

**ANNUAL COUNCIL:**

**25 MAY 2023**

---

## **REPORT OF THE CHIEF EXECUTIVE**

---

### **Members' Schedule of Remuneration 2023 – 2024**

#### **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 2023/2024 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 by the Welsh Government in 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, published in February 2023, detailed its determinations on the payment of remuneration and allowances in 2023 – 2024 to Elected Members and Co-opted Members by principal councils from 1st April 2023.

#### **Issues**

4. The Panel's Annual Report for 2023 is attached at **Appendix A**.

#### Determinations of the Panel

##### Basic Salary

5. The Panel has determined for the financial year 1 April 2023 to 31 March 2024, to retain a link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of the all Wales 2021 Annual Survey of Hours and Earnings (ASHE) which were the latest figures available at drafting. This will increase the basic salary from £16,800 to £17,600 which represents a 4.76% increase.

## Senior Salaries

6. All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. The ASHE 2021 increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members. Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen.
7. The annual Senior Salaries payable in 2023 - 2024 as prescribed by the Panel and applicable to the Council are as follows:

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>Senior Salaries determined by the Panel for 2023/24 (inclusive of Basic Salary)</b>
Band 1	Leader	£66,000
	Deputy Leader	£46,200
Band 2	Cabinet Members	£39,600
Band 3	Committee Chairs (if remunerated)	£26,400
Band 4	Leader of largest Opposition Group	£26,400
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)	£21,340

## Allocation of Senior Salary Positions

8. 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 2023/24. In Cardiff (Population Group A), the maximum number of Senior Salary positions is **19**, excluding Civic Salary positions.
9. At the Annual Meeting of Council on 26 May 2022 the following 21 posts were allocated a senior salary:

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>No. of Senior Salary Positions</b>
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members including job sharing roles	10

<b>Bands of Responsibility</b>	<b>Role(s)</b>	<b>No. of Senior Salary Positions</b>
Band 3	Scrutiny Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
Band 4	Leader of the largest opposition group (Conservative Group)	1
Band 5	Leader of the Liberal Democrat Group	1
Total		21

### Job Sharing Arrangements

10. The Local Government and Elections (Wales) Act 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.

11. The Leader of Cardiff Council has confirmed that Cabinet structure for 2023-24 will remain unchanged and will include 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. **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)

12. The two 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 £39,600 minus the Basic Salary of £17,600 = £22,000
- b. £22,000 divided equally for two job sharers = £11,000

- c. Plus the Basic Salary of £17,600 for each Job Sharer = £28,600 for each Cabinet Member Job sharer.

13. This increases the number of Cabinet Member senior salaries from 10 to 12 and the total number of senior salary holders from 19 to 21.
14. 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.

#### Civic Salaries

15. The IRPW has determined that where paid, a Civic Head must be paid a Band 3 salary of £26,400 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £21,340 with effect from 1 April 2023.

#### Payments to Co-opted Members of Principal Councils

16. All other Determinations set out in the 2022 to 2023 Annual Report of the Panel remain valid and are continued be applied. These include:

- a. Payments to Co-opted Members of Principal Councils

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.

Payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training.

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

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 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 was 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](#)

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 2023-2024

17. 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.
18. 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. The Draft Members' Schedule of Remuneration 2023 – 2024, **Appendix B** to this report, will be published on the amendment sheet. This will be updated to reflect any changes resulting from appointments made at this meeting.

### **Legal Implications**

20. 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).
21. 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.
22. 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**

23. The overall financial allocation for Members' Remuneration in 2023-24 is £2.041 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 in February 2023 attached as **Appendix A**.
- b. delegate authority to the Monitoring Officer to finalise the draft Members' Schedule of Remuneration (Appendix B) to reflect the appointments made at the Annual Council; and
- c. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration in the Constitution and to make any necessary amendments to the 2023-2024 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 19 May 2023

The following Appendices are attached to this report:

Appendix A Independent Remuneration Panel for Wales Annual Report February 2023  
Appendix B Draft Members' Schedule of Remuneration 2023 – 2024 (to be published on the amendment sheet)

Background Papers:

Independent Remuneration Panel for Wales Annual Report (February 2023)

- English: [Independent Remuneration Panel for Wales: annual report 2023 to 2024 \[HTML\] | GOV.WALES](#)
- Cymraeg: [Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol: adroddiad blynyddol 2023 i 2024 \[HTML\] | LLYW.CYMRU](#)

[2021 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics

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](#)