:

Delete the whole motion and replace with the following; the amended motion therefore reads:

Council notes:

- That this Cabinet has no proposals for a congestion charge, and as the pre-election period starts tomorrow it has no time to bring forward any proposals on matters needing public consultation
- The Council's 2020 Transport White Paper commits to look at a number of avenues to fund £1-2bn worth of transport improvements, such as a city-wide Metro and £1 bus fares. On funding options It states that:
“This could take many different forms but one example could entail a scheme whereby all vehicles driving into Cardiff would pay a low fee (e.g. £2/day) for crossing into a charging area. Exemptions for emergency vehicles, motorcycles, registered blue badge holders people with disabilities could form part of any scheme. Our preferred option would include an exemption for Cardiff residents from any charge.”
- That the Council has declared a climate emergency
- That Public Health England and Public Health Wales now consider poor air quality to be a public health crisis that effects the health of every citizen or Cardiff, especially children and older people.
- That the council has agreed two motions brought forward by the conservative group on air quality that have urged the cabinet to take urgent action
- That the UK Government face an estimated £35bn budget deficit from the loss of fuel duty and vehicle excise duty that will come from the move to electric vehicles

- That the UK Government Transport Select Committee report has called for a national Road User Charge to replace the estimated £35bn
- That the Council has not been presented with any evidence of any positive or negative economic impact following the introduction of a congestion charge and that London, Birmingham, Nottingham, Bristol and Bath have all introduced charging mechanisms in recent years or have proposed to do so
- That the Cabinet is duty bound to ensure the Council fulfils its legal obligations including consulting the views of the public and businesses on any proposed scheme, undertaking Equalities Impact Assessments, and considering the well-being of future generations

Therefore, this Council notes that it has not been presented with evidence about any damaging impact of a congestion charge on Cardiff's economy, including its residents, businesses and tourist industry.

This Council calls on the Cabinet to ensure that any future proposals (brought forward by itself or UK Government) for a charging mechanism should fully consider all implications including environmental, public health, economic and social justice issue.

Furthermore, this Council reminds its members that councillors should at all times consider what is best for the citizens of Cardiff and not our own individual political chances of retaining our seat on the Council.

The amendment was formally seconded by Councillor Huw Thomas.

The Lord Mayor invited debate on the motion and amendment.

Councillor Goodway moved a Closure Motion; namely a vote be taken on whether the question be put. The Closure Motion was seconded by Councillor Mackie.

The Lord mayor called for a vote on the Closure Motion as moved and seconded by Cllrs Goodway and Mackie respectively.

Vote Results:

For: 46

Cllrs Ahmed, Dilwar Ali, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Hopkins, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Molik, Naughton, Patel, Parry, Sandrey, Sangani, Sattar, Simmons, Singh, Stubbs, Taylor, Huw Thomas, Thorne, Weaver, Wild, Wong and Wood

Against: 23

Cllrs Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Lyn Hudson, Shaun Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Morgan,

Owen, Parkhill, Keith Parry, Phillips, Dianne Rees, Robson, Graham Thomas, Walker and Williams

Apologies: 3

Cllrs Berman, Howells and Mia Rees

Absent: 1

Councillor Ashgar Ali

Prejudicial Interest: 1

Cllr Joe Carter

The Vote on the Closure Motion was CARRIED.

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

Councillor Williams responded to the issues raised and confirmed the Amendment was not accepted.

The Lord Mayor called for a Vote on the Amendment as moved by Councillor Wild and seconded by Councillor Huw Thomas

Vote Results:

For: 39

Councillors Ahmed, Dilwar Ali, Bowen-Thomson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild and Wong.

Against: 23

Cllrs Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Morgan, Owen, Parkhill, Keith Parry, Phillips, Dianne Rees, Robson, Graham Thomas, Walker and Williams.

Abstain: 7

Cllrs Boyle, Hopkins, Molik, Naughton, Sandrey, Taylor and Wood

Apologies: 3

Cllrs Berman, Howells and Mia Rees

Absent: 1

Councillor Asghar Ali

Prejudicial Interest: 1

Cllr Joe Carter

The Vote on the Amendment was CARRIED.

The Lord Mayor called on Councillor Wild to speak before a vote on the Substantive Motion as amended by the Labour Group was taken.

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

Vote Results:

For: 39

Councillors Ahmed, Dilwar Ali, Bowen-Thomson, Bradbury, Bridgeman, Burke-Davies, Cunnah, De'Ath, Derbyshire, Ebrahim, Elsmore, Goddard, Goodway, Gordon, Henshaw, Hinchey, Jacobsen, Keith Jones, Owen Jones, Joyce, Lay, Lent, Lister, Mackie, McGarry, Merry, Michael, Jackie Parry, Patel, Sangani, Sattar, Simmons, Singh, Stubbs, Huw Thomas, Thorne, Weaver, Wild and Wong.

Against: 23

Cllrs Cowan, Driscoll, Ford, Gibson, Gavin Hill-John, Philippa Hill-John, Hudson, Jenkins, Jones-Pritchard, Kelloway, Lancaster, McEvoy, Melbourne, Morgan, Owen, Parkhill, Keith Parry, Phillips, Dianne Rees, Robson, Graham Thomas, Walker and Williams.

Abstain: 7

Cllrs Boyle, Hopkins, Molik, Naughton, Sandrey, Taylor and Wood

Apologies: 3

Cllrs Berman, Howells and Mia Rees

Absent: 1

Councillor Ashgar Ali

Prejudicial Interest: 1

Cllr Joe Carter

The Vote on the Substantive Motion as amended was CARRIED

Mae'r dudalen hon yn wag yn fwriadol

ANNUAL COUNCIL

26 MAY 2022

REPORT OF THE RETURNING OFFICER

ELECTION OF MEMBERS TO THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF
Background

1. On Thursday 5 May 2022 the following Members were elected to Cardiff County Council.

<u>Adamsdown</u> Grace Fergusson-Thorne Owen Llewellyn Jones	Labour Labour	<u>Ely</u> Russell Goodway Irene May Humphreys Malika Kaaba	Labour Labour Labour
<u>Butetown</u> Saeed Ebrahim Helen Gunter Margaret Lewis	Labour Labour Labour	<u>Fairwater</u> Saleh Ahmed Claudia Boes Neil McEvoy	Labour Labour Propel
<u>Caerau</u> Peter Bradbury Elaine Simmons	Labour Labour	<u>Gabalfa</u> Rhys Taylor Ashley Wood	Lib Dem Lib Dem
<u>Canton</u> Jasmin Chowdhury Stephen Cunnah Susan Elsmore	Labour Labour Labour	<u>Grangetown</u> Ashley Lister Abdul Sattar Lynda Thorne Sarah Robinson	Labour Labour Labour Labour
<u>Cathays</u> Ali Ahmed Norma Mackie Sarah Merry Christopher Weaver	Labour Labour Labour Labour	<u>Heath</u> Mike Ash-Edwards Graham Hinchey Julie Sangani	Labour Labour Labour
<u>Creigiau</u> Peter Bradbury Elaine Simmons	Labour Labour	<u>Lisvane</u> John Lancaster Sian-Elin Melbourne Emma Reid-Jones	Conservative Conservative Conservative

<u>Cyncoed</u> Robert James Hopkins Bablin Molik Daniel Edwards Waldron	Lib Dem Lib Dem Lib Dem	<u>Llandaff</u> Sean Driscoll Peter Huw Jenkins	Conservative Labour
<u>Llandaff North</u> Dilwar Ali Jennifer Burke-Davies	Labour Labour	<u>Radyr & Morganstown</u> Calum T J Davies Helen Margaret Lloyd	Conservative Labour
<u>Llanishen</u> Gary Hunt Bethan Elun Proctor	Labour Labour	<u>Rhiwbina</u> Jayne Cowan Oliver Owen Adrian Robson	Conservative Conservative Conservative
<u>Llanrumney</u> Lee Bridgeman Keith Jones Heather Joyce	Labour Labour Labour	<u>Riverside</u> Kanaya Singh Leonora Thomson Caro Wild	Labour Labour Labour
<u>Pentwyn</u> Joseph Carter Jess Moultrie Daniel Naughton	Lib Dem Labour Lib Dem	<u>Rumney</u> Robert Derbyshire Jacqueline Parry	Labour Labour
<u>Pentyrch & St Fagans</u> Catriona Brown-Reckless Andrea Gibson Rhys Livesy	Conservative Common Ground Common Ground	<u>Splott</u> Jane Henshaw Edward Stubbs Huw Thomas	Labour Labour Labour
<u>Penylan</u> Rodney Berman Iamran Latif Jon Shimmin	Lib Dem Lib Dem Lib Dem	<u>Trowbridge</u> Bernie Bowen -Thompson Christopher Lay Michael Michael	Labour Labour Labour
<u>Plasnewydd</u> Daniel De'Ath Susan Lent Mary McGarry Peter Wong	Labour Labour Labour Labour	<u>Whitchurch & Tongwynlais</u> Kate Carr Jamie Green Marc Palmer Jackie Jones	Labour Labour Labour Labour
<u>Pontprennau & Old St Mellons</u> Peter Littlechild Joel Williams	Conservative Conservative		

Issues

2. The overall political composition of the Council is as set out in Table A.

TABLE A - Composition of the Council as at 5 May 2022:

Groups	Number of Councillors	Proportionality
Labour	55	69.62%
Conservative	11	13.92%
Liberal Democrat	10	12.66%
Plaid Cymru, Green, Common Ground	2	2.53%
Non-Grouped (Propel)	1	1.27%

Legal Implications

3. There are no legal implications arising from this report.

Financial Implications

4. There are no financial implications arising from this report.

Recommendation

The composition of the Council as from 5 May 2022 be noted.

PAUL ORDERS
Returning Officer
20 May 2022

Mae'r dudalen hon yn wag yn fwriadol

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'n unol â'r safonau uchaf o ran cywirdeb 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. Cydymffurfio â'r Cod Ymddygiad I Aelodau a'i barchu, ac ystyried y cyngor a'r canllawiau a gyhoeddir gan y Pwyllgor Safonau a Moeseg yn briodol. | 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. Parchu darpariaethau unrhyw Brotocolau Datrys Lleol a gynigiwyd gan y Pwyllgor Safonau a Moeseg ac a fabwysiadwyd gan y Cyngor, a chydymffurfio â nhw. | 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:

Llofnod/Signed:



CARDIFF COUNCIL CYNGOR CAERDYDD

ANNUAL COUNCIL

26 MAY 2022

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

CARDIFF UNDERTAKING

Reason for this Report

1. To request 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 reinforced by the Cardiff Undertaking 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, Senedd Cymru 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, with a minor variation to incorporate a Members' Social Media Code of Principles, 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. The Constitution, Article 2.4, provides that: 'Each Councillor will, at each Annual Council meeting, give the Cardiff Undertaking to publicly demonstrate their commitment with all other Councillors to upholding the highest standards of conduct and to serving the interests of the Council, Cardiff, its citizens and those to whom the Council owes a duty.'

Issues

6. A copy of the Cardiff Undertaking is attached as **Appendix A**.
7. 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

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

Financial Implications

9. 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 Code of Conduct which will be met from the existing Member Development budget.

Recommendation:

10. Council is recommended to request 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
20 May 2022

APPENDICES

Appendix A Cardiff Undertaking (Bilingual) 2022

Background papers

Council report 'Cardiff Undertaking' [Age. Item 7 - Cardiff Undertaking Cover Report.pdf \(moderngov.co.uk\)](#) 27 May 2021

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. |
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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'n unol â'r safonau uchaf o ran cywirdeb 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. Cydymffurfio â'r Cod Ymddygiad I Aelodau a'i barchu, ac ystyried y cyngor a'r canllawiau a gyhoeddir gan y Pwyllgor Safonau a Moeseg yn briodol. | 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. Parchu darpariaethau unrhyw Brotocolau Datrys Lleol a gynigiwyd gan y Pwyllgor Safonau a Moeseg ac a fabwysiadwyd gan y Cyngor, a chydymffurfio â nhw. | 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

- | | |
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| 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:

Llofnod/Signed:



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

ESTABLISHMENT OF STANDING COMMITTEES OF THE COUNCIL 2022-2023

Reason for this Report

1. To approve the establishment of Standing Committees of Council for the Municipal year 2022 – 2023, 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**.

Standards and Ethics Committee

6. The Local Government and Elections (Wales) Act 2021 introduces new duties for political group leaders in relation to the standards of conduct of the members of their group; and gives the Standards and Ethics Committee responsibility for monitoring compliance with the new duties and providing relevant advice and training. The new legislative requirements were considered by the Standards and Ethics Committee at its meeting in March 2021, and the Committee resolved to recommend to full Council that the Committee's terms of reference should be amended to incorporate its new

functions. The Committee's new statutory functions are reflected in the revised terms of reference set out in **Appendix A**.

Legal Implications

7. 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).

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

Standards and Ethics Committee

9. 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.

10. As noted in paragraph 6 of this report, the Local Government and Elections (Wales) Act 2021 introduces new functions for Standards Committees to monitor the compliance of political group leaders with their new statutory duties in relation to standards of conduct; and to provide them with relevant advice and training. The Committee's new statutory functions are reflected in a new paragraph (k) in the Committee's revised terms of reference set out in **Appendix A**.

11. 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.

12. 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

13. 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

14. Under the Local Government (Wales) Measure 2011 ('the 2011 Measure'), as amended by Part 6 of the Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Councils are required to establish a Governance and Audit Committee to discharge the functions conferred under Part 6, Chapter 2 of the Measure (as amended). The statutory functions of the Governance and Audit Committee are reflected in the terms of reference set out in **Appendix A**.
15. The 2021 Act introduces a new requirement, with effect from 5th May 2022, that one third of the Committee must be lay members. The current composition of the Governance and Audit Committee, as approved at Annual Council in May 2021, 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 new legislative requirements.
16. The Committee may include no more than one Cabinet member, who may not be the Leader; and is subject to the statutory political balance requirements (section 82(7) of the Measure).

Planning Committee

17. 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 approve, for the 2022-2023 Municipal Year:
 - a. the establishment and size of the Council Committees set out in paragraph 3 (Table A); and
 - b. the terms of reference of each Committee, as set out in **Appendix A** of this report.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

20 May 2022

Appendix A – Committee Terms of Reference

Background Papers:

Annual Council May 2021

Standards and Ethics Committee report, 'Statutory Ethical Framework – New Legislation', 3rd March 2021; and minutes in respect thereof

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> <ul style="list-style-type: none"> (a) Drafting improvements to enhance clarity and remove minor anomalies. (b) Updating to reflect legislative changes and matters of record. (c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
Corporate Parenting Advisory Committee	<ol style="list-style-type: none"> 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. 2. To achieve the best outcomes for children looked after and care leavers the Corporate Parenting Advisory Committee will: <ul style="list-style-type: none"> Actively Promote: <ol style="list-style-type: none"> 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. b. real and sustained improvements by ensuring that mechanisms in place take full account of:

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 a Corporate Director, Director, Assistant Director 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), except for Operational Managers deemed to be classed as Deputy Chief Officers, whose applications may be determined under Chief Executive officer delegation within the remuneration framework for Operational Managers, 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>

Committee	Terms of Reference
Governance & Audit	<p data-bbox="448 230 762 264"><u>Statement of Purpose</u></p> <ul data-bbox="448 286 1374 909" style="list-style-type: none"> <li data-bbox="448 286 1374 465">• 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 financial standards. <li data-bbox="448 510 1374 909">• 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 data-bbox="448 949 1050 983"><u>Governance, Performance, Risk & Control</u></p> <ul data-bbox="448 1005 1374 2069" style="list-style-type: none"> <li data-bbox="448 1005 1374 1144">• To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider annual governance reports and assurances. <li data-bbox="448 1189 1374 1328">• 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. <li data-bbox="448 1373 1374 1512">• 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. <li data-bbox="448 1556 1374 1695">• 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. <li data-bbox="448 1740 1374 1879">• To review and assess the authority's ability to handle complaints effectively, and make any associated reports and recommendations. <li data-bbox="448 1901 1374 2069">• 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

Committee	Terms of Reference
	<p>internal control.</p> <ul style="list-style-type: none"> • To consider the Council’s arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements. • 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

Committee	Terms of Reference
	<p>periodically review safeguards to limit such impairments.</p> <ul style="list-style-type: none"> • 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: <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. • 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

Committee	Terms of Reference
	<p data-bbox="507 230 1257 264">opportunity for a private meeting with the Committee.</p> <p data-bbox="448 304 651 338"><u>External Audit</u></p> <ul data-bbox="448 356 1380 869" style="list-style-type: none"> <li data-bbox="448 356 1380 427">• To consider the external auditor’s annual letter, relevant reports, and the report to those charged with governance. <li data-bbox="448 468 1380 539">• To consider specific reports as agreed with the external auditors. <li data-bbox="448 580 1380 651">• To comment on the scope and depth of external audit work and to ensure it gives value for money. <li data-bbox="448 692 1380 725">• To commission work from internal and external audit. <li data-bbox="448 766 1380 869">• To advise and recommend on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies. <p data-bbox="448 909 727 943"><u>Financial Reporting</u></p> <ul data-bbox="448 963 1380 1556" style="list-style-type: none"> <li data-bbox="448 963 1380 1144">• 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. <li data-bbox="448 1184 1380 1256">• To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts. <li data-bbox="448 1296 1380 1368">• To seek assurances on the arrangements for the management of the authority’s financial affairs. <li data-bbox="448 1408 1380 1556">• 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 data-bbox="448 1597 858 1630"><u>Accountability Arrangements</u></p> <ul data-bbox="448 1677 1380 2047" style="list-style-type: none"> <li data-bbox="448 1677 1380 1859">• 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. <li data-bbox="448 1899 1380 2047">• 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.

Committee	Terms of Reference
	<ul style="list-style-type: none"> • 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 Council and liaise with other Council Committees as and when appropriate to avoid duplication in work programmes. <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 Governor Panel	<p>For School Governing Bodies constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005:</p> <ul style="list-style-type: none"> (a) To advise the Council on appointments (and removal) of governors to be made by the Local Authority; (b) 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 (c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
Pensions	<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> <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>

Committee	Terms of Reference
	<p>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:</p> <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. <p>b) Monitoring the implementation of these policies and strategies as outlined in a) above on an ongoing basis.</p> <p>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.</p> <p>d) Receiving ongoing reports from the Corporate Director Resources in relation to the delegated operational functions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>h) Consider any pension compliance matters raised by the Fund's Local Pension Board.</p>

Committee	Terms of Reference
	<p>i) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Planning	<p>(a) 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.</p> <p>(b) 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.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Public Protection	<p>(a) 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) 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>

Committee	Terms of Reference
	All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
Standards & Ethics	<ul style="list-style-type: none"> <li data-bbox="448 376 1391 521">(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. <li data-bbox="448 562 1391 633">(b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate. <li data-bbox="448 674 1391 786">(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. <li data-bbox="448 826 1391 999">(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. <li data-bbox="448 1039 1391 1151">(e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints. <li data-bbox="448 1191 1391 1303">(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. <li data-bbox="448 1341 1391 1453">(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 <li data-bbox="448 1494 1391 1565">(h) To recommend to Council and the Cabinet any additional guidance on issues of probity. <li data-bbox="448 1606 1391 1718">(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. <li data-bbox="448 1758 1391 1870">(j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties. <li data-bbox="448 1910 1391 2087">(k) To monitor compliance by political group leaders with their duties in relation to Member conduct (under section 52A(1) of the Local Government Act 2000), and to advise, train or arrange training for political group leaders in relation to those duties.

Committee	Terms of Reference
	All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.
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 • Adult Social Care • Community Care Services • Mental Health & Physical Impairment

Committee	Terms of Reference
	<ul style="list-style-type: none"> • 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-governmental bodies on the effectiveness of Council service delivery.</p>

Committee	Terms of Reference
	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.
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 • Citizen Engagement & Consultation • Corporate Communications • Contact Centre Services and Service Access

Committee	Terms of Reference
	<ul style="list-style-type: none"> • 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>
OTHER BODIES	
Cardiff and Vale of Glamorgan Channel Panel	Established pursuant to section 41(3) of the Counter-Terrorism and Security Act 2015 ('the CT&S Act') to discharge the Channel Panel duties of Cardiff Council and the Vale of Glamorgan Council under the CT&S Act in relation to providing support for people vulnerable to being drawn into terrorism.
Local Pension Board	<p>To assist Cardiff Council as Scheme Manager and Administering Authority to:</p> <ul style="list-style-type: none"> (i) secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the scheme; (ii) secure compliance with any requirements imposed by the Pensions Regulator in relation to the LGPS; and (iii) ensure the effective and efficient governance and administration of the scheme (pursuant to sections 5(1) and (2) of the Public Services Pensions Act 2013 and regulation 106(1) of the LGPS Regulations.

**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).

IssuesPolitical Balance

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

TABLE A - Composition of the Council as of 5th May 2022:

Political Groups	Number of Councillors	Political Balance
Labour	55	69.62%
Conservative	11	13.92%
Liberal Democrat	10	12.66%
Plaid Cymru/Green Party	2	3.47%
Non-Grouped (Propel)	1	1.27%
Total	79	100.00%

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

Political Groups	Number of Committee seats
Labour	100
Conservative	20
Liberal Democrats	18
Plaid Cymru / Green Party	4
Non-Grouped (Propel)	2
Totals	144

Nominations and Appointments to Committees

9. Based on the Committee structure and size set out in the previous report (**Agenda Item 11**), the total number of seats to be filled is 144.
10. 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.
11. 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

12. 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, Governance and Audit Committee and joint committees where the Council appoints three or more seats. The rules do not apply to the Standards and Ethics Committee or the Licensing Committee. However, by custom and practice, the Council has elected to apply the political proportionality rules to the Licensing Committee; and has appointed one Member from each of the three largest political groups to the Standards and Ethics Committee to ensure political balance
13. 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.
14. The 1990 Regulations (Regulation 8) say that a political group may be constituted by two or more Members who give notice of their wish to be treated as a political group. Where not all Members of an authority belong to a political group, then any seats remaining unallocated after the proportional allocation of seats to the political groups, are allocated to those Members not belonging to a political group (Regulation 16 of the Local Government (Committees and Political Groups) Regulations 1990, ‘the 1990 Regulations’).
15. Where a local authority has determined the allocation of seats on a Committee to the political groups, 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. 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

18. 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.
19. 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.
20. The terms of office of the five independent members have not expired and so no further appointments of independent members are presently required.
21. The term of office of the Community Council member of the Committee expired on 5th May 2022, the date of the local government elections. Before making a new appointment to fill the vacancy, the Council is required to consult with the community councils in Cardiff and One Voice Wales, the organisation representing community councils in Wales. Consultation has been initiated and a recommended appointment will be reported to Council for approval in due course.
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), as amended by the Local Government and Elections (Wales) Act 2021, requires that one third of the Committee members must be lay members. 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 complies with the new legislative requirements.
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 2022/23 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

20 May 2022

Appendix A - Distribution of Seats Municipal Year 2022/23

Background Documents: - None

Political Balance - 26 May 2022

	Number of Seats	Labour		Cons		Lib Dem		Plaid Cymru/Green Party Common		**Non Grouped		Totals
		N°	%	N°	%	N°	%	N°	%	N°	%	
Total Number of Seats	144	100	69.44	20	13.89	18	12.50	4	2.78	2	1.39	144
Councillors	79	55	69.62	11	13.92	10	12.66	2	2.53	1	1.27	79
Variation as a Percentage %			-0.18		-0.04		-0.16		0.25		0.12	
Variation as seats	1.44		-0.25		-0.05		-0.23		0.35		0.18	

Ordinary Committees	Number of Seats	Labour		Cons		Lib Dem		Plaid Cymru/Green Party Common		**Non Grouped		Totals
		N°	%	N°	%	N°	%	N°	%	N°	%	
Constitution Committee	12	8	66.67	1	8.33	2	16.67	1	8.33	0	0.00	12
Corporate Parenting Advisory Committee	9	6	66.67	1	11.11	2	22.22	0	0.00	0	0.00	9
Council Appeals	9	7	77.78	1	11.11	1	11.11	0	0.00	0	0.00	9
Democratic Services Committee	12	8	66.67	2	16.67	1	8.33	0	0.00	1	0.08	12
Employment Conditions	8	6	75.00	1	12.50	1	12.50	0	0.00	0	0.00	8
Governance & Audit Committee	8	6	75.00	1	12.50	1	12.50	0	0.00	0	0.00	8
Licensing	12	8	66.67	2	16.67	1	8.33	1	8.33	0	0.00	12
Public Protection	12	8	66.67	2	16.67	1	8.33	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	8	66.67	2	16.67	2	16.67	0	0.00	0	0.00	12
Totals	99	68	68.69	14	14.14	13	13.13	3	3.03	1	1.01	99
Councillors	79	55	69.62	11	13.92	10	12.66	2	2.53	1	1.27	79
Variation as a Percentage %			-0.93		0.22		0.47		0.50		-0.26	
Variation as seats	0.99		-0.92		0.22		0.47		0.49		-0.25	

Scrutiny Committees													
Allocation of Chairs		5	3		1		1		0		0		5
Scrutiny Committees	Chair	Number of Seats	Labour		Cons		Lib Dem		Plaid Cymru/Green Party Common		**Non Grouped		Totals
			N°	%	N°	%	N°	%	N°	%	N°	%	
Children & Young People	Lab	9	6	66.67	2	22.22	1	11.11	0	0.00	0	0.00	9
Community & Adult	Lib Dem	9	7	77.78	1	11.11	1	11.11	0	0.00	0	0.00	9
Economic & Culture	Lab	9	6	66.67	1	11.11	1	11.11	0	0.00	1	0.11	9
Environment	Lab	9	6	66.67	1	11.11	1	11.11	1	11.11	0	0.00	9
Policy Review & Performance	Con	9	7	77.78	1	11.11	1	11.11	0	0.00	0	0.00	9
Totals		45	32	71.11	6	13.33	5	11.11	1	2.22	1	0.02	45
Councillors		79	55	69.62	11	13.92	10	12.66	2	2.53	1	1.27	79
Variation as a Percentage %			1.49		-0.59		-1.55		-0.31		-1.24		
Variation as seats	0.45		0.67		-0.27		-0.70		-0.14		-0.56		

Mae'r dudalen hon yn wag yn fwriadol

ANNUAL COUNCIL

26 MAY 2022

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 11 and 12 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	55 seats of 79 = 69.62% of the 5 Chairs' seats available = $0.6962 \times 5 =$ 3.48 seats.	3 Seats The legislation requires the figures for Executive Groups are rounded down.
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Opposition Groups are then entitled to the remaining 2 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	11 out of 24 total opposition seats = 45.83% of 2 seats = 0.4583 x 2 = 0.92 seats	1 Seat (rounded up)
Lib Dem Group allocation	10 out of 24 = 41.67% of 2 seats = 0.4167 x 2 = 0.83 seats	1 Seat (rounded up)
Plaid Cymru, Common Ground, Green Party Group allocation	2 out of 24 = 8.33% of 2 seats = 0.0833 x 2 = 0.17 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
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***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. This report does not, therefore, address those Committees.*

	<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 and, under new requirements introduced by the Local Government and Elections (Wales) Act 2021 with effect from 5th May 2022, 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

20 May 2022

Background Documents: None

**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 for 2022/23 municipal year.

Background

2. The Constitution provides that the Annual Council meeting will receive nominations and make appointments, as necessary, to serve as representatives of the Council on outside bodies.

Issues

3. The Council is asked to receive nominations and agree appointments of Members to serve on bodies which are required, 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 such appointments shall rest with Full Council, unless delegated or provided otherwise. Responsibility for appointments to the outside bodies listed in **Appendix A** rests 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

20 May 2022

Appendix A: Annual Nominations and Appointments to vacancies on Outside Bodies
2022/23

Item 14 Appendix A

Name of Organisation	No of Representatives	Appointed Representative
Cardiff & Vale of Glamorgan Community Health Council	3 Members (Can be either an elected member or appointment by the Council)	
Cardiff Bus	5 Members	
Cardiff Business Improvement Board	1 Member	
Millennium Stadium PLC	1 Member	
National Adoption Service	1 Member (Relevant Cabinet Member)	
South Wales Fire & Rescue Authority	5 Members (3 Lab, 1 Con & 1 Lib Dem)	
South Wales Police & Crime Panel	2 Members	
Standing Advisory Council for Religious Education (SACRE)	5 Members (Relevant Cabinet Member)	
Welsh Local Government Association (WLGA)	8 Members	
WLGA Executive Board	1 Member	

Mae'r dudalen hon yn wag yn fwriadol



CYNGOR CAERDYDD CARDIFF COUNCIL

ANNUAL COUNCIL:

26 MAY 2022

REPORT OF THE CHIEF EXECUTIVE

Members' Schedule Of Remuneration 2022 – 2023

Reason for this Report

1. To set out the determinations of the Independent Remuneration Panel for Wales (IRPW) ('the Panel') with regard to the levels of Members' remuneration and allowances that are payable for the municipal year 2022/2023 and other associated matters, and for Council to agree those matters which are reserved for local determination by the Council.

Background

2. The IRPW 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. The Independent Remuneration Panel for Wales Annual Report 2021, published on 24 February 2022, detailed its determinations on the payment of remuneration and allowances in 2022 – 2023 to Elected Members and Co-opted Members by principal councils from 1st April 2022.
4. The Panel's Annual Report for 2022 is attached at **Appendix A**.

Issues

Determinations of the Panel

Basic Salary

5. The Panel determined that the annual Basic Salary in 2022/23 for elected members of principal councils in Wales shall be increased from £14,368 to £16,800.

Senior Salaries

6. The annual Senior Salaries payable in 2022 - 2023 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	£63,000
	Deputy Leader	£44,100
Band 2	Cabinet Members	£37,800
Band 3	Committee Chairs (if remunerated)	£25,593
Band 4	Leader of largest Opposition Group	£25,593
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)	£20,540

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 2022/23. In Cardiff (Population Group A), the maximum number of Senior Salary positions is **19**, excluding Civic Salary positions.
8. In the previous administration the following 19 posts were in receipt of a senior salary:

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members	8
Band 3	Scrutiny Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 4	Leader of the largest opposition group (Conservative Group)	1
Band 5	Leader of the Liberal Democrat Group	1
Total		19

Job Sharing Arrangements

9. The Local Government and Elections Act (Wales) 2021 established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:
- a. requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
 - b. changing the maximum number of members of an executive when members of the executive share an office and
 - c. about voting and quorum where members of an executive share office.
10. The Leader (Elect) of Cardiff Council has proposed his new Cabinet structure which includes the following job-sharing roles.
- a. **Social Services Portfolio (Job Sharing)**
 - Cabinet Member for Social Services (Children’s Services)
 - Cabinet Member for Social Services (Adult Services)
 - b. **Transport and Strategic Planning Portfolio (Job Sharing)**
 - Cabinet Member for Strategic Planning & Transport (Strategic Planning)
 - Cabinet Member for Strategic Planning & Transport (Transport)
 - c. **Tackling Poverty, Equality & Public Health (Job Sharing)**
 - Cabinet Member for Tackling Poverty, Equalities and Public Health (Equalities and Public Health)
 - Cabinet Member for Tackling Poverty, Equalities and Public Health (Tackling Poverty & Supporting Young People)
11. The three shared portfolios will be divided into equal areas of responsibility and the whole portfolio will be covered by the one of the job sharers in the absence of the other. This will enable each of the job sharers to receive an equal share of the available remuneration as outlined below:
- a. Band 2 Salary of £37,800 minus the Basic Salary of £16,800 = £21,000
 - b. £21,000 divided equally for two job sharers = £10,500
 - c. Plus the Basic Salary of £16,800 for each Job Sharer = £27,300 for each Cabinet Member Job sharer.

12. This will increase the number of Cabinet Member senior salaries from 10 to 13 and the total number of senior salary holders from 19 to 22.
13. The IRPW has been consulted on these proposals and has confirmed that they meet the requirements of paragraph 3.29 of its Annual Report 2022-2023 for job sharing.
14. Council is requested to approve the number and allocation of Senior Salary positions, as set out in paragraphs 8 and 10 of this report.

Civic Salaries

15. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £25,593 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 with effect from 1 April 2022.

Payments to Co-opted Members of Principal Councils

16. The Panel prescribed a £210 daily rate for ordinary co-opted members (with voting rights) to recognise the important role that co-opted members undertake. Chairs of Standards and Ethics Committee and the Governance and Audit Committee are prescribed a daily rate of £268.
17. 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 37 to 42 of the Annual Report.

Contribution towards Costs of Care and Personal Assistance (CPA)

18. 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.
19. The Panel reviewed the maximum monthly payment in 2021 in recognition that this had not changed for several years. Information indicated 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. These hourly rates have been defined by the [Living Wage Foundation](#)
20. 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 2022-2023

21. The IRPW issued a revised Schedule of Remuneration proforma which was approved by Council on 27 May 2021. It 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.
22. In accordance with the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

Legal Implications

23. 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).
24. 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.
25. 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

26. The overall financial allocation for Members' Remuneration in 2022/23 is £1.871 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 2022 attached as **Appendix A**.

- b. agree to the allocation of Senior Salary positions, as set out in paragraph 8 and 10 of this report;
- c. delegate authority to the Monitoring Officer to finalise the Members' Schedule of Remuneration to reflect the appointments made at or following Annual Council within 4 weeks after the Annual Council meeting.
- d. delegate authority to the Monitoring Officer to finalise the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2022-2023 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

PAUL ORDERS
Chief Executive
20 May 2022

The following Appendices are attached to this report:

Appendix A Independent Remuneration Panel for Wales Annual Report February 2022

Background Papers:

Independent Remuneration Panel for Wales Annual Report (February 2022)

English:

[Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)

Cymraeg:

[Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol: adroddiad blynyddol 2022 i 2023 \[HTML\] | LLYW.CYMRU](#)



Independent Remuneration Panel for Wales

Annual Report

February 2022

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

Tudalen 103

ANNUAL REPORT

2022/2023

FOREWORD

The COVID-19 pandemic continues to impact on the work of the Panel in that we have been unable to meet with authorities and their representative organisations face to face. However, we have continued to hold meetings regularly and to have meaningful discussions with our stakeholders via Microsoft Teams or Zoom.

The Panel issued the draft Report for consultation at the end of September 2021 and held engagement events to support the consultation process. We received a range of views, many either supporting or making no comment about the proposed increases. Some respondents questioned the timing and the potential financial implications. The Panel examined all of the responses and has decided not to make any significant amendments to the determinations contained in the draft Report. More detail is included in the [Executive Summary](#) and main Report.

We are grateful to those organisations and individuals who took the time to express their views.

We consider that it is important that the payments to elected members of principal councils are fair and at a level that is not a disincentive to potential candidates for election. Therefore, the Panel has decided to reset the basic salaries of elected members to closer align with the average earnings in Wales. This alignment has been eroded in successive years, primarily as a result of austerity measures.

This will be my final Report as a member of the Independent Remuneration Panel as I will be standing down at the end of March. I have had the privilege of being a member of the Panel since it was established in 2008 and the Chair for the past 7 years. I wish to put on record my appreciation and thanks to all of my colleagues, past and present, for the support that I have received during the last 13 years. Also, my grateful thanks to the members of our Secretariat who have supported me and ensured the efficient functioning of the Panel.

I believe that the Panel has made a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all authorities that are within its remit. It is a sad reflection that much of the public's perceptions and views of politicians is tainted by the actions of a few individuals within representative democracy. I have had an involvement with local government all my working life and during that time have met and known countless members. The vast majority work tirelessly for their communities and do so for little financial reward. I believe that all in society should have the opportunity to stand for election if they wish to and there should be no financial barriers to preclude this.

This Report provides a major step forward towards achieving this objective. The Panel has consistently emphasised the fact that democracy is not cost free. However, we have to balance the fairness to elected members against the cost to the public purse. We are satisfied that this balance is achieved for 2022/2023.

I have no doubt that the Panel has had a beneficial impact on improving the worth of a local councillor and it is vital that this is not undermined by those members who decline increases in the payments for reasons of political gain. Such action undermines the worth and value of all elected members.

Finally, my thanks to all the members and officers of Welsh councils, NPAs and FRAs that I have had the pleasure of meeting and engaging with over the last 13 years.

John Bader
Chair

Panel Membership

John Bader, Chair
Saz Willey, Vice Chair
Joe Stockley
Ruth Glazzard
Helen Wilkinson

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

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Timescale for Implementation of the Panel's Determinations

The [Local Government \(Wales\) Measure 2011](#) requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new councils are elected some of the Panel's determinations are to be effective for the new municipal term.

On 9 May 2022, new municipal arrangements will come into effect following local government elections. This Annual Report therefore has two different effective dates as set out below:

1. For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' [Annual Report 2021/2022](#) will continue to apply in respect of principal councils and community and town councils.
2. For national park authorities and Welsh fire and rescue authorities the determinations in Sections [7](#) and [8](#) of this Report will apply from the new financial year, 1 April 2022.
3. With effect from 9 May 2022, (the new municipal year) the determinations set out in this Report in Sections [3](#) and [13](#) will apply to principal councils and community and town councils.

Executive Summary

This is the fourteenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), published under the requirements of the [Local Government \(Wales\) Measure 2011](#) (as amended).

1. As Wales emerges from the COVID-19 pandemic, elected members of local councils are playing an important role in supporting the resilience of their communities and economies. Local elections in Wales will take place on 5 May 2022. These elections provide an important opportunity to highlight public services and to emphasise the importance of councillors in maintaining Welsh democracy.
2. From inception, the Panel has consistently argued that local democracy and the governance of local public services are not cost free and that financial barriers should not limit anyone's opportunity to participate. Remuneration must be sufficient to encourage and enable a diversity of willing and able people to undertake local governance through elected, appointed or co-opted roles.
3. The Panel shares Welsh Government's commitment to equality, diversity and inclusion, including the socio-economic duty. The current make-up of Welsh councillors does not reflect the diversity of Wales. Public services should be accountable to and delivered by people who reflect the communities they serve, as evidence shows diversity of experience and thought broadens perspectives and improves decision making.
4. The Panel has previously highlighted that since 2009, remuneration of elected members of local government in Wales has not kept pace with measures of inflation or other possible comparators due mainly to austerity and pressure on public finances.¹ The effect is members of principal councils have been significantly undervalued over time.

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
ASHE*	4.00	0.60	1.00	2.70	1.00	2.10	5.10	1.20	3.90
NLW	1.90	3.00	3.10	7.50	4.20	4.40	4.90	6.20	2.18
LWF	3.47	2.68	2.61	5.10	2.42	3.55	2.86	3.33	2.15

* ASHE for 2020 has been revised and the 2021 figure is provisional.

¹ These include Retail Prices Index, Consumer Prices Index, NJC (public sector employees), National Living Wage (NLW), [the Living Wage Foundation's Living Wage \(LWF\) rates](#), Members of Senedd Cymru, and MPs and also the Annual Survey of Hourly Earnings (ASHE). Section 3 has more detail including actual salary comparators.

5. The Panel believe the May elections are the right time to re-establish the link between principal councillor remuneration and average earnings in Wales. Those elected as members of the 22 principal councils will receive, proportionately, the same overall average pay that a Welsh constituent received in 2020. Further details can be found in [Section 3](#).
6. [The Local Government \(Wales\) Measure 2011](#) requires the Panel to have regard to the financial implication of its decisions. The Panel investigated the cost of the reset and discussed issues of affordability with representatives of the Welsh Local Government Association. Their general consensus was, that in the context of a council's total budget, the Panel's determinations will not have a significant impact. The Panel consider that these proposals meet the legislative requirement and achieve an appropriate balance of fairness to councillors and taxpayers.
7. In preparing this Annual Report, the Panel undertook an extensive consultation on the contents of the Draft Report. The breadth, depth and frankness of the feedback is appreciated and all views have been considered. The Panel hopes that this final report is easier to understand and implement.
8. All responses to the draft consultation supported the Panel's stance on continuing to encourage diversity amongst locally elected representatives. Many comments highlighted that low levels of remuneration had proved a barrier to increasing diversity in local democracy. Some raised concerns. One respondent wrote powerfully about the adverse impact on women, and other protected characteristic groups under-represented in local democracy, and of a culture in which people felt coerced into forfeiting payments they are eligible for. The value of the role of councillors is undermined if individual members forego increases determined by an independent Panel.
9. All respondents agreed that councillors should be properly valued and that remuneration needs to reflect the demands and complexity of the role. Most confirmed that decision-making and local governance continue to become more complex and that pressures on councillors that were already increasing before the pandemic have intensified in the last two years. This includes being available at all times of the day and night as the public (and media) increasingly expect and demand agile, often immediate responses to enquiries and concerns. It is clear from responses that a move to hybrid working enforced by the COVID-19 pandemic requires investment in infrastructure, equipment and training support to enable councillors to fulfil their tasks effectively.
10. The environment in which politicians – local and national – are operating in is challenging. Safety emerged as a key issue in 2021 following the tragic death of Sir David Amess MP and in the consultation feedback received.
11. Many individuals and some principal authorities supported all of the Panel's determinations. There were no objections to the principle of aligning members of principal councils with the average Welsh wage. A few thought the proposed increases should have been larger and or have been made earlier. One respondent thought past increases should have been in line with inflation but did not specify which index measure they preferred. The Panel notes that if this had been done the 2022 payments would have been larger.

12. A few respondents stated that they would prefer the increase to be spread over the next five year term. The Panel does not agree. The Panel believes that it is essential prospective candidates and the electorate know that successful candidates will be fairly remunerated, as this may lead to a greater diversity of individuals applying and putting themselves forward for selection and election.
13. A few respondents expressing concern about the level of the proposed increase stated this was because of potential adverse media reaction and public perception about such a large percentage rise. The Panel notes these concerns but is not convinced that any of the matters raised merit a change in either the proposed amounts or that there is a case for incremental increases. The Panel is clear that the 2022 local elections are the right time to re-establish the link between principal councillor remuneration and average earnings in Wales. This was due mainly to austerity and pressure on public finances.
14. The Panel is concerned that payment information provided by relevant authorities shows that very few members are utilising the provision in the framework for financial support in respect of care. It is vital that Democratic Services Committees continue to encourage and facilitate greater use of this element of the Remuneration Framework so that members with care costs are not financially disadvantaged. Encouraging take up of financial support for members with caring responsibilities sends a positive signal that members with care responsibilities are welcome and valued. People's lifestyles (and expectations) have changed in the last decade with increased requirements and expectations for a flexible approach to support people with family and care pressures to participate and contribute at work and in public life, through job sharing, flexibility and family leave. The care payments reflect this.
15. Payments for members of national park authorities and Welsh fire and rescue authorities will increase as a result of the uplift proposed for elected members of principal councils. As indicated above, these increases will be effective from 1 April 2022, the new financial year. The Panel considered the alternative for implementation following the annual meeting of each authority, but this could mean a significant delay in individuals receiving the new payments.
16. Early in 2021 the Panel commenced a major review of the Remuneration Framework in respect of community and town councils and undertook a comprehensive consultation exercise with the sector. We appreciated the level of engagement from individual councils and their representative organisations. The COVID-19 pandemic limited the Panel's opportunities for face-to-face engagement in 2020/2021. However, the Panel's digital engagement was considerable. The Panel recognises a wide variation in geography, scope and scale across the over 700 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. Our determinations for the new framework are set out in [Section 13](#).
17. The independence of the Panel from Welsh Government and local government is enshrined in law. The Panel's decisions and determinations are made on its principles, objectives and evidence, free from political influence, voter or media

considerations. In reaching the conclusions within this report, the Panel took account of:

- the overarching framework of the [Wellbeing of Future Generations Act](#);
- the ethos and principle of the [socio-economic duty](#), implemented in Wales in 2020;
- the Welsh Government’s ongoing commitment to [equality](#) and [diversity in democracy](#) including the [Access to Elected Office Fund](#) and other stakeholder initiatives such as [Be a Councillor](#) (WLGA) and [ElectHer](#);
- Welsh Government’s [net zero all-Wales plan](#), [remote working policy](#) and indications that hybrid working will remain a feature of the operating environment for local politicians.

2022-2023 Determinations

18. The table below summarises the new and updated determinations in this year’s Annual Report informed by our belief and rationale for investing in local democracy and public services and by the principles outlined above.

[Annex 1](#) outlines all of the Panel’s determinations for 2022/23.

Summary of new and updated determinations contained in this report
Principal Councils
Determination 1: The basic salary in 2022/23 for elected members of principal councils shall be £16,800.
Determination 2: Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
Determination 3: Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
Determination 4: Where paid, a deputy civic head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
Determination 5: Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
Assistants to the Executive
Determination 13: The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
National Park Authorities
Determination 23: The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
Determination 24: The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.
Determination 25: A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.

Summary of new and updated determinations contained in this report
Determination 26: Committee chairs or other senior posts can be paid. This shall be paid at £8,478.
Fire and Rescue Authorities
Determination 30: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
Determination 31: The senior salary of the chair of a FRA shall be £11,162 with effect from 1 April 2022.
Determination 32: A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.
Determination 33: Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.
Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities
Determination 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.
Contribution towards Costs of Care and Personal Assistance (CPA)
Determination 43: 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: <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 Living Wage hourly rates as defined by the Living Wage Foundation 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
Determination 44: 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.
Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .
Determination 48: 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: <ul style="list-style-type: none"> • Up to £57.20 for each period not exceeding 4 hours • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours

Summary of new and updated determinations contained in this report

<i>Determination 49:</i>

Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.
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<i>Determination 52:</i>

The application of the Remuneration Framework by relevant Group.
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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 16	page 32	page 35	N/A ²
Senior Roles	page 19	page 32	page 35	page 49
Committee Chairs	page 17	page 32	page 35	N/A
Opposition Groups	page 19	N/A	N/A	N/A
Civic Heads and Deputies	page 20	N/A	N/A	page 52
Presiding Members	page 21	N/A	N/A	N/A
Mileage	page 45	page 45	page 45	page 45
Other Travel Costs	page 45	page 45	page 45	page 50
Subsistence Costs	page 46	page 46	page 46	page 50
Contribution towards Costs of Care and Personal Assistance	page 39	page 39	page 39	page 39
Family Absence	page 30	N/A	N/A	N/A
Sickness Absence	page 43	page 43	page 43	N/A
Joint Overview and Scrutiny Committees	page 27	N/A	N/A	N/A
Corporate Joint Committees	page 28	N/A	N/A	N/A
Pension	page 29	N/A	N/A	N/A
Co-optees	page 37	page 37	page 37	N/A
Specific or Additional Allowances	page 23	N/A	N/A	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 47
Compensation for Financial Loss	N/A	N/A	N/A	page 50
Statement of Payments	page 84	page 84	page 84	page 84
Schedule of Remuneration	Page 82	Page 82	Page 82	N/A
Salaries of Head of Paid Services	Page 59	N/A	Page 59	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 decided the average work commitment of an elected councillor of a principal council was three working days. The maximum basic salary was set at £13,868. This reflected three fifths of the then median gross earnings of full-time male employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. The Panel considered it was appropriate to use this figure, as it was comparable with constituents' pay, adjusted for the part-time nature of the work of a member with no senior responsibilities. At the introduction of austerity measures, the basic salary was reduced to £13,175 and the link to ASHE was broken. Since then, there has been no connection between councillor and constituent pay. In 2019, the Panel took steps to stop the gap widening and reviewed options to move towards reinstating the link with ASHE or another suitable benchmark. A detailed explanatory paper setting out the historical context and analysis is available on the Panel's [website](#). The key issues are:

3.1.1 Since 2009, the Panel has met its duty to take account of affordability and acceptability and set amounts for the basic salary that varied but have not kept pace with measures of inflation or other comparators. [Table 1](#) shows the percentage increases to the basic salary and a selection of alternative benchmarks from 2013 to 2021.

3.1.2 From 2013 to 2020 the basic salary of other Welsh elected members increased by 9% (£13,175 to £14,368). A Senedd Cymru member's salary increased by 28.6% (£53,852 to £69,272) and an MP's salary increased by 23.4% (£66,396 to £81,932). MS salaries were realigned in 2017 and MPs in 2015.

3.1.3 Examining other parts of the United Kingdom, councillors in Scotland receive £18,604 a year and in 2018 councillors in Northern Ireland received £15,486. Comparison with England is more difficult as the structure of local government is different, although there are examples where members are paid significantly more than their Welsh counterparts.

3.1.4 [Table 1](#) shows the basic salary of backbench councillors has fallen significantly behind the Welsh average (median) salary and public sector pay.

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
ASHE*	4.00	0.60	1.00	2.70	1.00	2.10	5.10	1.20	3.90
NJC **	1.00	0.43	2.05	1.00	1.00	2.00	2.60	2.75	1.75
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	1.50	3.80
CPI ****	2.60	1.50	0.00	0.70	2.70	2.50	1.80	0.90	2.00
NLW	1.90	3.00	3.10	7.50	4.20	4.40	4.90	6.20	2.18
LWF	3.47	2.68	2.61	5.10	2.42	3.55	2.86	3.33	2.15

*ASHE for 2020 has been revised and the 2021 figure is provisional

** NJC final employers offer July 2021; *** RPI and CPI**** are for July 2021.

Wales Median Average (median) gross weekly earnings by Welsh local areas and year (£) (gov.wales)

MS [Remuneration Board](#)

MP [Independent Parliamentary Standards Authority](#)

RPI all items [Retail Price Index](#)

CPI [Consumer Price Inflation](#)

NLW [National Living Wage](#)

LWF [Living Wage Foundation](#)

Table 2 - Basic yearly salary and actual full time and 3 day (60%) equivalents of Welsh national average pay 2013 to 2021

Year	IRPW basic salary	Wales Median ASHE	
		full time	3 day
2013	13,175	24,499	14,699
2014	13,175	24,655	14,793
2015	13,300	24,915	14,949
2016	13,300	25,643	15,386
2017	13,300	25,904	15,542
2018	13,400	26,476	15,886
2019	13,868	27,828	16,697
2020	14,218	28,166*	16,900*
2021	14,368	29,274*	17,564*

- 3.2 When making determinations for this Annual Report, the Panel considered the progression of the variety of benchmark figures outlined above for the period from 2013 to 2021 and the increases.
- 3.3 As outlined in the [Executive Summary](#), the Panel believes that local elections in May 2022 provide an opportune time to rectify the imbalance between the basic salary of councillors and the average salaries of their constituents. The basic salary of councillors of principal councils elected in the May 2022 local elections will be reset to align with the 2020 ASHE. This will be £16,800.

Determination 1: The Basic Salary in 2022/23 for elected members of principal councils shall be £16,800.

Senior Salaries

Senior salaries are payments to members who are executive, chairs of committees and the leader of the opposition.

Number of Senior Salaries

- 3.4 The limit on the number of senior salaries payable (“the cap”) will remain in place and remains unchanged other than to reflect, where appropriate, the changes in the membership. In 2022-2023 the maximum number of senior salaries payable within each council will be as set out in [Table 3](#).

Senior Salary Payments

- 3.5 All senior salaries include the basic salary payment.
- 3.6 The Panel recognises that years of no or low increases has meant the pay of senior salary holders is significantly and increasingly lower than many relevant comparators.

Leaders

- 3.7 It is widely recognised that the role of leader of a principal council is highly complex and carries a large and increasing level of responsibility. Leaders’ pay is at the lower end of sector market comparators.
- 3.8 The Panel has heard arguments that a leader’s pay should be at or above a backbench MS or a Health Board Chair. The Panel has considered these arguments, but has concluded that although the roles have some similarities, there are significant and crucial differences which are not helpful in making comparisons.

- 3.9 The Panel is very concerned that the current payment levels are often financially unattractive and are seen as a barrier to participation. For many willing and well-qualified people, a senior salary might necessitate a significant reduction in earnings. This is not in the spirit of diversity, inclusion, or democracy, or efficient for the effective running of principal councils. To start to address this, the Panel has re-set all senior salary payments for 2022-2023. The salary of a leader of the largest (Group A) council will be £63,000. All other payments have been decided in reference to this and are set out in [Table 4](#).

Executive

- 3.10 The Panel continues to take the view that executive members should be considered to be working the equivalent of full time (around 40 hours per week) but flexibly, and not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.

Chairs of Committees

- 3.11 The Panel recognises that there is a significant variance in the responsibilities and functions of chairing different committees. Councils do not have to pay chairs of committees. Each council can decide which, if any, chairs of committees they pay. This allows councils to take account of differing levels of responsibility.
- 3.12 The Panel has considered the role element of the chair's salary. The move to a single level of chair payment in 2019 reduced the differentials with other senior payments. To reset this, the Panel has decided not to change the role element at the 2021 figure of £8,793 for 2022-2023. The basic salary increase will apply.

Determination 2: Senior salary levels in 2022/23 for members of principal councils shall be as set out in [Table 4](#).

Table 3: 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	79	19
Rhondda Cynon Taf	75	19
Swansea	75	19
Group B (populations of 100,000 to 200,000)		
Bridgend	51	18
Caerphilly	69	18
Carmarthenshire	75	18
Conwy	55	18
Flintshire	66	18
Gwynedd	69	18
Neath Port Talbot	60	18
Newport	51	18
Pembrokeshire	60	18
Powys	68	18
Vale of Glamorgan	54	18
Wrexham	56	18
Group C (populations of up to 100,000)		
Blaenau Gwent	33	16
Ceredigion	38	17
Denbighshire	48	17
Isle of Anglesey	35	17
Merthyr Tydfil	30	15
Monmouthshire	46	17
Torfaen	40	17

NOTE: The number of councillors set out in [Table 3](#) reflects the changes proposed by the Local Democracy and Boundary Commission for Wales and approved by the Minister for Finance and Local Government. These will be effective from the 9 May 2022. From 1 April 2022 to 8 May 2022 the numbers contained in [Table 3](#) of the Annual Report 2021/2022 will apply.

Table 4: Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils:

Basic salary (payable to all elected members) £16,800			
	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	£63,000	£56,700	£53,550
Deputy Leader	£44,100	£39,690	£37,485
Band 2 Executive Members	£37,800	£34,020	£32,130
Band 3 Committee Chairs (if remunerated):		£25,593	
Band 4 Leader of Largest Opposition Group ³		£25,593	
Band 5 Leader of Other Political Groups		£20,540	

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 4 notes:

- a. The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability. A deputy leader salary is set at 70% of their leader and an executive member at 60% of their leader.
- b. The Panel considered arguments for and against changing council groupings. Options included removing or increasing the number of groups

and changing the banding levels. The Panel concluded that ‘size of population’ remains a major factor in influencing levels of responsibility and has retained the three population groups (A, B and C). For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- c. Salaries for B group councils will be at 90% of Group A salaries. Salaries for C group councils have been set at around 80% of Group A. Although Group C councils have significantly smaller populations and budgets they face similar duties and challenges as Group A and B councils and they do so with fewer resources. The Panel has therefore decided to reduce the Group differentials. In 2022/2023 salaries for Group C will be at 85% of Group A salaries. The salaries are set out in [Table 4](#).
- d. Committee chairs will be paid at Band 3. A council can decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- e. 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.
- f. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- g. 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)

- 3.13 A council may decide not to pay any civic salary to the posts of civic head and or deputy civic head. If paid, civic heads must be remunerated at Band 3 level and deputy civic heads at Band 5. (Determinations 5, 6, 7 and 8).
- 3.14 The posts of civic head and deputy civic head are not included in the cap (subject to not exceeding 50% of the council membership).
- 3.15 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.

Determination 3: Where paid, a Civic Head must be paid a Band 3 salary of £25,593 in accordance with [Table 4](#).

Determination 4: Where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 in accordance with [Table 4](#).

- 3.16 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.
- 3.17 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official 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.
- 3.18 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.

Presiding Members

- 3.19 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.

Determination 5: Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with [Table 4](#).

Determination 6: The post of deputy presiding member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.20 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. It is based on a full time equivalent of three days a week.
- 3.21 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 decline 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 decline salaries is avoided.

The following must be applied:

Determination 7:

- 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 8: 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 9: 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

- 3.22 The Panel expects support provided should take account of the specific needs of individual members. Democratic Services Committees are required to periodically review the level of support provided to members to carry out their duties. The Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is required. Any proposals should be made with due regard to Determinations 10 and 11 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.
- 3.23 The Panel considers it is necessary for each elected member to have ready use of email 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, even more so when a significant proportion of a member's function is undertaken from their home. Access to electronic

communications is essential 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 inappropriate for facilities required by members only to be available within council offices within office hours.

- 3.24 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.
- 3.25 As a result of their role as a councillor an elected member's personal security may become adversely affected. 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 funding 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.
- 3.26 For co-opted members the support requirements are set out in [Section 9](#) and Determination 42.

Determination 10: 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 11: 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

- 3.27 To allow greater flexibility councils have the opportunity to apply for specific or additional senior salaries that are outside the current remuneration framework, or cannot 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 (subject to not exceeding 50% of the council membership – 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, on the basis that it supports diversity and inclusion, and the process is set out in Paragraph 3.29.

Determination 12: Principal councils can apply for specific or additional senior salaries that do not fall within the current Framework.

- 3.28 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.

⁴ Local 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.

3.29 Job Sharing Arrangements

[Section 58](#) of the [Local Government and Elections Act \(Wales\) 2021](#) established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:

- a) requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
- b) changing the maximum number of members of an executive when members of the executive share an office and
- c) about voting and quorum where members of an executive share office.

For members of an executive: Each job sharer will be paid an appropriate proportion of the salary group as set out in [Table 3](#).

The statutory maximum, as set out in the [Act](#), for cabinets cannot be exceeded so each job sharer will count toward the maximum.

In respect of job-sharing arrangements for other senior salary posts (e.g. Committee Chairs: Opposition group leaders) the Panel is supportive and will normally be prepared to agree to submissions from councils subject to the limitations set out in the following paragraph.

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. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers.

3.30 Assistants to the Executive

The [Local Government and Elections Act](#) also provides for principal councils to be able to appoint elected members to assist the executive in discharging its functions.

Such appointments are made by the leader of the council and can include:

- the number of assistants that may be appointed
- the term of office of the assistants
- the responsibility of the assistants

There are exclusions to the appointments as set out in the legislation and assistants are not members of the cabinet.

The Panel has given initial consideration to matters of remuneration for members appointed as assistants to the executive but has concluded that until there is more information in respect of the responsibilities attached to the posts it is not possible to decide on additional payments, if any. It is therefore proposed that this will be further considered when a council decides to make appointments and details of the specific responsibility is available.

To give effect to this without the requirement for a further formal report the following determination will apply.

Determination 13: The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.

Note: If a senior salary payment is made, each will count towards the cap, however, the cap will be increased by the number of assistants receiving payments subject the statutory maximum of 50 per cent of the council's membership.

4. Joint Overview and Scrutiny Committees

- 4.1 Little use has been made of the arrangements for Joint Overview and Scrutiny Committees (JOSC). 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 3.27 and 3.28. The current JOSCs in operation will continue without need for further confirmation. The applicable salaries are set out in the following determinations.

Determination 14: The salary level for a chair of a Joint Overview and Scrutiny Committee shall be £8,793.

Determination 15: The salary level for a vice chair of a Joint Overview and Scrutiny Committee shall be £4,396.

4A. Corporate Joint Committees

- 1A. [The Local Government and Elections Act 2021](#) established Corporate Joint Committees (CJCs) which comprise groups of principal councils. CJCs have specific functions which are set out in Regulations. [Paragraph 4 of The Corporate Joint Committee \(General\) \(No.2\) \(Wales\)](#) is relevant to the Panel.
- 2A. [The Local Government \(Wales\) Measure 2011](#) is amended to include CJCs as relevant authorities for the functions of the Panel. Therefore, any payments made to members of a CJC have to be determined by the Panel.
- 3A. In respect of this Annual Report, as CJCs are in the early stages of being set up, it is too soon for the Panel to consider whether members of a CJC should be remunerated and over time the role, responsibility will be evaluated including any consequential changes to the function and role of the Executive members of the principal council. However, the payment of contribution to costs of care and personal assistance and travel and subsistence to members of CJCs has been included in [Section 10](#) and [Section 12](#).
- 4A. The function of the Panel relating to the salaries of Chief Executives of principal councils and Chief Fire Officers has been extended to include Chief Executives of CJCs.

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 16: The entitlement to join the Local Government Pension Scheme 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 2013](#)⁵ 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 17: 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 18: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 19: 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 20: 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 21: 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 22: 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

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 a National Park Authority (NPA) for each 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 5.

Table 5: 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 Standards Committees of NPAs also have independent co-opted members whose remuneration is included in the Framework as set out in [Section 9](#).
- 7.5 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 MS' with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 The time commitment on which the remuneration of members is based is 44 days. The salary for members of NPAs will increase to £4,738.
- 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 £13,531.
- 7.8 The NPA can determine the number of senior posts it requires as appropriate to its governance arrangements.
- 7.9 The Panel has made the following determinations:

Determination 23: The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.

Determination 24: The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.

Determination 25: A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.

Determination 26: Committee chairs or other senior posts can be paid. This shall be paid at £8,478.

Determination 27: Members must not receive more than one NPA senior salary.

Determination 28: A NPA senior salary is paid inclusive of the NPA basic salary.

Determination 29: 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

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 6.

Table 6: 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 remuneration is based is 22 days. The salary for members of FRAs will increase to £2,369.

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 £11,162.

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 £6,109 and must be paid if the authority appoints a deputy chair.

8.9 The FRA determines the number of senior posts it requires as appropriate to its governance arrangements. Committee chairs and any other senior post if remunerated will be aligned with Band 5. This will increase to £6,109.

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 31 or 32 cannot be used exclusively for this role.

8.11 The Panel has made the following determinations:

Determination 30: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.

Determination 31: The senior salary of the chair of an FRA shall be £11,162 with effect from 1 April 2022.

Determination 32: A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.

Determination 33: Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.

Determination 34: Members must not receive more than one FRA senior salary.

Determination 35: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 36: 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. This payment therefore differs from that for elected members of principal councils.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. The number of days in any one year may vary to reflect the specific work discharged by each relevant committee.
- 9.3 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 38 to 41.
- 9.4 The determinations are set out below. 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 37: Principal Councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 7).

Table 7: 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)

Determination 38: 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 39: 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 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.

Determination 41: 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 42: 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

- 10.1 This section applies to all members of principal councils, NPAs, FRAs and to co-opted members of these authorities. The same provision applies to community and town councils and members of Corporate Joint Committees.
- 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 8](#).
- 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) Reimbursement may be claimed for member’s own care or support needs 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 Independence 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 Living Wage [hourly rates as defined by the Living Wage Foundation](#) 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 8

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>Claims for personal support 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 accessible 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 email 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>Meetings – formal (those called by the authority) and those necessary to members’ work (to deal with constituency but not party issues) and personal development (training, and appraisals.)</p> <p>Travel – in connection with meetings.</p> <p>Preparation – reading and administration are part of a member’s role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the 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>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	<p>Members should know how to claim.</p> <p>The claim process should be clear, proportionate and auditable.</p>	<p>Check members understand how to claim and that it is easy to do so.</p> <p>Flexibility to accept paperless invoices</p> <p>Online form</p> <p>Same or similar form to travel costs claim</p>
Comply with Panel's Publication rules	<p>The Panel's Framework states:</p> <p>"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."</p>	

Determination 43: 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 Living Wage [hourly rates as defined by the Living Wage Foundation](#) 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, NPAs and FRAs 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 NPAs.

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

- 12.1 This section applies to members of principal councils, NPAs, FRAs and to co-opted members of these authorities. This section also applies to members of Corporate Joint Committees. (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 NPAs and FRAs 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	Motorcycles
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 that there is a wide variation in geography, scope and scale across the large number of 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. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the [Annual Report 2021/2022](#) will continue to apply.
- 13.3 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.
- 13.4 Under the [Local Government \(Wales\) Measure 2011](#), community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 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.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 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.

- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 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.
- 13.10 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.
- 13.11 [Table 12](#) sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

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

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.
- 13.15 Receipts are not required for these payments.

Determination 44: 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.

Taxation

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

Senior roles

- 13.17 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 set out the determinations for senior roles in [Table 11](#) below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#).

- 13.19 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

- 13.20 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

13.21 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 46: 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 47: 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

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur 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 48: 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 £57.20 for each period not exceeding 4 hours**
- **Up to £114.40 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.

Attendance Allowance

13.23 Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction. Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, paragraph 13.24 details what should be included.

Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

- 13.24 (a) As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.
- (b) If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.
- (c) The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.
- (d) Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.
- (e) All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline

to receive payment by informing (in writing) the proper officer.

Civic Head and Deputy Civic Head

- 13.25 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.
- 13.26 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.27 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.
- 13.28 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 official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.29 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.
- 13.30 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.31 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 50: 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 51: 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.

Determination 52: The application of the Remuneration Framework by relevant Group is contained in [Table 11](#).

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

13.32 [Table 12](#) sets out each of the above determinations and if a decision is required by the council in respect of each one.

- 13.33 In respect of the mandated payments, no decision is required and members should receive monies to which they are properly entitled as a matter of course.
- 13.34 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.35 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.
- 13.36 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.37 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 12

Determination Number	Is a decision required by council?
44 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, with the exception of those councils in Group 5 where the payment is optional.	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. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .	As set out in Table 11 .
46 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.
47 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.
48 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 compensation is optional if claimed
49 Each council can decide to introduce an attendance	Yes – the payment of attendance allowance is optional.

Determination Number	Is a decision required by council?
<p>allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>	
<p>50 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes – the payment to a civic head is optional.</p>
<p>51 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.</p>	<p>Yes – the payment to a deputy civic head is optional.</p>
<p>52 The application of the Remuneration Framework by relevant Group.</p>	<p>As set out in Table 11.</p>
<p>53 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>	<p>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.</p>

13.38 All members are eligible to be paid the £150 as set out in Determination 44 and [Table 11](#), normally 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. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election.
- New members are entitled to a proportionate payment

13.39 Other amounts payable to members in recognition of specific responsibilities or

as a civic head or deputy civic head as set out in Determinations 50 and 51 are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out in 13.38 will apply.

13.40 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.

13.41 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.42 As stated in paragraph 13.7 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 53: 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

13.43 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 all relevant authorities⁸ to comply with the requirements imposed 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 compliance with the determinations in this Annual Report. Whilst the Panel has no formal enforcement powers it may share information with organisations such as Audit Wales as part of the overall review of a relevant authority's governance and financial arrangements. If the Panel is not satisfied a relevant authority has complied with the Panel's determinations the Panel will inform Welsh Government ministers and may publish details of non-compliance.

The following applies to all authorities including community and town councils

- 14.4 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.

The following requirements do not apply to community and town councils

- 14.5
- (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.

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 as long as these comply with any guidance issued by the Welsh Government. 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
- 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 executives of principal councils – Panel decisions 2021

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
Wrexham County Borough Council	Chief Executive pay proposal	Approved
Ceredigion County Council	Review of Chief Executive salary	Approved
North Wales Fire and Rescue Authority	Review of Chief Executive salary	Approved
Conwy County Borough Council	Review of Chief Executive salary	Approved

Annex 1: The Panel's Determinations for 2022/23

Principal Councils	
1.	The Basic Salary in 2022/23 for elected members of principal councils shall be £16,800.
2.	Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
3.	Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
4.	Where paid, a deputy civic head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
5.	Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
6.	The post of deputy presiding member will not be remunerated.
7.	<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>
8.	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.
9.	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.
10.	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.

11.	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	
12.	Principal councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Assistants to the Executive	
13.	The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
Joint Overview and Scrutiny Committees	
14.	The salary level for a chair of a JOISC shall be £8,793.
15.	The salary level for a vice chair of a JOISC shall be £4,396.
Local Government Pension Scheme	
16.	The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils.
Family Absence	
17.	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.
18.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
19.	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.
20.	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.
21.	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.

22.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
23.	The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
24.	The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.
25.	A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.
26.	Committee chairs or other senior posts can be paid. This shall be paid at £8,478.
27.	Members must not receive more than one NPA senior salary.
28.	A NPA senior salary is paid inclusive of the NPA basic salary.
29.	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	
30.	The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
31.	The senior salary of the chair of a FRA shall be £11,162 with effect from 1 April 2022.
32.	A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.
33.	Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.
34.	Members must not receive more than one FRA senior salary.
35.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
36.	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	
37.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 7 .

38.	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.
39.	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).
40.	The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.
41.	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.
42.	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	
43.	<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 Living Wage hourly rates as defined by the Living Wage Foundation 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	
44.	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.
45.	The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .

46.	<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.
47.	<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.
48.	<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 £57.20 for each period not exceeding 4 hours. • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.
49.	<p>Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>
50.	<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>
51.	<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>
52.	<p>The application of the Remuneration Framework by relevant Group is contained in Table 11.</p>

53.	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.
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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.
10. Retention. The time limit for the schedule to be retained should be consistent with the council's policy on document retention.

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
 - Any payments made for attendance on official business or approved duty
 - 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.
3. Retention. The time limit for the publications to be retained should be consistent with the council's policy on document retention.

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: The basic salary in 2022/23 for elected members of principal councils shall be £16,800.
Determination 2: Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
Determination 3: Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
Determination 4: Where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
Determination 5: Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
Assistants to the Executive
Determination 13: The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for Assistants to the Executive.
National Park Authorities
Determination 22: The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
Determination 23: The senior salary of the Chair of a NPA shall be £13,531 with effect from 1 April 2022.
Determination 24: A NPA senior salary of £8,478 must be paid to a Deputy Chair where appointed.
Determination 25: Committee Chairs or other senior posts can be paid. This shall be paid at £8,478.
Fire and Rescue Authorities
Determination 29: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
Determination 30: The senior salary of the Chair of a FRA shall be £11,162 with effect from 1 April 2022.
Determination 31: A FRA senior salary of £6,109 must be paid to the Deputy Chair where appointed.
Determination 32: Chairs of Committees or other senior posts can be paid. This shall be paid at £6,109.
Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities

Summary of new and updated determinations contained in this report
<p>Determination 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When a meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.</p>
Contribution towards Costs of Care and Personal Assistance (CPA)
<p>Determination 43: 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 Living Wage hourly rates as defined by the Living Wage Foundation 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
<p>Determination 44: 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</p>
<p>Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11.</p>
<p>Determination 48: 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 £57.20 for each period not exceeding 4 hours • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours
<p>Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>
<p>Determination 52: The application of the Remuneration Framework by relevant Group.</p>

**Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ**

Telephone: 0300 0253038

E-mail irpmailbox@gov.wales

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

[Independent Remuneration Panel for Wales](#)

Mae'r dudalen hon yn wag yn fwriadol



**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ANNUAL COUNCIL:

26 MAY 2022

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

PROGRAMME OF COUNCIL MEETINGS (MAY – AUGUST 2022)

Reason for this report

1. To approve the programme of Full Council meetings for the period May 2022 to August 2022, and
2. To note the provisional programme of Cabinet and Committee meetings for the period May 2022 to August 2022, to be finalised in consultation with the Leader and the Chairs of Committees.

Background

3. 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)).
4. The May 2022 to August 2022 programme of meetings was agreed by Council on 17 March 2022 to enable a basis for the 2022 – 2023 Members Induction Programme to be finalised. The induction will require a significant period of learning activity which will benefit from being scheduled around the Programme of Meetings to minimise any disruption or delay in the Council's governance and decision-making arrangements.

Issues

5. **Appendix A** (marked to follow) is the proposed programme of Full Council meetings for the period May 2022 to August 2022) and the provisional programme of Cabinet and Committee meetings for the same period.
6. If scheduled meetings have no formal business to consider i.e. pre-decision scrutiny these meetings may be used to support member induction.
7. 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. An updated programme of meetings to May 2023 will be submitted for Council approval in July 2022.

Formal Meetings Diary

Full Council

8. It is proposed that Council meetings will take place as follows.

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	26-May-22	16:30	Council (Annual Meeting)	City Hall	Multi-Location Meeting	Webcast
Thu	30-Jun-22	16:30	Council	City Hall		
Thu	21-Jul-22	16:30	Council	City Hall		
Thu	29-Sep-22	16:30	Council	City Hall		
Thu	27-Oct-22	16:30	Council	City Hall		
Thu	24-Nov-22	16:30	Council	City Hall		
Thu	26-Jan-23	16:30	Council	City Hall		
Thu	02-Mar-23	16:30	Council (Budget)	City Hall		
Thu	30-Mar-23	16:30	Council	City Hall		
Thu	25-May-23	16:30	Council (Annual Meeting)	City Hall		

Cabinet

9. Cabinet meetings are held on a monthly basis with the exception of August. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	23-Jun-22	14:00	Cabinet	CR 4	Multi-Location Meeting	Webcast
Thu	14-Jul-22	14:00	Cabinet	CR 4		Webcast

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 may 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. Changes to dates of Scrutiny Committee meetings will also reflect any changes required to undertake pre-decision Scrutiny as necessary.

Corporate Parenting Advisory Committee

12. This Committee has agreed to meet quarterly to meet their Work Plan requirements.

Governance and Audit Committee

13. A total of five meetings of the Governance and Audit Committee per year are planned to be scheduled during the 2022-23 municipal year.

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.

Standards & Ethics Committee

15. The Standards and Ethics Committee will meet quarterly in order to deliver its work programme.

Constitution Committee

16. It is anticipated that the Constitution Committee will meet twice during the municipal year. A Committee will be scheduled to meet in the autumn.

17. Other Committees

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. 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. A survey of Members was undertaken in May 2017 and the current programme of meetings reflects the results

of that survey and agreements made by individual Committees around preferred start times. A further survey is being commenced to seek the views of all Councillors elected / re-elected in the May 2022 local government elections. The results of that survey will be used to prepare the programme of meetings for the remainder of the municipal year 2022/23, which is to be submitted for Council approval in July 2022.

22. Members may wish to note that the Welsh Government is currently consulting on revised statutory guidance, which includes the issue of the timing of Council meetings: [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#) The updated programme of meetings submitted for approval in July 2022 will take account of any revised statutory guidance.

Financial Implications

23. The costs associated with delivering the programme of meetings are to be contained within the allocated budget.

RECOMMENDATIONS

24. The Council is recommended to
- (1) approve the programme of Council meeting dates for May 2022 to August 2022 set out in paragraph 8 of this report.
 - (2) Note the provisional dates of Cabinet and Committee meetings during the period May 2022 to August 2022 as shown in **Appendix A**;
 - (3) delegate authority to the Director of Governance and Legal Services in consultation with the Leader and the Committee Chairs to make any necessary alterations to the provisional programme of meetings which may be required; and
 - (4) Note that an updated programme of meetings for the remainder of the municipal year 2022/23 is to be submitted to full Council for approval in July 2022.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

19 May 2022

Appendix A Programme of meetings May 2022 to August 2022

Background papers:

[The Local Government Measure 2011 – Statutory Guidance](#)

Programme of Meetings Report to Council – 17 March 2022

PROVISIONAL PROGRAMME OF MEETINGS MAY 2022 TO AUGUST 2022

Day	Date	Timings				Committee	Venue	Meeting Type	School Holidays	Notes
		Start	Est. Duration (Hours)	Breaks (mins)	Est End					
Fri	27-May-22	16:30	2.0	10	18:30	Licensing Sub-Committee	Remote			
Sat	28-May-22							School Holidays		
Sun	29-May-22									
Mon	30-May-22									
Tue	31-May-22									
Wed	01-Jun-22								Webcast	
Thu	02-Jun-22					Spring Bank Holiday				
Fri	03-Jun-22					Platinum Jubilee Bank Holiday				
Sat	04-Jun-22									
Sun	05-Jun-22									
Mon	06-Jun-22									
Tue	07-Jun-22	16:30	2.0	10	18:30	Licensing Sub-Committee	Remote			
Tue	07-Jun-22	11:00	3.0	10	14:10	Public Protection Sub-Committee	CR 4	MLM		
Wed	08-Jun-22									
Thu	09-Jun-22									
Fri	10-Jun-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	11-Jun-22									
Sun	12-Jun-22									
Mon	13-Jun-22	16:30	2.0	10	18:40	Community and Adult Services Scrutiny Committee	CR 4	MLM	Webcast	
Tues	14-Jun-22	11:00	1.0	0	12:00	Prosiect Gwyrdd Joint Committee	CR 4	MLM		
Tue	14-Jun-22	16:30	2.0	10	18:40	Children & Young People Scrutiny Committee	CR 4	MLM	Webcast	
Wed	15-Jun-22	10:00	4.0	30	14:30	Planning Committee	CR 4	MLM	Webcast	
Wed	15-Jun-22	16:30	2.0	10	18:40	Policy and Performance Scrutiny Committee	CR 4	MLM	Webcast	
Thu	16-Jun-22	16:30	2.0	10	18:40	Environment Scrutiny Committee	CR 4	MLM	Webcast	
Fri	17-Jun-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	18-Jun-22									
Sun	19-Jun-22									
Mon	20-Jun-22	17:00	2.0	10	19:10	Local Authority Governor Panel	Remote	MLM		
Tue	21-Jun-22	16:30	2.0	10	18:40	Economy and Culture Scrutiny Committee	CR 4	MLM	Webcast	

Day	Date	Timings				Committee	Venue	Meeting Type	School Holidays	Notes
		Start	Est. Duration (Hours)	Breaks (mins)	Est End					
Wed	22-Jun-22	17:00	1.5	10	18:40	Standards & Ethics Committee	CR 4	MLM		Webcast
Thu	23-Jun-22	14:00	2.0	10	16:10	Cabinet	CR 4	MLM		Webcast
Fri	24-Jun-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	25-Jun-22									
Sun	26-Jun-22									
Mon	27-Jun-22									
Tue	28-Jun-22	14:00	2.0	10	16:10	CPAC	CR 4	MLM		
Wed	29-Jun-22									
Thu	30-Jun-22	16:30	4.0	20	20:50	Council	City Hall	MLM		Webcast
Fri	01-Jul-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	02-Jul-22									
Sun	03-Jul-22									
Mon	04-Jul-22	16:30	2.0	10	18:40	Community and Adult Services Scrutiny Committee	CR 4	MLM		Webcast
Tue	05-Jul-22	10:00	1.0	10	11:10	Public Protection/Licensing Committee	CR 4	MLM		
Tue	05-Jul-22	11:00	3.0	10	14:10	Public Protection Sub-Committee	CR 4	MLM		
Tue	05-Jul-22	16:30	2.0	10	18:40	Children & Young People Scrutiny Committee	CR 4	MLM		Webcast
Wed	06-Jul-22	13:30	3.0	10	16:40	Planning Committee	CR 4	MLM		Webcast
Thu	07-Jul-22	16:30	2.0	10	18:40	Environment Scrutiny Committee	CR 4			Webcast
Fri	08-Jul-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	09-Jul-22									
Sun	10-Jul-22									
Mon	11-Jul-22	17:00	2.0	10	19:10	Pensions Committee	CR4	MLM		
Tue	12-Jul-22	16:30	2.0	10	18:40	Economy and Culture Scrutiny Committee	CR 4	MLM		Webcast
Wed	13-Jul-22	16:30	2.0	10	18:40	Policy and Performance Scrutiny Committee	CR 4	MLM		Webcast
Thu	14-Jul-22	14:00	2.0	10	16:10	Cabinet	CR 4	MLM		Webcast
Fri	15-Jul-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		
Sat	16-Jul-22									
Sun	17-Jul-22									
Mon	18-Jul-22	17:00	2.0	10	19:10	Democratic Services Committee	CR 4	MLM		
Tue	19-Jul-22	14:00	2.0	10	16:30	Governance and Audit Committee	CR 4	MLM		Webcast
Wed	20-Jul-22									
Thu	21-Jul-22	16:30	4.0	20	20:50	Council	City Hall	MLM		Webcast
Fri	22-Jul-22	10:00	2.0	10	12:10	Licensing Sub-Committee (If Required)	CR 4	MLM		

