

Conwy County Borough Council

MEMBERS' SCHEDULE OF REMUNERATION 2021-2022

This Schedule 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 elected 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 as set out in **Schedule 1**.
- 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, 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 or a Civic 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 (for Conwy County Borough Council this equates to 18 members) 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 Band 2 Senior Salary **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 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 his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice. Such notice may be withdrawn at any time by giving similar written notice, but it is not possible to reinstate entitlement to any salary, allowance or fee previously forgone.

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/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 the 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 Strategic Director (Finance and Resources) by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the fifteenth day of each month (or the nearest preceding working day).
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees, the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate Tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, 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 children who are aged 16 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. Each case will be judged on its merits.

7.3 Eligible Members may claim reimbursement of Contribution towards Costs of Care and Personal Assistance for actual and receipted costs, as set out in **Schedule 1**. All claims for reimbursements of costs of care should be made on the form provided 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 for the duration of the absence.

8.5 If the paid substitution results in the Authority exceeding its maximum number of Senior Salary holders, 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 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; payments is for the length of the meeting only (up to the maximum of the daily rate).

9.4 The Monitoring Officer is designated as the 'appropriate officer' and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.

9.5 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

9.6 A half day meeting is defined as up to 4 hours.

9.7 A full day meeting is defined as over 4 hours.

9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Governance and 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 Independent Remuneration Panel.
- 10.6 Where a Member is suspended or partially suspended from his/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/she is suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel 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 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

Rail Travel - Unless otherwise authorised rail tickets will be standard-class. The cost of standard fares will be reimbursed where a Member pays directly. Members' Services can arrange to book rail travel directly. In both instances and where applicable, the use of Rail Cards is encouraged to obtain discounts. The use of rail warrants is not encouraged as it is not always possible to obtain the most cost effective fares.

Bus/Underground – the cost of fares will be reimbursed.

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 by the relevant Head of Service is required and tickets will normally be purchased by Members' Services.

12.4 **Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the relevant Head of Service. Members' Services will normally 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. Receipts need to be provided where possible.

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 or other relevant Head of Service.

13.2 Members should arrange to have appropriate hotel bookings made on their behalf and, 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 or where a Member can secure a lower booking rate. 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 County Borough.

15. **Claims and Payments**

15.1 A claim for travel and subsistence allowances must be made on the form provided for that purpose and shall include a statement that no other claim has been made to any other Authority, organisation or body in respect of the matter to which the claim relates.

15.2 Any claim for travel and subsistence allowances must be made within three months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts. This should include a valid VAT receipt covering fuel costs so that the VAT element of any expenses can be reclaimed.

15.3 Allowances will be paid by the Strategic Director (Finance and Efficiencies) 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. 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 2020-2021

| MEMBERS ENTITLED TO BASIC SALARY ONLY | ANNUAL AMOUNT OF BASIC SALARY |
|---|--------------------------------------|
| The following named elected members of the authority 1. Cllr Carol Beard 2. Cllr Frank Bradfield 3. Cllr Geoff Corry 4. Cllr Samantha L Cotton 5. Cllr Mary C Doyle 6. Cllr Keith Eeles 7. Cllr Pauline Heap-Williams 8. Cllr Pat Hebron 9. Cllr Andrew Hinchliff 10. Cllr Ronnie Hughes 11. Cllr Ian Jenkins 12. Cllr David Johnson 13. Cllr Gail Jones 14. Cllr Gareth Jones 15. Cllr Tomos Jones 16. Cllr Wyn Ellis-Jones 17. Cllr Trystan Lewis 18. Cllr Peter Lewis MBE 19. Cllr Garffild Lloyd Lewis 20. Cllr James Lusted 21. Cllr Anne McCaffrey 22. Cllr Donald Milne 23. Cllr Roger Parry 24. Cllr Michael Priestley 25. Cllr Dave Rees 26. Cllr Dave Roberts 27. Cllr Elizabeth Roberts 28. Cllr John Roberts 29. Cllr Sam Rowlands 30. Cllr Harry Saville 31. Cllr Sue Shotter | £14,368 |

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| 32. | Cllr Michael Smith | |
| 33. | Cllr Bob Squire | |
| 34. | Cllr Ken Stevens | |
| 35. | Cllr Trevor Stott | |
| 36. | Cllr Adrian Tansley | |
| 37. | Cllr Joan Vaughan | |
| 38. | Cllr Andrew D Wood | |
| 39. | Cllr Aaron Wynne | |

| | SENIOR SALARIES ENTITLEMENTS (includes Basic Salary) | | ANNUAL AMOUNT OF SENIOR SALARY |
|--|---|--------------------------|---|
| | ROLE | MEMBER | |
| 1. | Leader of the Council | Cllr Charlie McCoubrey | £49,974 |
| 2. | Cabinet Member for Economic Development and Leisure (Deputy Leader) | Cllr Louise Emery | £35,320 |
| 3. | Cabinet Member for Education | Cllr Julie Fallon | £30,773 |
| 4. | Cabinet Member for Social Care and Safeguarding | Cllr Cheryl Carlisle | £30,773 |
| 5. | Cabinet Member for Housing and Regulatory | Cllr Goronwy Edwards | £30,773 |
| 6. | Cabinet Member for Finance, Revenue and Benefits | Cllr Brian Cossey | £30,773 |
| 7. | Cabinet Member for Environment and Transportation | Cllr Greg Robbins | £30,773 |
| 8. | Cabinet Member for Arts, Heritage, Libraries and Culture | Cllr Mark Baker | £30,773 |
| 9. | Cabinet Member for Governance and Performance | Cllr Chris Cater | £30,773 |
| 10. | Cabinet Member for Modernisation | Cllr Emma Leighton Jones | £30,773 |
| 11. | Leader of the Opposition and Chair of Finance & Resources Overview & Scrutiny Committee | Cllr Austin Roberts | £23,161 |
| 12. | Chair of Social Care & Health Overview and Scrutiny Committee | Cllr Chris Hughes | £23,161 |
| 13. | Chair of Education & Skills Overview and Scrutiny Committee | Cllr Philip Capper | £23,161 |
| 14. | Chair of Economy & Place Overview and Scrutiny Committee | Cllr Nigel Smith | £23,161 |
| 15. | Chair of Governance & Audit Committee | Cllr Penny Andow | £23,161 |
| 16. | Chair of Democratic Services Committee | Cllr Sue Lloyd Williams | £23,161 |
| 17. | Chair of Planning Committee | Cllr Alan Hunter | £23,161 |
| 18. | Chair of General & Statutory Licensing Committee | Cllr Philip Evans | £23,161 |
| A maximum of 18 senior salaries for Conwy County Borough Council may be paid and this has not been exceeded. | | | |

| ENTITLEMENT TO CIVIC SALARIES (includes Basic Salary) | | ANNUAL AMOUNT OF CIVIC SALARY |
|--|-----------------|-------------------------------------|
| ROLE | MEMBER | |
| Civic Head (Chair) | Cllr Abdul Khan | £23,161 |
| Deputy Civic Head (Vice-Chair) | Cllr Ifor Lloyd | £18,108 |

| ENTITLEMENT AS STATUTORY CO-OPTees | | AMOUNT OF CO-OPTees ALLOWANCES |
|--|--|---|
| ROLE | MEMBER | |
| Chair of Standards Committee | Clive Wolfendale | £268 (4 hours & over) £134 (up to 4 hours) |
| Chair of Governance & Audit Committee | N/A | £268 (4 hours & over) £134 (up to 4 hours) |
| Ordinary Members of Standards, Education Scrutiny, Crime & Disorder Scrutiny and Audit Committees | <u>Governance and Audit Committee</u> <ul style="list-style-type: none"> • Ian Whyte • Philip Brooks <u>Standards Committee</u> <ul style="list-style-type: none"> • Hazel Jones • Anne Mellor • Brenda Bignold • Delyth MacRae <u>Scrutiny</u> <ul style="list-style-type: none"> • Roz Harrison • Colette Owen • Derwen Fay | £210 (4 hours & over) £105 (up to 4 hours) |
| Statutory Co-optees - ordinary members of Standards Committee who also chair Standards Committees for Community Councils | N/A | £238 (4 hours & over) £119 (up to 4 hours) |

| MEMBERS ELIGIBLE TO RECEIVE CONTRIBUTION TOWARDS COSTS OF CARE AND PERSONAL ASSISTANCE | |
|---|--|
| All Members | <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. |

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.

Note: The Authority has specifically resolved **not** to approve as Official Business a duty undertaken in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.

SCHEDULE 3

Mileage Rates

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| 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-imbursment 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 also show 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 and other approved duties for which a Member/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 within 14 days of the date of the decision of the details, including the particular post and the duration of the substitution.