

SECTION 26

26. MEMBERS' ALLOWANCES SCHEME

- (a) The Council on 5th December 2001 resolved:
- (1) T H A T the existing scheme of Members' Allowances be revoked with effect from 1st April, 2002.
 - (2) T H A T the following draft scheme of Members' Allowances be introduced with effect from 1st April, 2002, subject to any amendments necessary as a result of the scheme being linked to Assembly Member salaries:
- (b) The Council on 30th September 2002 resolved:
- (1) T H A T the final regulations be noted.
 - (2) T H A T the final guidelines be noted.
 - (3) T H A T the scheme be amended to follow the Regulations and Guidance as set out below.
- (c) The Council on 8th December 2004 resolved that:
- (1) T H A T the revised guidance be noted.
 - (2) T H A T the scheme be amended with effect from 1st April 2004 in respect of the basic allowance as set out below:
- (d) The Council on 9th May 2007 resolved to note the revised regulations and amend the scheme with effect from 1st June 2007 to include amendments to fall in line with the regulations and to bring the special responsibility allowances for the Chairmen and Vice Chairmen of the Planning and Licensing Committees in to line with those of Scrutiny Committees. These amendments are reflected in the scheme as set out below -
- (e) The Council on 21st May 2008 resolved to make further amendments to the scheme - pegging allowances to the April 2007 levels pending consideration of the outcome of the report of the Independent Remuneration Panel for Wales and amending the structure of Special Responsibility Allowances to meet current requirements.
- (f) Following the publication of the Independent Remuneration Panel for Wales, Council on 8th October 2008 resolved to implement the up-rating of the basic and special responsibility allowances recommended by the Panel with effect from 1st April 2008. A revised travelling and subsistence scheme was introduced with effect from 1st November 2008. A Carers' Allowance was introduced into the amended scheme with effect from 1st November 2008, and Co-Opted Members' allowance introduced into the scheme on 4th March 2009.
- (g) **Note** – the scheme as set out below reflects the original scheme agreed on 5th December 2001 as amended by Council on 30th December 2002, 8th December 2004, 9th May 2007, 8th October 2008 and 4th March 2009. The salaries and

allowances shown are those payable as from 1st April 2018 in line with the determination of the Independent Remuneration Panel in their Annual Report of February 2018. Senior Salaries and Civic Salaries are payable from appointment at the Annual Meeting of the Council on 9th May 2018.

26.1 **Basic Salary**

All Members of the Council will receive a basic salary of £13,600 p.a. for 2018-19. The Basic Salary covers all Members' telephone, ICT and office costs. In future years the Basic Salary will be uplifted with effect from 1st April each year in line with the determination of the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Assembly Government.

26.2 **Senior Salaries**

The following Senior Salaries will be paid for 2018-19 to recognise the additional responsibility of Members by virtue of their office. Senior Salaries are inclusive of the Basic Salary.

Office	Senior Salary £
Leader	48,300
Deputy Leader	33,800
Cabinet Members	29,300
Chairman Scrutiny Committees, Planning Committee and Licensing Committee	22,300
Leader of Principal Opposition Group	22,300

- * No more than 38% of Members will be paid a Senior Salary;
- * No Member can receive more than one Senior Salary;
- * All payments of Members' salaries and allowances will be made monthly by direct bank credit;
- * In future years Senior Salaries will be uplifted with effect from 1st April each year in line with the determination of the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Assembly Government.
- * Senior Salaries are payable to Leaders of Opposition Groups where they have at least 10% of the seats on the Council;

- * The additional Cabinet Senior Salary payable in respect of the Deputy Leader may be shared amongst more than one Cabinet Member at the discretion of the Leader.
- * Any Member may elect to forgo any part of that Member's entitlement to an allowance or salary under the scheme. Such an election should be made in writing (or via e-mail) to the Head of Financial Services who will make the necessary arrangements.
- * Where a Member is suspended or partially suspended from any responsibility in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the relevant part of any allowance or salary payable under this scheme in respect to that responsibility will be suspended.

26.3 **Co-Opted Members' Allowances**

A Co-Opted Member for purposes of this scheme is someone who is appointed to a committee or sub-committee and has voting rights but is not a Councillor.

Co-Opted Members of the Standards Committee, Learning and Culture Scrutiny Committee, Crime and Disorder Scrutiny Committee (i.e. the Homes and Safe Communities Scrutiny Committee) and Audit Committee will generally receive a daily fee of £198 per day (£99 per half day) for 2018-19 and the Co-opted Chairman of the Standards Committee and (if appointed) Co-opted Chairman of the Audit Committee will receive a daily fee of £256 per day (£128 per half day).

- * Payments are capped to ten full days per year for each committee to which an individual may be co-opted.
- * All payments of Co-Opted Members' allowances will be made monthly by direct bank credit.
- * In future years Co-Opted Members' fees will be uplifted with effect from 1st April each year in line with the determination of the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Assembly Government.
- * Any Co-Opted Member may elect to forgo any part of that member's entitlement to an allowance or fee under the scheme. Such an election should be made in writing (or via e-mail) to the Head of Financial Services who will make the necessary arrangements.
- * Where a Co-Opted Member is suspended or partially suspended from any responsibility in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the relevant part of any allowance payable under this scheme in respect to that responsibility will be suspended.

26.4 **Travelling Allowances**

Travel allowances will be payable where expenditure on travel is necessarily incurred by a Member in the performance of and approved duty as a Member of the Authority. Members should be mindful of choosing the most cost effective and environmentally friendly means of travel. For travel by car, motor cycle or pedal cycle the (mileage claims) national rates for mileage, set by the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Government will be applied each year.

Travel claims (except for claims relating to travel by private motor vehicle) are to be made on an 'actual' expenditure basis up to the maximum of the prescribed rates. Travel claims must be accompanied by relevant receipts for all actual expenditure incurred.

All claims for mileage and travel allowances must be submitted to the relevant Officer within ninety days of incurring expenditure. For Cabinet Members the relevant Officer is the Cabinet Officer, for all other Members the relevant Officer is the Members' Services Officer.

26.5 **Subsistence Allowances**

Subsistence allowances will be payable where expenditure on subsistence is necessarily incurred by a Member in the performance of an approved duty as a Member of the Authority outside the Council boundaries. Members are advised to consult with the Members' Services/Cabinet Office to take advantage of central booking arrangements when arranging overnight accommodation.

The national rates for subsistence, set by the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Government, will be applied each year as the maximum amounts claimable. Subsistence claims are to be made on an "actual" expenditure basis up to the maximum. Claims must be accompanied by relevant receipts for all actual expenditure incurred.

All claims for subsistence allowances must be submitted to the relevant Officer within ninety days of incurring expenditure. For Cabinet Members the relevant Officer is the Cabinet Officer, for all other Members the relevant Officer is the Members' Services Officer.

26.6 **Care Allowances**

Regulations made by the Welsh Government allow for the payment of a care allowance which represents a payment to a Member of the Authority who is a Councillor of an allowance in respect of such expenses of arranging for the care of children or dependents as are necessarily incurred in the carrying out of that Member's duties. Care allowances will be paid on the basis of actual expenditure supported by invoices up to the maximum amount specified under the scheme. Eligibility for care allowances for dependents over the age of 15 will be determined by the Director of Social Services on the basis of a needs assessment.

A care allowance is payable:-

- (a) for dependent children up to the age of 15; or
- (b) a dependent over the age of 15 provided the Member can demonstrate to the satisfaction of the Authority that the Member has such a dependent who requires supervision.

More than one care allowance will only be paid if a Member can satisfactorily demonstrate a need to make separate arrangements for separate dependents and that the Member needs to pay for that care.

The care allowance payable from 1st April 2017 is a maximum of £403 per month.

26.7 **Civic Salaries**

Civic Salaries are paid to the Chairman and Vice-Chairman of the Council under Section 22(5) and 24(4) of the Local Government Act 1972. Civic Salaries are inclusive of the Basic Salary and are paid in accordance with Band (b) of the three Bands payable as determined by the Independent Remuneration Panel for Wales (as agreed by the Council on 9th May 2018).

Office	Civic Salary £
Chairman of Council	21,800
Vice-Chairman of Council	16,300

The Chairman and Vice-Chairman will receive the higher of the Chairman's/Vice-Chairman's Civic Salary **or** Senior Salary by virtue of another office.