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Contact:/Cysylltwch â: Democratic Services



**THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND**

9th July 2021

Dear Sir/Madam

**DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held in virtually via Microsoft Teams - if you would like to attend this meeting live via Microsoft Teams please contact committee.services@blaenau-gwent.gov.uk on Friday, 16th July, 2021 at 2.00 pm.

Yours faithfully

Michelle Morris  
Managing Director

**AGENDA**

**Pages**

**1. SIMULTANEOUS TRANSLATION**

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

**2. APOLOGIES**

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

To receive.

3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

To consider any declarations of interest and dispensations received.

4. **TIME OF FUTURE MEETINGS**

To consider.

5. **DEMOCRATIC SERVICES COMMITTEE MINUTES** 5 - 12

To receive the Minutes of the Democratic Services Committee held on 22<sup>nd</sup> March, 2021.

(Please note the Minutes are submitted for points of accuracy only)

6. **ACTION SHEET - 22ND MARCH, 2021** 13 - 14

To receive the Action Sheet.

7. **STATEMENT OF PAYMENTS MADE TO MEMBERS IN 2020/2021** 15 - 20

To consider the report of the Head of Organisational Development.

8. **SCHEDULE OF MEMBERS REMUNERATION 2021-22** 21 - 36

To consider the report of the Head of Organisational Development.

To: Councillor J. C. Morgan (Chair)  
Councillor B. Summers (Vice-Chair)  
Councillor J. Collins  
Councillor G. Collier  
Councillor M. Cook  
Councillor M. Cross  
Councillor G. A. Davies  
Councillor G. L. Davies  
Councillor M. Day

Councillor K. Hayden  
Councillor S. Healy  
Councillor H. McCarthy  
Councillor L. Parsons  
Councillor K. Pritchard  
Councillor T. Sharrem

All other Members (for information)  
Manager Director  
Chief Officers

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**COUNTY BOROUGH OF BLAENAU GWENT**

**REPORT TO: THE CHAIR AND MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE**

**SUBJECT: DEMOCRATIC SERVICES COMMITTEE – 22<sup>ND</sup> MARCH, 2021**

**REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER**

**PRESENT: COUNCILLOR J.C. MORGAN (CHAIR)**

Councillors B. Summers  
 M. Cook  
 G.A. Davies  
 M. Day  
 K. Hayden  
 S. Healy  
 H. McCarthy, B.A. (Hons)  
 K. Pritchard

**ALSO: Scrutiny Chairs & Vice-Chairs**

Councillors J. Hill  
 J. Holt  
 C. Meredith  
 S. Thomas  
 H. Trollope

**AND: Interim Chief Officer Commercial  
 (Statutory Head of Democratic Services)  
 Service Manager, Performance & Democratic  
 Organisational Development Manager –  
 Payroll, Health & Safety**

ITEM	SUBJECT	ACTION
No. 1	<p><b><u>SIMULTANEOUS TRANSLATION</u></b></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	

<p><b>No. 2</b></p>	<p><b><u>APOLOGIES</u></b></p> <p>Apologies for absence were received from Councillors G. Collier, J. Collins and L. Parsons</p>	
<p><b>No. 3</b></p>	<p><b><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></b></p> <p>There were no declarations of interest or dispensations reported.</p>	
<p><b>No. 4</b></p>	<p><b><u>DEMOCRATIC SCRUTINY COMMITTEE</u></b></p> <p>Consideration was given to the minutes of the meeting held on 9<sup>th</sup> November, 2021.</p> <p>The Committee AGREED that the Minutes be received as a true record of proceedings.</p>	
<p><b>No. 5</b></p>	<p><b><u>ANNUAL REPORT OF HEAD OF DEMOCRATIC SERVICES</u></b></p> <p>Consideration was given to the report of the Interim Chief Officer Commercial / Head of Democratic Services which presented the 2020/21 Annual Report of the Head of Democratic Services.</p> <p>The Interim Chief Officer Commercial introduced the report and highlighted the main points contained therein.</p> <p>A Member referred to the recent substitutions made at Scrutiny Committee meetings and felt that this should have been an item on the Democratic Services Agenda for consideration before any substitutions took place and an explanation provided.</p> <p>The Interim Chief Officer Commercial said the use of substitutions for Scrutiny or other Committees was set out in the Council's Constitution and any changes would need to be made through the Constitutional Working Group.</p> <p>The Member responded that the Constitution was a wide ranging document, he felt that the substitution for Scrutiny Members did impact on this report as it included Member attendance in an abbreviated form and pointed out that it did not include Executive Member attendance. He felt the</p>	

use of substitutions at Scrutiny Committees was a sudden change and felt there should have been democratic conversations regarding this and enquired why the substitutions had taken place mid-term and not at the AGM.

In relation to the attendance figures, the Interim Chief Officer Commercial accepted the point that attendance figures for Executive Members was not included in the report and confirmed that the system now being used would show Member attendance against all committees and would be published in future reports.

On the use of substitutions, a Member commented that this was a new issue and potentially there could be different Members at each Scrutiny Committee and enquired where the decision was taken and by whom.

The Interim Chief Officer Commercial reiterated that the ability to use substitutions was set out in the Constitution agreed at Council. If there were any questions around or amendments to the Constitution, Members could take that opportunity through the Constitutional Working Group before approval at Council. The Member accepted the Officer's response and pointed out that not all Members were part of the Constitutional Working Group and again enquired who had taken the decision.

Another Member commented that he felt the issue with substitutions was that those Members substituting may not be up-to-date with the current issues of that Scrutiny Committee. There were external Regulators at the Education & Learning and Social Services Scrutiny Committees and he had concerns that substitute Members may not appreciate the complexity of some of the issues.

With regard to IT connectivity the Member felt strongly that Senior Officers should ensure they had good internet connectivity to be able to participate at meetings, he felt this was an on-going issue with some senior officers and needed to be addressed. The Interim Chief Officer Commercial said she was not aware of any specific issues of colleagues but would take this matter up with the Member outside of the meeting.

In relation to substitutions a Member commented that any concerns should be addressed to the Monitoring Officer for advice.

A Member responded that he had spoken with the Monitoring Officer who had advised the Constitution could be applied to allow the use of substitutions but he felt that this had never been done before. He made the point that he had wanted to attend some important Scrutiny Committee meetings and had not been able to, he had requested joint meetings but would not have been able to vote at those joint meetings. He felt it was important that there was consistency of Members at Scrutiny Committees in order to be able to fully participate and follow through with any issues.

A Member referred to IT issues which he had previously experienced but said that SRS had undertaken work to his laptop which was now working properly.

With regard to IT equipment and connectivity a Member commented that perhaps an officer from SRS could attend a future meeting to address some of the issues and enquired when laptops would be updated. The Interim Chief Officer Commercial responded that the laptops allocated to Members were the same as those allocated to Officers, the investment road map was going through the democratic process at the moment and was undertaken on the same specification that Officers had. Currently the focus was on Members accessing their laptops and any investment required for different hardware may be considered at a future point. There was SRS dedicated support for Members and this was used for the move to remote working. An Officer had contacted Members to ascertain what specific issues Members needed support with and was working with those Members who had requested additional support. She felt this was a valuable approach to help support Members and understand some of the specific issues that SRS could focus on.

The Chair commented that perhaps a solution would be to hold a briefing session with the SRS to explain some of the issues Members had.



With regard to the concerns raised regarding substitutions at Scrutiny Committees, a Member pointed out that this was within the Constitution.

Another Member said in his view that if substitutions were allowed in the Constitution then it was acceptable to use them. On another point he commended the Interim Chief Officer and her team on the way they had managed the change-over to remote working and all the associated problems.

The Interim Chief Officer Commercial thanked Members for their kind comments and said it was important to try and understand the particular IT issues that some Members had and work with the SRS to find a solution. She felt that this targeted approach would provide quicker results and would contact Members to pinpoint any specific issues and work with the SRS to resolve the situation.

In relation to substitutions, a Member clarified that it was not going against the rules to use substitutions but there was an etiquette in the Council whereby changes should be made at the AGM and not half way through the year. He pointed out that there had been many discussions over the last 3 years regarding Members who wanted to attend certain Committees and potentially that could happen now.

The Chair commented that there were two main issues, one regarding substitutions and the other was IT connectivity and suggested referring the use of substitutions to the Constitutional Working Group to clarify and look at the principles.

A Member said there was no need to go to the Constitutional Working Group, a letter of explanation to Members of the Committee would suffice as he felt this was a political decision.

Another Member felt this was not a political decision as the use of substitutes was already in the Constitution. The Member responded that this had never been used before and putting the political aspect aside, felt it appropriate to request a letter of explanation for the reasons for the use of substitutions mid-term rather than at the AGM.

	<p>Another Member commented that the Monitoring Officer had been consulted and no issues had been raised, he also felt that it was not a political decision.</p> <p>The Member reiterated that a letter of explanation should be forwarded to Members of the Committee either by the political Leadership or the Managing Director.</p> <p>The Member proposed that a letter of explanation be forwarded to Members of the Committee setting out the reason why the use of substitutions at Committee meetings was initiated mid-term and not at the AGM. This proposal was seconded.</p> <p>The Committee AGREED to recommend, subject to the foregoing, that the report be accepted and Option 1 be endorsed; namely that the Annual Report of the Head of Democratic Services be recommended for approval at Council.</p>	
<p><b>No. 6</b></p>	<p><b><u>ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2021/22</u></b></p> <p>Consideration was given to the report of the Head of Organisational Development which was presented to inform Members of the proposals contained within the annual report of the Independent Remuneration Panel for Wales for 2021/22.</p> <p>At the invitation of the Chair, the Organisational Development Manager – Payroll, Health &amp; Safety spoke to the report and highlighted the main points contained therein.</p> <p>A Member enquired if representatives on Silent Valley were remunerated and if so was that considered to be an SRA. The Organisational Development Manager confirmed that representatives were remunerated and would provide further information regarding the SRA via the action sheet.</p> <p>In response to a Member’s question regarding a Member holding more than one senior post, the Interim Chief Officer Commercial clarified that an elected Member could not be remunerated for more than one senior post within their Authority.</p>	<p>Organisational Development Manager</p>

<p>A Member commented that the Minority Independent Group consisted of four Members and enquired if the Leader of this Group would be entitled to remuneration and sought clarity on how many Members constituted a remunerated political group. The Organisational Development Manager would seek clarification on this issue and feedback to Members via the action sheet.</p> <p>A Member enquired if Council Members on Tai Calon were remunerated and would any such payments be reported. The Organisational Development Manager said this related to the Schedule of Repayments, payments for Outside Bodies and that the criteria for reporting additional payments made to Members was very specific and he would check on this particular issue and report back via the action sheet.</p> <p>In relation to Tai Calon another Member informed the Committee that approximately 18 months ago it had been agreed that Council Members on Tai Calon would be remunerated. It was also reported that Council Members on Silent Valley were also remunerated.</p> <p>The Committee AGREED to recommend to Council that the report be accepted and Option 1 be endorsed, namely that the determinations set out in the Annual IRPW Report in Appendix 1 for 2021/2022 be agreed.</p>	<p>Organisational Development Manager</p> <p>Organisational Development Manager</p>
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## Action Sheet

### Democratic Services Committee – 22<sup>nd</sup> March, 2021

Item	Action to be Taken	By Whom	Action Taken
5	<p><b><u>ANNUAL REPORT OF THE HEAD OF DEMOCRATIC SERVICES</u></b></p> <p>The Leader of the Labour Group proposed that a letter of explanation be forwarded to Members of the Committee setting out the reason why the use of substitutions at Committee meetings was initiated mid-term and not at the AGM.</p> <p>For the Head of Democratic Services to consider the IT connectivity issues being experienced by Members and Senior Officers.</p>	<p>Michelle Morris</p> <p>Bernadette Elias</p>	<p>There have been previous conversations with the Monitoring Officer on the points raised and that the rules on substitutions are longstanding, open to all parties, and haven't been introduced mid-term as suggested.</p> <p>Good progress has been made towards the hybrid meeting system with support testing underway. Democratic Services have also supported Members general IT enquiries.</p>
6	<p><b><u>ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2021/22</u></b></p> <p>Are representatives on Silent Valley remunerated, and if so, is that considered to be an SRA?</p>	<p>Richard Bridge</p>	<p><b><u>Silent Valley</u></b></p> <p>Through a local agreement, two elected members are in receipt of Director Fees (equivalent to a senior salary allowance) as board members of Silent Valley Waste Services. These do not count towards the cap of 17 and are reimbursed by the Company.</p>

Item	Action to be Taken	By Whom	Action Taken
	Is the Leader of the minority Independent Group remunerated	Richard Bridge	Leaders of Political Groups are remunerated if they have 10% or more of the membership of the full Council. The Minority Independent Group has 4 members, which is 4.2% of the Council membership. As numbers are rounded up, the Leader of the Minority Independent Group is not remunerated.
	Are Council Members on Tai Calon remunerated.	Richard Bridge	<p><b><u>Tai Calon</u></b> The criteria for reporting additional payments made to members is very specific and as Tai Calon does not fall in to any of the categories below, any such payments will not be reported.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• a local health board</li> <li>• a police and crime Panel</li> <li>• a relevant authority</li> <li>• a body designated as a public body in an order made by the Welsh Ministers.</li> </ul>

# Agenda Item 7

Executive Committee and Council only

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

**Committee: Democratic Services Committee**

Date of meeting: **16<sup>th</sup> July 2021**

Report Subject: **Statement of Payments Made to Members in 2020/2021**

Portfolio Holder: **Councillor Nigel Daniels  
Leader of the Council**

Report Submitted by: **Andrea J Prosser  
Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	✓			✓			✓	

1. **Purpose of the Report**
  - 1.2 To consider and agree the publication of the Statement of Payments made to Members for 2020/2021.
  
2. **Scope and Background**
  - 2.1 The report identifies the reporting requirements for the publication of the annual schedule of payments made to members for 2020/21 to comply with part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales (IRPW) regulations.
  
  - 2.2 Blaenau Gwent County Borough Council, in compliance with Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales (IRPW) regulations, is required to produce annually a schedule of payments it has made to its members and co-opted members (Appendix 1).
  
3. **Options for Recommendation**
  - 3.1 Option 1 (***preferred option***) – to publish Statement of Payments Made to Members during 2020/21 in compliance with relevant legislation.
  
  - 3.2 Option 2 – not to publish Statement of Payments Made to Members for 2020/21
  
4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**
  - 4.1 In publishing the Statement of Payments to Members annually, Blaenau Gwent County Borough Council is complying with its statutory responsibilities

under the Local Government (Wales) Measure 2011 and the requirements of the IRPW.

## 5. Implications Against Each Option

### 5.1 *Impact Upon Budget*

#### 5.1.1 **Option 1 – Publication of Statement of Payments to Members**

The estimated cost of publication is £200 this includes the Welsh language translation. There are no other financial implications resulting directly from this report.

The payments made by Blaenau Gwent County Borough Council to Members during 2020/21 totalled £739,201.22 and in addition, pension contributions for those members of the local government pension scheme were £77,499.81

#### 5.1.2 **Option 2 – Not to publish the Statement of Payments to Members**

There would be no costs associated with this option.

### 5.2 *Risk*

#### 5.2.1 **Option 1 - Publication of Statement of Payments to Members**

No significant risks identified for the Council with this option.

#### 5.2.2 **Option 2 – Not to publish the Statement of Payments to Members**

Not publishing the statement would leave the Council non-compliant with Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 and the IRPW and would result in reputational damage for the Council.

To mitigate this risk Option 1 is recommended.

### 5.3 *Legal*

#### 5.3.1 **Option 1 - Publication of Statement of Payments to Members**

This option ensures the Council complies with statutory responsibilities.

#### 5.3.2 **Option 2 – Not to publish the Statement of Payments to Members**

This would result in non-compliance with statutory requirements.

### 5.4 *Human Resources*

5.4.1 There are no Human Resources implications that impact upon the report other than the time required to produce the Statement of Payments to Members.

## 6. Supporting Evidence

### 6.1 *Performance Information and Data*

6.1.1 The Schedule must be in accord with the determinations of the IRPW and should contain the following information:

- Basic Salary
- Senior Salary
- Co-opted Member Fee
- Reimbursement of Cost of Care



- Travel Allowance
- Subsistence Allowance
- Pension Contributions
- Payments received from other Public Bodies

The above are reported on a gross basis but are subject to relevant tax, national insurance regulations and pension contributions.

6.1.2 For 2020/21 the format of the Statement has been prescribed by the IRPW to ensure consistency of reporting across organisations.

6.1.3 This schedule should be published in the local authority area and on the Council's website by 30th September 2021 and submitted to IRPW.

6.1.4 The payments made by Blaenau Gwent County Borough Council to Members during 2020/21 totalled £739,201.22 and in addition, pension contributions were made equalling £77,499.81

6.2 *Expected Outcome for the public*  
Publication provides taxpayers and citizens with information about the remuneration of their elected members.

6.3 *Involvement (consultation, engagement, participation)*

6.3.1 The IRPW consulted with Councils and elected members prior to determining remuneration levels to be paid, this included visiting all 22 Welsh councils.

6.3.2 The Statement of Payments will be published in a local newspaper and on the Councils website.

6.4 *Thinking for the Long term (forward planning)*  
It is a requirement that similar information is published on an annual basis.

6.5 *Preventative focus*  
Not relevant to this report.

6.6 *Collaboration / partnership working*  
Not relevant to this report.

6.7 *Integration (across service areas)*  
Not relevant to this report.

6.8 *EqIA (screening and identifying if full impact assessment is needed)*  
Not relevant to this report.

## 7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*  
Compliance with requirements are monitored by the IRPW.

## **Background Documents /Electronic Links**

- *Appendix 1 – Statement of Payments made to Members for 2020/21*



Statement of  
Payments Made to M

- *Annual Report of the Independent Remuneration Panel for Wales  
2020/21*  
<https://gov.wales/independent-remuneration-panel-wales-annual-report-2020-2021>

Statement of Payments Made to Members of BLAENAU GWENT COUNTY BOROUGH COUNCIL in 2020/21  
Datganiad o Daliadau a Wnaed i Aelodau CYNGOR BWRDEISTREF SIROL BLAENAU GWENT yn 2020/21



Councillor Name Enw'r Cyngorydd	Role or Title Swyddogaeth neu Deitl	Basic Salary Cyflog Sylfaenol	Senior Salary - Executive Members <sup>1</sup> Cyflog Uwch - Aelodau'r Gweithrediaeth <sup>1</sup>	Civic Salary Cyflog Dinesgig <sup>1</sup>	% Opted to forgo %Wedi dewis iildio	Travel allowance Costau Teithio	Subsistence allowance Costau Cynhaliaeth	Reimbursement of care costs <sup>2</sup> Ad-daliadau costau gofal <sup>2</sup>	Total Cyfanswm	Pension Contributions Cyfraniadau Pensiwn	Payments from other public bodies Taliadau oddi wrth cyrff cyhoeddus eraill		
											Name of Public body	Enw'r corff	Amount Paid Swm a Delir
Peter Baldwin	Elected Member	14,217.96			0.88%				14,217.96				
Derrick Bevan	Elected Member	14,217.96							14,217.96				
Garth Collier	Deputy Leader to 2nd April / Elected Member from 3rd April	14,138.97	174.72						14,313.69	3,363.77			
Joanne Collins	Executive Member		27,450.00						27,450.00	6,450.72			
Martin Cook	Elected Member	14,217.96							14,217.96			Silent Valley Waste Services Ltd	8,700.00
Malcolm Cross	Chair (U/P)	14,217.96			0.88%				14,217.96				
Nigel Daniels	Leader		44,450.04						44,450.04				
Gareth A Davies	Elected Member	14,217.96							14,217.96	3,341.28			
Gareth L Davies	Elected Member	14,217.96							14,217.96				
David Davies	Executive Member to 2nd April / Deputy Leader from 3rd April		31,427.74		8.90%				31,427.74	6,727.50			
Malcolm Day	Elected Member	14,217.96							14,217.96				
Phillip Edwards	Elected Member	14,217.96							14,217.96	3,341.28			
David Elias	Elected Member	14,217.96							14,217.96				
Denzil Hancock	Elected Member to 2nd April / Chair from 3rd April	78.99	22,790.64			165.15			23,034.78				
Keith Hayden	Elected Member	14,217.96				21.60			14,239.56	3,341.28			
Stewart Healy	Chair		22,917.96						22,917.96	3,880.03			
Richard Hill	Elected Member to 2nd April / Chair from 3rd April	78.99	22,790.64						22,869.63			Silent Valley Waste Services Ltd / Brecon Beacons N	48.33 / TBC
Wayne Hodgins	Elected Member	14,217.96							14,217.96	3,341.28		South Wales Fire Authority	1,623.76
Mark Holland	Elected Member	14,217.96							14,217.96	3,341.28			
Julie Holt	Elected Member	14,217.96							14,217.96	3,341.28			
John Mason	Executive Member		27,450.00						27,450.00				
Hedley Mccarthy	Elected Member	14,217.96							14,217.96	3,341.28			
Clive Meredith	Elected Member	14,217.96			0.88%				14,217.96	3,311.88		Gwent Police & Crime Panel	792.00
Jonathan Millard	Elected Member	14,217.96							14,217.96	3,341.28			
Amanda Moore	Elected Member to 2nd April / Chair from 3rd April	78.99	22,790.64						22,869.63				
John C Morgan	Elected Member	14,217.96			0.88%				14,217.96				
John P Morgan	Elected Member	14,217.96							14,217.96				
Norman Parsons	Chair to 2nd April / Elected Member from 3rd April	14,138.97	127.32			65.25			14,331.54	3,352.63			
Gregory Paulsen	Elected Member	14,217.96			1.41%				14,217.96	3,294.24			
Keith Pritchard	Elected Member	14,217.96							14,217.96	3,341.28			
Keri Rowson	Elected Member	14,217.96							14,217.96				
Timothy Sharrem	Elected Member	14,217.96			0.88%				14,217.96	3,311.88			
Thomas Smith	Elected Member	14,217.96							14,217.96	3,341.28			
Robert Summers	Chair to 2nd April / Elected Member from 3rd April	14,138.97	127.32		1.87%				14,266.29			Silent Valley Waste Services Ltd	8,651.67
Brian Thomas	Elected Member	14,217.96							14,217.96				
Godfrey Rhys Thomas	Elected Member	14,217.96							14,217.96	1,688.60			
Stephen Thomas	Leader of the Opposition		22,917.96						22,917.96				
Haydn Trollope	Chair		22,917.96						22,917.96	5,385.72			
Joanna Wilkins	Chair to 2nd April / Executive Member from 3rd April		27,424.82						27,424.82				
David Wilkshire	Elected Member	14,217.96							14,217.96				
Bernard Willis	Elected Member	14,217.96				65.70			14,283.66				
Lisa Winnett	Elected Member	14,217.96			0.63%				14,217.96	3,320.04		Gwent Police & Crime Panel	891.00
<b>Total / Cyfanswm</b>		<b>440,756.76</b>	<b>295,757.76</b>	<b>-</b>		<b>317.70</b>	<b>-</b>	<b>-</b>	<b>736,832.22</b>	<b>77,499.81</b>			
Co-opted Member Name Enw Aelog Cyfetholedig	Committee Pwyllgor	Total Allowance Paid Cyfanswm Lwfans a delir				Travel allowance Costau Teithio	Subsistence allowance Costau Cynhaliaeth	Reimbursement of care costs Ad-daliadau costau gofal	Total Cyfanswm				
Ronald Alexander	Co-Opted Chair	640.00							640.00				
Peter Williams	Co-Opted Chair of Audit Committee	256.00							256.00				
Terence Edwards	Co-Opted Chair of Audit Committee	384.00							384.00				
Alan Williams	Co-Opted Member	693.00							693.00				
Helen Roberts	Co-Opted Member	198.00							198.00				
Martin Veale	Co-Opted Member	198.00							198.00				
<b>Total / Cyfanswm</b>		<b>2,369.00</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>2,369.00</b>				

<sup>1</sup> Inclusive of the Basic Salary / Gan gynnwys y cyflog sylfaenol  
<sup>2</sup> If publishing care reimbursements anonymously, include a total.  
Os yn cyhoeddi ad-daliadau gofal yn ddi-enw, rhowch gyfanswm

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# Agenda Item 8

*Executive Committee and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

**Committee: Democratic Services Committee**

Date of meeting: **16<sup>th</sup> July 2021**

Report Subject: **Schedule of Members Remuneration 2021-22**

Portfolio Holder: **Councillor Nigel Daniels  
Leader of the Council**

Report Submitted by: **Andrea J Prosser  
Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	✓			✓			✓	

**1. Purpose of the Report**

1.1 To consider and agree the Schedule of Members Remuneration for 2021-22.

**2. Scope and Background**

2.1 To comply with Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales (IRPW) regulations the Council is required to produce annually a schedule of payments it intends to make to its members and co-opted members.

2.2 The proposed schedule for Blaenau Gwent County Borough Council is provided at Appendix 1.

2.3 This report outlines the information that the Schedule should contain including the arrangements for the payment of salaries, allowances and fees to all members and co-opted members.

**3. Options for Recommendation**

3.1 Option 1 (***preferred option***) – to agree and publish the Schedule of Members Remuneration for 2021/22.

3.2. Option 2 – to make suggestions to amend the Schedule although the process is prescriptive in line with the legislation quoted above.

**4. Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 In agreeing and publishing the Schedule of Members Remuneration, Blaenau Gwent County Borough Council is complying with its statutory responsibilities under the Local Government (Wales) Measure 2011 and the requirements of the IRPW aligning to the priority of being an efficient Council.

## 5. Implications Against Each Option

### 5.1 *Impact Upon Budget*

5.1.1 Option 1 - It is estimated that the publication costs will be approximately £200.

There are no other direct financial implications as a result of this report - the remuneration levels of Members of the Council for 2021/22 are identified in the attached Appendix 1.

5.1.2 Option 2 - No publication costs will be incurred under this option.

### 5.2 *Risk*

5.2.1 Option 1 – There are no significant risks for the Council with this option.

5.2.2 Option 2 (**preferred option**)– Non-compliance with the determinations of the Independent Remuneration Panel for Wales (IRPW) could result in reputational damage for the Council.

To mitigate this risk, agreeing and publishing the Schedule of Members Remuneration is proposed (option 1).

### 5.3 *Legal*

5.3.1 **Option 1** – This option ensures the Council complies with statutory responsibilities.

5.3.2 **Option 2** – This would result in non-compliance within the statutory requirements.

### 5.4 *Human Resources*

5.4.1 There are no Human Resources implications that impact upon the report other than the time required to produce and maintain the Schedule of Members Remuneration throughout the year.

## 6. Supporting Evidence

### 6.1 *Performance Information and Data*

6.1.2 The Schedule should confirm that the Council's maximum limit of Senior Salaries has not been exceeded and include a declaration of whether:

- A statement of the basic responsibility of a councillor is in place.
- Role descriptions of senior salary office holders is in place.
- Records are kept of councillor attendance.

6.1.3 It is also statutory to set out arrangements for the payment of salaries, allowances and fees to all members and co-opted members and must include a statement of allowable expenses together with details of the duties for which they may be claimed.

6.1.4 The Council must as soon as practicable after determining its Schedule for the year and no later than 31<sup>st</sup> July of the year to which the Schedule relates, make arrangements for its publication within the Council's area and in addition forward the Schedule to the IRPW.

6.2 *Expected Outcome for the public*

6.2.1 Publication provides taxpayers and citizens with information about the remuneration of their elected members.

6.3 *Involvement (consultation, engagement, participation)*

6.3.1 The IRPW consulted with Councils and elected members prior to determining remuneration levels to be paid, this included visiting all 22 Welsh councils

6.3.2 The Schedule of Members Remuneration will be published on the Councils website.

6.4 *Thinking for the Long term (forward planning)*

6.4.1 It is a requirement that similar information is published on an annual basis.

6.5 *Preventative focus*

6.5.1 Not relevant to this report.

6.6 *Collaboration / partnership working*

6.6.1 Not relevant to this report.

6.7 *Integration (across service areas)*

6.7.1 Not relevant to this report.

6.8 *EqIA (screening and identifying if full impact assessment is needed)*

6.8.1 Not relevant to this report.

## 7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*

### **Background Documents /Electronic Links**

- *Appendix 1 – Schedule of Members Remuneration 2021/22*



Schedule of  
Remuneration Appe

- <https://gov.wales/sites/default/files/publications/2021-02/Independent%20Remuneration%20Panel%20for%20Wales%20-%20Annual%20Report%202021.pdf>

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# Blaenau Gwent County Borough Council

## MEMBERS' SCHEDULE OF REMUNERATION

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

### 1. Basic Salary

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

### 2. Senior Salaries & Civic Salaries

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

### 3. Election to Forgo Entitlement to Allowance

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

#### **4. Suspension of a Member**

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

#### **5. Repayment of salaries, allowances or fees**

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

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

#### **6. Payments**

- 6.1 Payments of all allowances will be made by the Chief Officer Resources by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 28<sup>th</sup> day of each month.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

#### **7. Contribution towards Costs of Care and Personal Assistance**

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or

adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.

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

## **8. Family Absence**

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

## **9. Co-optees' payments**

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).

- 9.4 The Chief Legal & Compliance Officer (Monitoring Officer) is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Chief Legal & Compliance Officer (Monitoring Officer) can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

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

## **11. Travel by Private Vehicle**

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty’s Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **12. Travel by Public Transport**

### **12.1 Rail or Coach Travel**

Unless otherwise authorised rail tickets will be second-class.

### **12.2 Taxi Fares**

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

### **12.3 Air Fare**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Head of Democratic Services is required and tickets will be purchased directly by the Council.

### **12.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by Head of Democratic Services. Democratic Services will arrange travel and accommodation.

### **12.5 Other Travel Expenses**

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

## **13. Overnight Accommodation**

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

## **14 Subsistence Allowance**

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

## **15. Claims and Payments**

- 15.1 A claim for travel and subsistence allowances must be made in writing within two months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Chief Officer Resources by direct bank credit.

## **16. Pensions**

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

## **17 Supporting the work of Authority Members**

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.
- 17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

## **18 Compliance**

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

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

**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2021-22**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
<p>The following named elected members of the authority</p> <ol style="list-style-type: none"> <li>1. J P. Morgan</li> <li>2. G. Collier</li> <li>3. K. Rowson</li> <li>4. N L. Parsons</li> <li>5. B. Thomas</li> <li>6. M. Day</li> <li>7. R. Summers ****</li> <li>8. M. Cook</li> <li>9. G. Paulsen***</li> <li>10.K. Pritchard</li> <li>11.J. Holt</li> <li>12.P. Edwards</li> <li>13.G A. Davies</li> <li>14.C. Meredith**</li> <li>15.J. Millard</li> <li>16.M. Holland</li> <li>17.G. Thomas</li> <li>18.G L. Davies</li> <li>19.L. Winnett*</li> <li>20.D. Bevan</li> <li>21.T. Sharrem **</li> <li>22.K. Hayden</li> <li>23.J C. Morgan **</li> <li>24.H. McCarthy</li> <li>25.P. Baldwin</li> <li>26.D. Wilkshire</li> <li>27.M. Cross **</li> <li>28.T. Smith</li> <li>29.B. Willis</li> <li>30.L. Elias</li> <li>31.W.Hodgins</li> </ol> <p><i>* Denotes relinquished amount of £90 per annum</i>  <i>** Denotes relinquished amount of £125 per annum</i>  <i>*** Denotes relinquished amount of £350 per annum</i>  <i>**** Denotes relinquished amount of £268 per annum</i></p>	<p>£14,368</p>

<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>	<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
-----------------------------------------------------------------	---------------------------------------

	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader / Executive Member – Corporate Services	N. Daniels	£44,921
2.	Deputy Leader / Executive Member - Regeneration & Economic Development	D. Davies	£31,783 (Relinquished £3,133 per annum)
3.	Executive Member – Education	J. Collins	£27,741
4.	Executive Member – Environment	J. Wilkins	£27,741
5.	Executive Member – Social Services	J. Mason	£27,741
6.	Chairperson of Corporate Overview Scrutiny Committee	S. Healy	£23,161
7.	Chairperson of Education & Learning Scrutiny Committee	H. Trollope	£23,161
8.	Chairperson of Regeneration Scrutiny Committee	R J. Hill	£23,161
9.	Chairperson of Community Services Scrutiny Committee	A. Moore	£23,161
10.	Chairperson of Planning, Regulatory & General Licensing Committee	D. Hancock	£23,161
11.	Leader of the Opposition / Social Services Scrutiny Committee	S. Thomas	£23,161 (Relinquished £180 per annum)
12.	Not Used		
13.	Not Used		
14.	Not Used		
15.	Not Used		
16.	Not Used		
17.	Not Used		
A maximum of 17 senior salaries for Blaenau Gwent County Borough Council may be paid and this has not been exceeded.			
Through a local agreement, two elected members are in receipt of Director Fees (equivalent to a senior salary allowance) as board members of Silent Valley Waste Services. These do not count towards the cap of 17 and are reimbursed by the Company.			



<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Silent Valley Waste Services Ltd – Board Member	M. Cook	£8,793
Silent Valley Waste Services Ltd – Board Member	R. Summers	£8,793

<b>ENTITLEMENT TO CIVIC SALARIES</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Mayor or Chair)	Not Used	
Deputy Civic Head (Deputy Mayor or Chair)	Not Used	

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chairperson Of Standards Committee	R. Alexander	£268 Daily Fee £134 ½ Day Fee
Chairperson of Governance & Audit Committee		£268 Daily Fee £134 ½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Governance & Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> R. Lynch S. Williams S. Rosser H. Roberts  <u>Audit</u> T. Edwards M. Veale	£210 Daily Fee £105 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not Used	£238 Daily Fee £119 ½ Day Fee

<b>Contribution towards costs of care and personal assistance</b>	
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All Members
<ul style="list-style-type: none"> <li>• Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.</li> <li>• 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.</li> </ul>

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

## **SCHEDULE 2**

### **Approved duties: -**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- Any other duty approved by the authority, or any other duty of a 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.

## **SCHEDULE 3**

### **Mileage Rates**

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

## **Subsistence Allowance**

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

Re-imbusement of alcoholic drinks is not permitted.

## **Overnight Stay**

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

## **SCHEDULE 4**

### **Compliance**

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