

## VALE OF GLAMORGAN COUNCIL

### MEMBERS' REMUNERATION SCHEDULE 2013 – 2014

#### Introduction

Under the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales (IRPW) was given an extended remit for prescribing levels of remuneration for all Members of Local Authorities. The IRPW's Annual Report published in December 2012 sets out the rationale behind the suggested levels of remuneration for 2013/14 and refers to the consultation that took place during 2012.

The IRPW Regulations which came into effect on 1<sup>st</sup> April 2012 apply to all Local Authorities as set out in the Measure at Sections 142 and 147.

The Vale of Glamorgan Council is required to maintain an Annual Schedule of Member Remuneration, to include information as directed in Annex 2 of the IRPW's Annual Report.

Further guidance and information can be obtained from the Independent Remuneration Panel's Annual Report 2012.

#### 1. Members' Basic Salary

All Members will be paid a Basic Salary of **£13,175** per annum, paid in monthly instalments throughout the year.

Members receiving this Basic Salary in 2013-14 are as follows:

Councillor R.J. Bertin	Councillor E. Hacker	Councillor R. Penrose
Councillor M.E.J. Birch	Councillor V.M. Hartrey	Councillor A.J. Preston
Councillor R. Birch	Councillor K. Hatton	Councillor R. F. Probert
Councillor P. J. Clarke	Councillor H.J.W. James	Councillor G. H. Roberts
Councillor G.A. Cox	Councillor T.H. Jarvie	Councillor R.P. Thomas
Councillor C. Curtis	Councillor I.J. Johnson	Councillor S.T. Wiliam
Councillor P. Drake	Councillor M. Kelly Owen	Councillor A.C. Williams
Councillor J. D. Drysdale	Councillor P. G. King	Councillor C.J. Williams
Councillor K. E. Edmunds	Councillor K. P. Mahoney	Councillor E. Williams
Councillor K. J. Geary	Councillor A. Parker	

Some Members receive their basic salary and also undertake senior roles. They therefore receive a Senior Salary (which is inclusive of the Basic Salary). These are described in the next part of the schedule.

## 2. **Members' Senior Salaries** (inclusive of Basic Salaries)

Under the IRPW Regulations the Authority can pay up to 18 senior salaries. The maximum number of senior salaries set for the Council by IRPW has not been exceeded. **(NB. Senior Salaries are paid inclusive of the Basic Salary.)**

### **Members in receipt of Senior Salaries 2013-14**

#### **Members Band 1 Senior Salary**

Leader of the Council and Cabinet Member for Corporate Resources	£47,500 -	Councillor N. Moore
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Deputy Leader of the Council and Cabinet Member for Adult Services	£33,460 -	Councillor S.C. Egan
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#### **Members Band 2 Senior Salaries**

Cabinet Member for Housing, Building Maintenance and Community Safety	£28,780 -	Councillor B.E. Brooks
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Cabinet Member for Regeneration, Innovation, Planning and Transportation	£28,780 -	Councillor L. Burnett
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Cabinet Member for Environment and Visible Services	£28,780 -	Councillor R.F. Curtis
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Cabinet Member for Children's Services	£28,780 -	Councillor C.P.J. Elmore
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Cabinet Member for Leisure, Parks, Culture and Sport Development	£28,780 -	Councillor G. John
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#### **Members Band 3 Senior Salaries**

Chairman of Licensing Committee	£21,910 -	Councillor A.G. Powell
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Chairman of Planning Committee	£21,910 -	Councillor F.T. Johnson
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Chairman of Scrutiny Committee (Lifelong Learning)	£21,910 -	Councillor N.P. Hodges
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Chairman of Scrutiny Committee (Economy and Environment)	£21,910 -	Councillor A.J. Moore
Chairman of Scrutiny Committee (Social Care and Health)	£21,910 -	Councillor R.L. Traherne
Chairman of Scrutiny Committee (Housing and Public Protection)	£21,910 -	Councillor J.C. Bird
Chairman of Scrutiny Committee (Corporate Resources)	£21,910 -	Councillor M.R. Wilson
Opposition Leader	£21,910 -	Councillor J.W. Thomas

### **Members Band 4 Senior Salaries**

Minority Group Leader	£16,920 -	Councillor C.P. Franks
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### **Civic Salaries**

Mayor	£21,375 -	Councillor M.R. Wilkinson
Deputy Mayor	£16,625 -	Councillor H.C. Hamilton

### **3. Co-opted Members' Allowances**

A Co-opted Member is someone who is appointed to a Council committee or sub-committee with, or without, voting rights but is not an elected Vale of Glamorgan Councillor. Co-optees are paid a rate per meeting attended. Payments are capped to 10 full days per year for each committee to which an individual may be co-opted. They are also entitled to receive travel and subsistence allowances on the same basis as Councillors.

Co-opted Chairman of Committees	meeting / per day	£ 256
	meeting / per half day	£ 128
Co-opted Ordinary Member	meeting / per day	£ 198
	Meeting / per half day	£ 99

Co-opted members with voting rights who are able to claim this allowance for 2013-2014 are as follows:

Mr. A.G. Hallett	Chairman, Standards Committee
Mr. J.F. Baker	Standards Committee

Mr. D. Carsley	Standards Committee
Mr. A.J. Lane	Standards Committee
Mrs. M.J. Pearce	Standards Committee
Councillor M. Cuddy	Standards Committee (Town and Community Council representative)
Mr. P.R. Lewis	Audit Committee
Dr. C. Brown	Scrutiny Committee (Lifelong Learning)
Mr. P. Burke	Scrutiny Committee (Lifelong Learning)
Father E. Counsell	Scrutiny Committee (Lifelong Learning)
Mr. L. Kellaway	Scrutiny Committee (Lifelong Learning)

#### **4. Suspension**

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.

#### **5. Forgoing Allowances**

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.

#### **6. Subsistence Allowances (Approved Duty Only)**

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 Member 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 90 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.

Subsistence allowances are no longer payable in respect of undertaking approved duties within the Council boundaries.

Subsistence allowances for 2013 / 2014 are as follows:

**Day Subsistence Rate (Approved Duty)** maximum £28, made up as follows -

Breakfast allowance (more than 4 hours away from normal place of residence before 11am)	£ 6.06
Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2pm)	£ 8.35
Tea allowance (more than 4 hours away from normal place of residence including the period 3pm to 6pm)	£ 3.29
Evening meal allowance (more than 4 hours away from normal place of residence ending after 7pm)	£10.30

**Overnight Subsistence (Approved Duty)**

London	maximum	£150
Elsewhere	maximum	£ 95

**Overnight stay with friends or relatives (Approved Duty)** maximum £ 25

Meals provided free of charge: The rates specified in the preceding paragraph shall be reduced by an appropriate amount in respect of any meals provided free of charge by any authority or body during the period to which the allowance relates.

**7. Travelling Allowances (Approved Duty Only)**

Travel allowances will be payable where expenditure on travel is necessarily incurred by a Member in the performance of an 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. The rates from 1<sup>st</sup> April 2013 are as follows:

Up to 10,000 miles	45p per mile
Over 10,000 miles	25p per mile
Passenger supplement	5p per mile per passenger
Private motor cycles	24p per mile
Bicycles	20p per mile

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 90 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.

## **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 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 1<sup>st</sup> April 2013 is a maximum of £403 per month.

## **8. Approved Duty**

An approved duty is defined in the Regulations, and includes the following:

- (a) Attendance at a meeting of the Authority or any committee of the Authority or any body to which the Authority makes appointments or any committee of such a body;  
*e.g. meetings of Council, committees, representation on outside bodies included in the Council year book.*
- (b) Attendance at a meeting of any association of authorities of which the Authority is a member;  
*e.g. meetings of WLGA, LGA.*

- (c) 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;  
*e.g. meetings of sub committees, working groups, panels, advisory groups, forums – as indicated in the Council year book or determined by committees.*
- (d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the Authority is operating executive arrangements within Part II of the 2000 Act;  
*e.g. Cabinet, business Cabinet, Cabinet sub committees. **But not meetings with officers – such as Departmental Management Teams, briefing meetings with Chief Officers.***
- (e) A duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;  
*Not applicable - Standing Orders do not require Members to be present.*
- (f) 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;  
*e.g. official inspection visits to premises.*
- (g) Attendance at any training or developmental event approved by the Authority or its executive or board;  
*e.g. attendance at Member Development.*
- (h) Any other duty approved by the Authority, or any other duty of a class so approved, undertaken for the purposes of, or in connection with, the discharges of its functions.  
*The Authority has not used this clause to extend the scheme definition of an approved duty.*

The scheme **does not allow for** meetings with officers nor claims for travelling on constituency duty. The scheme **does not allow** subsistence claims to be made for duties within the Council boundaries.

When attending meetings of outside bodies Members should wherever possible claim from the outside body rather than from the Council, to minimise costs falling on the Council. Naturally Members must ensure that they claim only once for the matter to which the claim relates.

## 9. Members' Basic Responsibility

A statement of the basic responsibilities of Members is in place. This can be found in Article 2 of the Council's Constitution, which is on the Council's website.

## **10. Senior Salary Office Holder Role Descriptions**

Role descriptions for Senior Salary, and other, Members are in place. These are contained in the Council's Member Development Strategy and are in line with those recommended by the Welsh Local Government Association.

## **11. Records of Members' Attendance**

Records of Councillor attendance at meetings are noted in the Minutes of Council and Committee Meetings and in other records.

No other specific information in relation to Members' activities is kept, apart from the following information which is either published on the Council's website or made available for public inspection:

- Register of Members' Interests;
- Register of Hospitality, Gifts and Other Benefits;
- Details of Member Representation on Outside Bodies.

## **12. Members' Annual Reports**

The Council facilitates the publication of individual Members' Annual Reports as required under the Local Government Measure 2011. These retrospective reports are published on the Council's website.

## **13. Arrangements for Payment**

The Council pays appropriate salaries, allowances and fees to its Members (and co-opted members) which include care costs, travel costs and subsistence costs in line with the schedule. It only pays in respect of approved duties. These payments are made and administered through the Council's payroll system, with appropriate checks and balances conducted by the Members' Services Officer and the Cabinet Officer (to who Members submit claims). Claim forms are signed by Members declaring the following –

- (a) that they have incurred expenditure on travelling and subsistence to enable them to perform approved duties as a Member of the Council
- (b) that they have actually paid the fare and made other payments shown
- (c) that the amounts claimed are strictly in accordance with the rates determined by the Council
- (d) that they have not received or claimed by way of travelling, subsistence or attendance allowance from any other authority or body

- (e) that they have incurred expenditure for Care Allowance in accordance with the scheme approved by Council

and that the statements above are correct, and that they have not made, and will not make any claim under any enactment for travelling or expenses or allowances in connection with the duties indicated.