

## THE VALE OF GLAMORGAN COUNCIL

### MEMBERS' SCHEDULE OF REMUNERATION 2021/22

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. Further guidance can be obtained from the Independent Remuneration Panel's Annual Report 2021, which sets out the rationale behind the suggested levels of remuneration for 2021/22.

#### **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, 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.
- 1.5 The basic responsibilities of Members are referred to in Section 1 of the Council's Constitution, which is on the Council's website. The Role Description for a Member is contained in Section 24.1 of the Constitution.

#### **2. Senior Salaries and 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. **The Council is able to pay up to 18 Senior Salaries, but currently pays a total of 15.**
- 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 he/she has been nominated.
- 2.8 Members in receipt of a salary cannot receive any payment from a Town / Community Council of which they are a Member other than travel and subsistence expenses and reimbursement of costs of care.

- 2.9 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.
- 2.10 Role descriptions for Senior Salary, and other, Members are in place. These are contained in the Council's Constitution.

### **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.

### **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 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 Head of Finance by BACS in instalments of one-twelfth of the Member's annual entitlement on the 15<sup>th</sup> day of each month.
- 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. Reimbursement of Costs of Care**

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.

7.4 Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full. Informal (unregistered) costs of care to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred.

## **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 Co-optee's 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 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.

- 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 As far as the Standards Committee is concerned, 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. 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.
- 9.5 As far as the Governance and Audit Committee and the Learning and Culture Scrutiny Committee are concerned, the Head of Democratic Services 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. The Head of Democratic Services 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 Chairmen 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 of travel. 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 for Wales.
- 10.6 Where a Member 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, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is 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 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**

Unless otherwise authorised rail tickets will be second-class.

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **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. Reimbursement 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 Managing Director is required and tickets will be purchased by Democratic Services.

### **12.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Managing Director.

### **12.5 Other Travel Expenses**

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

## **13. Overnight Accommodation**

- 13.1 Any Member wishing to attend a conference / seminar requires the written approval of the Leader of the Council (irrespective of whether an overnight stay is required) and the Managing Director prior to any arrangements for attendance being made to attend. If authorisation is granted, the completed pro forma is retained by Democratic Services.
- 13.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid / invoiced.

## **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). Claims are to be made on an “actual” expenditure basis up to the maximum.
- 14.2 No provision is made for subsistence claims within the County Borough.

## **15. Claims and Payments**

- 15.1 All claims for mileage, travel and 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 Head of Democratic Services.
- 15.2 Such allowances will be paid by the Head of Finance by BACS on the 15<sup>th</sup> day of the month.

## **16. Arrangements for Payment**

- 16.1 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 Head of Democratic Services and the Cabinet Officer (to whom 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 Costs of Care 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.

## **17. Pensions**

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

## **18. Supporting the Work of Authority Members**

- 18.1 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.
- 18.2 All elected Members have been provided with ICT equipment (phone and laptop device) and internet access.
- 18.3 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.

## **19. Compliance**

- 19.1 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 2021-22**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>			<b>ANNUAL AMOUNT OF BASIC SALARY</b>
The following named Elected Members of the Authority			£14,368
J. Aviet	O. Griffiths	R. Nugent-Finn	
V.J. Bailey	A.D. Hampton	A.C. Parker	
C.A. Cave	S.M. Hanks	R.A. Penrose	
J.E. Charles	N.P. Hodges	S.D. Perkes	
G.A. Cox	T.H. Jarvie	A.R. Robertson	
R. Crowley	G. John	L.O. Rowlands	
A.R.T. Davies	I.J. Johnson	S. Sivagnanam	
P. Drake	K.P. Mahoney	N.C. Thomas	
V.P. Driscoll	A. Moore	S.T. Wiliam	
S.T. Edwards	M.J.G. Morgan	M. Wright	

	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1	Executive Leader and Cabinet Member for Performance and Resources	N. Moore	£49,974
2	Deputy Leader and Cabinet Member for Education and Regeneration	L. Burnett	£35,320
3	Cabinet Member for Legal, Regulatory and Planning Services	E. Williams	£30,773
4	Cabinet Member for Housing and Building Services	M.R. Wilkinson	£30,773
5	Cabinet Member for Social Care, Health and Leisure	B.T. Gray	£30,773
6	Cabinet Member for Leisure, Arts and Culture	K.F. McCaffer	£30,773
7	Cabinet Member for Neighbourhood Services and Transport	P.G. King	£30,773
8	Chairman of Corporate Performance and Resources Scrutiny Committee	M.R. Wilson	£23,161
9	Chairman of Environment and Regeneration Scrutiny Committee	B.E. Brooks	£23,161
10	Chairman of Homes and Safe Communities Scrutiny Committee	A.M. Collins	£23,161
11	Chairman of Healthy Living and Social Care Scrutiny Committee	S.J. Griffiths	£23,161
12	Chairman of Learning and Culture Scrutiny Committee	G.C. Kemp	£23,161



<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>			<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
13	Chairman of Planning Committee	J.C. Bird	£23,161
14	Chairman of Licensing Committee (Statutory and Public Protection Committees)	J.W. Thomas	£23,161
15	Leader of the Largest Opposition Group	G.D.D. Carroll	£23,161
16	Not used		
17	Not used		
18	Not used		

A maximum of **18** senior salaries for the Vale of Glamorgan Council may be paid, but the Council only pays **15**.

<b>ENTITLEMENT TO CIVIC SALARIES (includes basic salary)</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Mayor	J.M. Norman	£23,161
Deputy Mayor	R.M. Birch	£18,100

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chairman of Standards Committee	Mr. R. Hendicott	£268 Daily Fee £134 ½ Day Fee
Statutory Co-optees -  Standards Committee Governance and Audit Committee Learning and Culture Learning Scrutiny Committee	<u>Standards:</u> <ul style="list-style-type: none"> <li>• Mr. R. Alexander</li> <li>• Mrs. P. Hallett</li> <li>• Mrs. L. Tinsley</li> <li>• Mr. G. Watkins</li> <li>• M. Cuddy (Town and Community Council representative)</li> </ul> <u>Governance and Audit</u> <ul style="list-style-type: none"> <li>• Mr. P. Lewis</li> </ul> <u>Learning and Culture Scrutiny Committee</u> <ul style="list-style-type: none"> <li>• Mrs. J. Lynch-Wilson</li> <li>• Dr. M. Price</li> <li>• Mr. A. Rickett</li> </ul>	£210 Daily Fee £105 ½ Day Fee

<b>MEMBERS ELIGIBLE TO RECEIVE REIMBURSEMENT OF COST OF CARE</b>	
All Members	

<b>Members Support – What is provided in terms of telephone, internet or email (see Determination 6)</b>	
All Members of the Council are provided with a laptop and mobile phone device. Members have access to email and an internet facility to assist them in carryout out their elected duties / roles.	

## 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;  
*e.g. meetings of Council, committees, representation on outside bodies.*
- Attendance at a meeting of any association of Authorities of which the Authority is a member;  
*e.g. meetings of Welsh Local Government Association, Local Government Association.*
- 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.*
- A duty undertaken for the purpose of, or in connection with, the discharge of the functions of Cabinet;  
*e.g. Cabinet, business Cabinet, Cabinet sub committees. **But not meetings with officers – such as Departmental Management Teams, briefing meetings with Chief Officers.***
- 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.*
- 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.*
- Attendance at any training or developmental event approved by the Authority or its Cabinet;  
*e.g. attendance at Member Development.*
- 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).*

### **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	5 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 its Council's website of 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<sup>th</sup> 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 its 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 its website the annual schedule of Member Remuneration not later than 31<sup>st</sup> 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<sup>st</sup> July of the year to which the schedule refers.
- The Authority will maintain records of Member / Co-opted Member 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 its 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.