

COUNCIL:

23 JULY 2020

REPORT OF THE CHIEF EXECUTIVE

MEMBERS' SCHEDULE OF REMUNERATION 2020 – 2021

Reason for this Report

1. To note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its following reports:
 - Annual Report published in February 2020.
 - Supplementary Report published in May 2020 in respect of the Principles relating to the Reimbursement of Costs of Care
2. To approve for publication by 31 July 2020, the Members' Schedule of Remuneration 2020 – 2021, which has been revised to meet the requirements of the IRPW in its Annual and Supplementary Reports.

Background

3. The Independent Remuneration Panel for Wales (IRPW) (*'the Panel'*) is a statutory body established initially by the Welsh Government in January 2008 to recommend the levels of salaries, allowances and expenses payable to Councillors and Co-opted Members. The Local Government (Wales) Measure 2011 gave the Panel additional powers to prescribe the levels of Member remuneration and allowances. The Panel also received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013.

Issues

IRPW Annual Report 2020-2021

4. The Panel's Annual Report was published in February 2020, and detailed its determinations on the payment of remuneration and allowances in 2020 – 2021 to Elected Members and Co-opted Members by principal councils from 1st April 2020. The report is available on the IRPW website via the following link:

English: <https://gov.wales/sites/default/files/publications/2020-02/annual-report-2020-to-2021.pdf>

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-02/adroddiad-blynyddol-2020-i-2021.pdf>

5. The IRPW Regulations and guidance set out in the Panel’s Annual Report in February 20, require the Council to produce and maintain an annual Schedule of Remuneration (*‘the Schedule’*) that details the payments approved to Elected Members and Co-opted Members in accordance with the levels of remuneration and allowances determined by the Panel in its Annual or Supplementary Reports.

Basic Salary

6. The Panel determined that the annual Basic Salary payable to Elected Members of all principal councils in Wales for 2020 – 2021 is **£14,218**.

Senior Salaries

7. In Cardiff (Population Group A), the maximum number of Senior Salary positions remains as 19, excluding Civic Salary positions.
8. The Annual Council meeting in May 2019 approved the allocation of 19 senior salary positions as set out in the table below. (Members will recall that on 21 May 2020, Council agreed that the 2020 Annual Meeting of Council would be deferred and noted that the terms of office of the existing Chairs and Deputies (of Council and Committees) would automatically continue until the 2020 Annual Meeting of Council). It is proposed that the allocation of senior salary positions for 2020/21 should remain unchanged, as set out below.

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 Committee Chairs	5
	Planning Committee Chair	1
	Licensing/ Public Protection Committees Chair	1
Band 4	Leader of largest opposition group	1
Band 5	Leader(s) of other political group(s) comprising at least 10% membership of the Authority (if remunerated)	1
Total		19

9. The annual Senior Salaries (*inclusive of Basic Salary*) payable in 2020 - 2021 as prescribed by the Panel and applicable to the Council are as follows:

Bands of Responsibility	Role(s)	Senior Salaries determined by the Panel for 2020/21 (inclusive of Basic Salary)
Band 1	Leader	£54,450
	Deputy Leader	£38,450
Band 2	Cabinet Members	£33,450
Band 3	Committee Chairs (if remunerated)	£22,918
Band 4	Leader of largest Opposition Group	£22,918
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)	£17,918

Civic Salaries

10. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £22,918 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020

Remuneration of Co-opted Members

11. The IRPW had previously determined that Councils may decide on a maximum number of days for which Co-Opted Members may be paid in any one year, and in its Remuneration Schedule for 2019/20 the Council set a cap of 10 days per year. However, the IRPW's Annual Report for 2020/21 says as follows: "The number of days in any one year for which co-opted members may be paid will reflect the work programme of the relevant committee. The Schedule for 2020/21 has been amended accordingly, and the previous cap is not retained. This recognises the important role that co-opted members have, and the fact that payment must be made for travel and preparation time for committee and other types of meetings as well as other activities, including training.

Supporting the work of Local Authority Elected Members

12. The Annual Report includes a new paragraph regarding the support for an Elected Members Personal Safety which states:

"As a result of their legitimate actions as a councillor an elected member's personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as

the police and security services would normally inform selection of required provision.”

13. Measures to support this requirement are already in place in Cardiff and are seen as an exemplar of good practice with the protocols and practice shared with other Local Authorities in Wales.

Impact of the Supplementary Report

14. The Panel’s Supplementary Report was published in May 2020, and prescribed the Principles relating to the Reimbursement of Costs of Care (RoCoC);:

English: <https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>.

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-05/adroddiad-atodol-2020.pdf>.

15. The Supplementary Report builds on the core principles of the IRPW and adds principles which specifically relate to the costs of care. The provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of membership. It is essential that there is clarity in the availability of and the access to this support.
16. The Supplementary Report outlines the minimum that Local Authorities should do to ensure that the costs of care are remunerated effectively. The intentions of the Authority to meet those requirements are shown in the table below

The Minimum Authorities should do		How this could/will be done
Be clear who it is for	<ul style="list-style-type: none"> • 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. • For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision. 	<p><u>IRPW:</u> A Confidential review of the needs of individual members annually and when circumstances change</p> <p><u>Cardiff:</u> A primary caring responsibilities review will be included as part of the Annual Elected Member Survey with an opportunity to receive requests for RoCoC should individual circumstances change during the year</p>

The Minimum Authorities should do		How this could/will be done
Raise Awareness	<ul style="list-style-type: none"> Ensure potential candidates, candidates and current members are aware that RoCoC is available to them should their current or future circumstances require. 	<p><u>IRPW:</u></p> <ul style="list-style-type: none"> Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Remind serving members via e-mail and or training. Signpost to IRPW Payments to Councillors leaflets. <p><u>Cardiff:</u> The Authority will develop the following to meet this requirement :</p> <ul style="list-style-type: none"> the review and update of Elections and Candidates internet web pages. Ensure that all induction material includes relevant remuneration information. Elected Member Intranet site to include relevant remuneration information
Promote a Positive Culture	<ul style="list-style-type: none"> Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed. 	<p><u>IRPW:</u></p> <ul style="list-style-type: none"> Encouragement within and across all parties of Relevant Authorities to support members to claim. Agree not to advertise or make public individual decisions not to claim. <p><u>Cardiff:</u> Political Group Whips have indicated support for</p>

The Minimum Authorities should do	How this could/will be done	
		appropriate remuneration of their Elected Members.
Set out the approved duties for which RoCoC can be claimed	<ul style="list-style-type: none"> • 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.) • Travel – in connection with meetings. • 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. • Senior salary holders with additional duties may have higher costs. 	<p><u>IRPW:</u> Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report. “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> <p>Cardiff: The approved duties have been updated in the Schedule of Remuneration and RoCoC can be claimed for all approved duties.</p>
Be as enabling as possible about the types of care that can be claimed	<ul style="list-style-type: none"> • Members should not be “out of pocket” subject to the limit set in the Annual Report. • Models of care and needs vary. • Members may use a combination of several care options. • Patterns of care may alter over the civic and academic year. • Not all care is based on hourly (or part hourly) rates. • Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session. • Members may need to: <ul style="list-style-type: none"> a. book and pay for sessions in advance b. commit to a block contract: week month or term c. pay for sessions cancelled at short notice 	<p><u>IRPW:</u> No further guidance</p> <p><u>Cardiff:</u> The Authority will be as flexible as possible within the remit of the IRPW Annual Report</p>

The Minimum Authorities should do		How this could/will be done
	<ul style="list-style-type: none"> Where care need straddles two sessions both should be reimbursed. 	
Have a simple and effective claim process	<ul style="list-style-type: none"> Members should know how to claim. The claim process should be clear, proportionate and auditable. 	<p><u>IRPW:</u></p> <ul style="list-style-type: none"> Check members understand how to claim and that it is easy to do so. Flexibility to accept paperless invoices Online form Same or similar form to travel costs claim <p><u>Cardiff:</u> A further review will be undertaken to ensure Elected Members are fully aware of the claims processes and to ensure that the process is as simple as possible.</p>
Comply with IRPW Publication rules	<ul style="list-style-type: none"> The IRPW Framework states: "In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed." 	<p><u>IRPW:</u> No further guidance</p> <p><u>Cardiff:</u> Cardiff is compliant</p>

Members' Schedule of Remuneration 2020-2021

- The IRPW has developed and issued a proforma Schedule of Remuneration for recommended 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 are to 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.
- The Council in May 2016 adopted this proforma for use as the basis for the Members' Schedule of Remuneration for future years. In accordance with

the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

19. Any amendments to the Schedule made during the municipal year must be conveyed to the Panel as soon as practicable after the amendments are made. It is proposed that authority should be delegated to the Monitoring Officer to make any necessary amendments to the Schedule in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Panel.

Changes to the Schedule of Remuneration

20. To facilitate the requirements of the IRPW Annual and Supplementary Reports, a number of changes have been made in the updated Schedule of Remuneration as attached at **Appendix A**. These include:
 - a. The transfer of responsibility relating to the remuneration of Elected Members from the Monitoring Officer to the Head of Democratic Services.
 - b. Reference to the requirement to meet the intentions of the IRPW Supplementary Report published in 2020.
 - c. Reimbursement of the Cost of Care replaces the term Care Allowance.
 - d. Removal of the “cap” for Co-opted member claims.
 - e. Updated the Approved Duties to include:
 - Adding the Democratic Services Committee as an approver for attendance at any training or developmental event.
 - Attendance at any non-political personal development event or activity relevant to the role of the individual member with the advance agreement of the Head of Democratic Services.
 - attendance at meetings relating to the personal safety and security of an individual Member.
 - f. Rewording of the section relating to Subsistence Allowance to better reflect the provisions of the IRPW Annual Report.

Legal Implications

21. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 (“the Measure”), under which the Independent Remuneration Panel for Wales (“the Panel”) is given functions relating to payments to Councillors and Councillors’ pensions (s.142 of the Measure). The Panel is required to publish an annual report on the exercise of its

functions with respect to each financial year (s.143 of the Measure); and the Council must comply with the requirements imposed on it by the Panel's Annual Report (s.153 of the Measure).

22. As set out in the body of the report, the Council is required to produce and maintain an annual Schedule of Remuneration (*'the Schedule'*), which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
23. All Members entitled to receive payment have a personal interest in this report which should be declared. However, paragraph 12.2 (b)(iv) of the Code of Conduct states that you will not be regarded as having a prejudicial interest in any business of the Council relating to remuneration or an allowance or payment or pension made in accordance with the Local Government (Wales) Measure 2011 or the Local Government and Housing Act 1989. This means all Members may debate and vote on the recommendations in this report.

Financial Implications

24. The overall financial allocation for Members' Remuneration in 2020/21 is £1.611 million, the costs are to be contained within the budget allocated.

RECOMMENDATIONS

The Council is recommended to:

1. note the determinations of the Independent Remuneration Panel for Wales (IRPW) in its following reports:
 - Annual Report published in February 2020.
 - Supplementary Report published in May 2020 in respect of the Principles relating to the Reimbursement of Costs of Care
2. agree to retain the current number and allocation of Senior Salary positions, as set out in paragraph 8 of the report;
3. note the actions to be taken to address the recommendations of the IRPW in respect of arrangements for the Reimbursement of the Costs of Care, as set out in paragraph 16 of the report;
4. approve the Members' Schedule of Remuneration 2020/21, as set out in **Appendix A** to this report for publication by 31 July 2020; and
5. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2020-2021 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
15 July 2020

The following Appendix is attached to this report:

APPENDIX A: Members' Schedule of Remuneration 2020 – 2021

Background Papers:

Independent Remuneration Panel for Wales Annual Report (February 2020)

English: <https://gov.wales/sites/default/files/publications/2020-02/annual-report-2020-to-2021.pdf>

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-02/adroddiad-blynyddol-2020-i-2021.pdf>

Independent Remuneration Panel for Wales Supplementary Report (May 2020), Principles relating to the Reimbursement of Costs of Care (RoCoC);:

English: <https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>.

Cymraeg: <https://llyw.cymru/sites/default/files/publications/2020-05/adroddiad-atodol-2020.pdf>.

COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

MEMBERS' SCHEDULE OF REMUNERATION 2020 – 2021

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

1. Basic Salary

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

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as prescribed by the IRPW.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the IRPW in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (i.e. Leader, Deputy Leader and Cabinet Members) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to salaries, allowances or fees

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

4. Suspension of a Member

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

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority or Co-opted Member; or
 - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

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

6. Payments

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

7. Reimbursement of Costs of Care (RoCoC)

- 7.1 The IRPW has identified that the provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of Council membership. Cardiff Council is committed to the core principles relating to the Reimbursement of the Cost of Care (RoCoCo) contained in the [IRPW Supplementary Report](#) published in May 2020.
- 7.2 Reimbursement of the Cost of Care shall be provided to a Member or Co-opted Member for the reimbursement of necessary costs for the care of dependent children and adults, and for personal assistance needs, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.3 Reimbursement of the cost of care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.4 Eligible Members may claim for the reimbursement of the cost of care for actual and receipted costs for approved duties as shown in **Schedule 2**. All claims for reimbursement of the cost of care should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

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

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

- 9.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.3 Co-optees are able to claim 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
- 9.4 The Head of Democratic Services is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards & Ethics Committee and the Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

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

which he or she is suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

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

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

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

12.2 Taxi Fares

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

12.3 Air Fares

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs.

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will usually be purchased by Democratic Services or Cabinet Support Office, as applicable.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Head of Democratic Services. Democratic Services or Cabinet Support Office, as applicable, will usually arrange travel and accommodation.

12.5 Other Travel Expenses

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

13. Overnight Accommodation

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

14. Subsistence Allowance

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

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made **in writing by the 1st day of each month** or the previous working day if falling on a Saturday or Sunday or Bank Holiday and **must be accompanied by the relevant receipts**. Claims **must be made within 3 months** of the event and within the relevant accounting year (i.e. by 4 April every year).
- 15.2 Allowances will be paid by the Council's Payroll team by BACS transfer.

16. Pensions

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

17. Compliance

- 17.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

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

SCHEDULE 1

SCHEDULE OF REMUNERATION 2020 – 2020

MEMBERS ENTITLED TO BASIC SALARY			ANNUAL AMOUNT OF BASIC SALARY
The following named Elected Members of the Authority receive the Basic Salary:			£14,218
Cllr Ali Ahmed	Cllr Gavin Hill-John	Cllr Linda Morgan	
Cllr Ashgar Ali	Cllr Philippa Hill-John	Cllr Daniel Naughton	
Cllr Dilwar Ali	Cllr Robert Hopkins	Cllr Oliver Owen	
Cllr Rodney Berman	Cllr Lyn Hudson	Cllr Thomas Parkhill	
Cllr Fenella Bowden	Cllr Frank Jacobsen	Cllr Keith Parry	
Cllr Bernie Bowen-Thomson	Cllr Owen Jones	Cllr Mike Phillips	
Cllr Jennifer Burke-Davies	Cllr Michael Jones-Pritchard	Cllr Dianne Rees	
Cllr Joe Carter	Cllr Heather Joyce	Cllr Mia Rees	
Cllr Jayne Cowan	Cllr Kathryn Kelloway	Cllr Emma Sandrey	
Cllr Stephen Cunnah	Cllr John Lancaster	Cllr Abdul Sattar	
Cllr Bob Derbyshire	Cllr Christopher Lay	Cllr Elaine Simmons	
Cllr Sean Driscoll	Cllr Susan Lent	Cllr Kanaya Singh	
Cllr Saeed Ebrahim	Cllr Ashley Lister	Cllr Ed Stubbs	
Cllr Lisa Ford	Cllr Neil McEvoy	Cllr Rhys Taylor	
Cllr Andrea Gibson	Cllr Mary McGarry	Cllr Graham Thomas	
Cllr Susan Goddard	Cllr Rod McKerlich	Cllr Joel Williams	
Cllr Iona Gordon	Cllr Siân-Elin Melbourne	Cllr Peter Wong	
Cllr Jane Henshaw	Cllr Bablin Molik	Cllr Ashley Wood	

	SENIOR SALARY ENTITLEMENTS (includes Basic Salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Cllr Huw Thomas	£54,450
2.	Deputy Leader & Cabinet Member for Education, Employment and Skills	Cllr Sarah Merry	£38,450
3.	Cabinet Member for Children and Families	Cllr Graham Hinchey	£33,450
4.	Cabinet Member for Clean Streets, Recycling and Environment	Cllr Michael Michael	£33,450
5.	Cabinet Member for Culture and Leisure	Cllr Peter Bradbury	£33,450
6.	Cabinet Member for Finance, Modernisation and Performance	Cllr Christopher Weaver	£33,450
7.	Cabinet Member for Housing and Communities	Cllr Lynda Thorne	£33,450

	SENIOR SALARY ENTITLEMENTS (includes Basic Salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
8.	Cabinet Member for Investment and Development	Cllr Russell Goodway	£33,450
9.	Cabinet Member for Social Care, Health and Well-being	Cllr Susan Elsmore	£33,450
10.	Cabinet Member for Strategic Planning and Transport	Cllr Caro Wild	£33,450
11.	Chairperson of Children and Young People Scrutiny Committee	Cllr Lee Bridgeman	£22,918
12.	Chairperson of Community and Adult Services Scrutiny Committee	Cllr Shaun Jenkins	£22,918
13.	Chairperson of Economy and Culture Scrutiny Committee	Cllr Nigel Howells	£22,918
14.	Chairperson of Environmental Scrutiny Committee	Cllr Ramesh Patel	£22,918
15.	Chairperson of Policy Review and Performance Scrutiny Committee	Cllr David Walker	£22,918
16.	Chairperson of Planning Committee	Cllr Keith Jones	£22,918
17.	Chairperson of Licensing & Public Protection Committees	Cllr Norma Mackie	£22,918
18.	Leader of the Largest Opposition Group (Conservative Group)	Cllr Adrian Robson	£22,918
19.	Leader of the Liberal Democrat Group	Cllr Joe Boyle	£17,918
<i>A maximum of 19 senior salaries for Cardiff Council may be paid and this has not been exceeded.</i>			

ENTITLEMENT TO CIVIC SALARIES (includes Basic Salary)		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor / Chair)	Cllr Daniel De'Ath	£22,918
Deputy Civic Head (Deputy Mayor / Chair)	Cllr Jacqueline Parry	£17,918

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards & Ethics Committee	Dr James Downe	£256 Daily Fee (4 hours and over) £128 ½ Day Fee (up to 4 hours)
Chairperson of Audit Committee	D Hugh Thomas	£256 Daily Fee (4 hours and over) £128 ½ Day Fee (up to 4 hours)
Statutory Co-optees – ordinary members: Audit Committee Children & Young People Scrutiny Committee Standards & Ethics Committee	<ul style="list-style-type: none"> • Gavin MacArthur • David Price • Patricia Arlotte • Carol Cobert • Karen Dell'Armi • Matthew Richards • Hollie Edwards-Davies • Chrissie Nicholls • Jason Bartlett • Arthur Hallett • Community Councillor Stuart Thomas 	£198 Daily Fee (4 hours and over) £99 ½ Day Fee (up to 4 hours)

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All Members	Up to a maximum of £403 per month

SCHEDULE 2

Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority, Cabinet or Democratic Services Committee
- Attendance at any non-political personal development event or activity relevant to the role of the individual member with the advance agreement of the Head of Democratic Services.
- attendance at meetings relating to the personal safety and security of an individual Member.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per passenger per mile

Subsistence Allowance

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

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.

A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

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