

To: Members of the Democratic
Services Committee

Date: 28 September 2020

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Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 2 OCTOBER 2020**.

PLEASE NOTE: DUE TO THE CURRENT RESTRICTIONS ON TRAVEL AND THE REQUIREMENT FOR SOCIAL DISTANCING THIS MEETING WILL NOT BE HELD AT ITS USUAL LOCATION. THIS WILL BE A REMOTE MEETING BY VIDEO CONFERENCE AND NOT OPEN TO THE PUBLIC.

Yours sincerely

G Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Pages 3 - 4)

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT ITEMS

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

4 MINUTES (Pages 5 - 8)

To receive the minutes of the Democratic Services Committee meeting held on the 4 October 2019 (copy attached).

5 COVID-19 RECOVERY PLAN FOR DEMOCRATIC SERVICES (Pages 9 - 16)

To receive a report on the Covid-19 Recovery Plan for Democratic Services (copy enclosed).

6 ANNUAL REPORT OF THE COUNCIL'S SCRUTINY COMMITTEE 2019/20 (Pages 17 - 52)

To receive the Scrutiny Committees' annual report on their activities during 2019/20.

7 INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2020 / 2021 (Pages 53 - 140)

To receive the annual report for the Independent Remuneration Panel for Wales' (the 'Panel') 2020/21 (copy enclosed).

8 ANNUAL REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF SCRUTINY CHAIRS (Pages 141 - 156)

To receive the annual review of Political balance and appointment of Scrutiny Chairs (copy enclosed).

9 COMMITTEE TIMETABLE 2021 (Pages 157 - 174)

To receive a report containing the draft committee timetable for 2021 (copy enclosed).

10 FORWARD WORK PROGRAMME

To consider a verbal report by the Democratic Services Manager.

MEMBERSHIP

Councillors

Joan Butterfield
Rachel Flynn
Hugh Irving
Alan James
Gwyneth Kensler

Christine Marston
Andrew Thomas
Rhys Thomas
Graham Timms
Joe Welch

COPIES TO:

All Councillors for information
Press and Libraries
Town and Community Councils

LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, (<i>name</i>)	<input type="text"/>
a *member/co-opted member of <i>(*please delete as appropriate)</i>	Denbighshire County Council
CONFIRM that I have declared a *personal / personal and prejudicial interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:- <i>(*please delete as appropriate)</i>	
Date of Disclosure:	<input type="text"/>
Committee (<i>please specify</i>):	<input type="text"/>
Agenda Item No.	<input type="text"/>
Subject Matter:	<input type="text"/>
Nature of Interest: <i>(See the note below)*</i>	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held in CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN LL15 1YN on Friday, 4 October 2019 at 10.00 am.

PRESENT

Councillors Hugh Irving, Alan James (Chair) and Joe Welch

ALSO PRESENT

The Democratic Services Manager (SP) and Committee Administrator (HB)

1 APOLOGIES

Apologies were received from Councillors Huw Jones, Gwyneth Kensler, Christine Marston and Graham Timms, and the Head of Legal, HR and Democratic Services (GW).

The Democratic Services Manager reported that the quorum for this committee had not been reached but the members present agreed to continue on an informal basis.

2 DECLARATIONS OF INTEREST

There were no interests declared.

3 URGENT ITEMS

There were no urgent items.

4 MINUTES

The minutes of the Democratic Services Committee's meeting held 29 March 2019 were submitted.

Item 5 – Independent Remuneration Panel for Wales – the Committee had raised its concerns about the Panel publishing its letters to local authorities that dealt with ongoing issues relating to individual chief officer salaries. The Democratic Services Manager relayed the Panel's response which was that it now only published the decision but not the letters, as had been the case previously. The Panel had also confirmed that its statutory role for chief officers would cease on the 31 March 2020.

RESOLVED: that the minutes of the Democratic Services Committee meeting held 29 March 2019 be approved as a correct record.

5 MEMBER TRAINING AND DEVELOPMENT

The Democratic Services Manager (DSM) explained that they were testing whether the iTrent system could be used to log and report on all councillor training records. Currently training was usually arranged directly by the services responsible for the topic which could make record keeping challenging.

Members agreed that it would be beneficial to have the information on one system which was easily accessible and could produce reports for the political groups and individual members on training that has been undertaken, and any mandatory training that was still outstanding.

With Planning training being mandatory for members of the Planning Committee, members queried the multi-member ward restrictions on membership – where only one councillor in a ward represented by more than one councillor, could be a member of the Planning Committee. The DSM confirmed that the Welsh Government had introduced those regulations which were legally binding, though the DSM agreed that they were problematic in Denbighshire.

Members felt that other authorities were probably having similar problems and suggested that a letter be sent to Welsh Government for the process to be reviewed.

In respect of e-learning the DSM explained that the national e-learning site and modules were difficult to use on mobile devices such as members' iPads and that many of the modules needed updating. He advised that the Welsh Local Government Association was coordinating the work local authorities were undertaking to update the training modules and work to improve the e-learning site was progressing.

Denbighshire had volunteered to update a module on 'equality' issues and Councillors Irving and Welch indicated they would be willing to user-test the module once it was ready.

RESOLVED that the Committee notes the report.

6 PERSONAL SAFETY FOR COUNCILLORS

The Democratic Services Manager (DSM) introduced a report (previously circulated) on personal safety for councillors and had compiled information from the Welsh Local Government Association and the Local Government Association on Councillor specific personal safety guidelines.

The report stated that lone working could pose or heighten certain risks for councillors, such as holding surgeries alone in an otherwise empty building or visiting a constituent in their home. The DSM advised that the Council has in place lone worker procedures on its Intranet site that could be applicable to both staff and members.

Councillor Welch indicated that he did receive unsolicited messages on Whatsapp and members discussed how responding to Facebook posts could result in being classified as a 'friend' which could cause complications undertaking their representative roles as councillors.

RESOLVED that the report be circulated to all members for information and ICT be requested to consider providing guidance for members in respect of social media and technology used by councillors.

7 UPDATE ON JOINT SCRUTINY

The Democratic Services Manager introduced a report (previously circulated) updating the Committee on the progress of the joint scrutiny arrangements that were in place to scrutinise the Public Services Board (PSB). The report had been commissioned by the Committee to provide an early overview of the joint Scrutiny arrangements.

The Committee considered the following:

- A training and introduction session had been held in February for the members of the new Joint Scrutiny Committee
- The Joint Committee's first meeting had been held in May. Councillor Brian Cossey (Conwy County Borough Council) was elected Chair, with Denbighshire's Councillor Graham Timms elected as Vice-Chair
- The Joint Committee had endorsed the PSB's 2018 – 19 Annual Report and its three priorities of mental well-being, community empowerment and environmental resilience
- A meeting scheduled for September had been postponed owing to the lead organisation for the environmental resilience priority becoming unavailable.

Members agreed that an update at future Democratic Services meetings of the PSB Scrutiny activities would be beneficial.

RESOLVED that an update on the Joint Scrutiny Committee arrangements be given to the next meeting of the Democratic Services Committee.

8 SCRUTINY ARRANGEMENTS FOR THE NORTH WALES ECONOMIC AMBITION BOARD

The Head of Legal, HR and Democratic Services had been unable to attend today's meeting to address the Committee on the North Wales Economic Ambition Board. The Democratic Services Manager gave a brief overview about the Board and the development of scrutiny arrangements to ensure the Board was held accountable through the use of local government scrutiny arrangements.

RESOLVED That the Committee invite the Head of Legal, HR and Democratic Services to a future meeting to discuss the development of scrutiny arrangements for this regional joint committee.

9 FORWARD WORK PROGRAMME

The Democratic Services Manager (DSM) presented the forward work programme. Members noted the items added to the forward work programme during the meeting and added an update on the Local Government (Wales) Bill to the programme.

RESOLVED that, subject to the above, the forward work programme be approved.

Report to	Democratic Services Committee
Date of meeting	2 October 2020
Lead Member / Officer	Richard Mainon (Lead Member for Corporate Services and Strategic Direction) Gary Williams (Head of Legal, HR and Democratic Services)
Report author	Gary Williams
Title	Recovery Plan for Democratic Arrangements

1. What is the report about

- 1.1. The report is about the recovery plan for the democratic arrangements of the Council

2. What is the reason for making this report?

- 2.1. To provide members of the committee with information relating to the reinstatement of democratic processes and give them an opportunity to examine and discuss the proposals.

3. What are the Recommendations?

- 3.1. That members consider and scrutinise the recovery plan for democratic arrangements as set out in this report and Appendix 1

4. Report details

- 4.1. The Coronavirus pandemic and the lockdown that began in March 2020 had an immediate impact on the way in which the Council was able to make decisions and conduct its democratic processes. The last meeting of a formal committee prior to lockdown was the Communities Scrutiny Committee on 12th March 2020. At that time there was no legal provision by which a formal meeting of any of the Council's committees could be held in a completely remote manner.

- 4.2. Members were informed that in the absence of the ability to hold formal meetings, the Council would be relying on emergency delegated powers provided by the law and our constitution to make urgent decisions on a business critical basis. Only two decisions were required to be made using this process.
- 4.3. The Welsh Government made regulations, the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, (the Regulations) under powers granted to them by the Coronavirus Act 2020. The Regulations came into force on 22nd April 2020.
- 4.4. The Regulations temporarily changed the law relating to local authority meetings to make completely remote meetings permissible. They also removed the requirement to make meetings accessible to the public. The scale of the response to the pandemic meant that the Council's resources including staff, many of whom were redeployed into new roles, were focussed on the emergency response. It was decided that meetings would be reinstated on a business critical basis only in order that essential decisions could be made.
- 4.5. The Leader and Lead Member for Corporate Services and Strategic Direction were keen to ensure that all members and their political groups had the opportunity to be kept informed of progress with the emergency response and to comment upon and question Lead Members and Heads of Service on proposals that were being brought forward. In order to maintain engagement with elected members and to consult political groups on essential decisions, regular group leaders' meetings were held, on a weekly basis. In addition remote meeting facilities were provided to the political groups in order that they could meet to discuss relevant matters.
- 4.6. A gradual approach was taken to the reinstatement of formal meetings with the priority given to those meetings where business critical decisions were required to be made.
- 4.7. Cabinet had continued to meet on a regular informal basis prior to the commencement of the Regulations. Cabinet met formally by remote means on 26th May and has continued to meet formally on a monthly basis. Planning Committee met formally on 17th June and has continued to meet remotely since.

Corporate Governance and Audit Committee met on 8th July and has continued its scheduled meetings. In addition licensing hearings were resumed in August. The full suite of formal meetings resumed on 3rd September with a meeting of Communities Scrutiny Committee.

- 4.8. The remote meeting system used by the Council, Cisco Webex has provided a platform for these meetings to be conducted. The Council has been unable to conduct these meetings in public as it is required by the Welsh Language Standards to conduct all public meetings bilingually. The Webex system does not enable simultaneous translation. In order to provide some external observation of meetings the local democracy reporter has been invited to every formal meeting, as have representatives of Audit Wales.
- 4.9. The only system that can currently facilitate simultaneous translation is Zoom. Members may be familiar with this system through social use or meetings of other bodies. There have been some concerns expressed by government and IT professionals about the security of this system. Colleagues in the Council's ICT service have been working hard to overcome these issues. It had been hoped that meetings could be held bilingually and be webcast to the public from September by using Zoom. Some additional equipment required to be installed in the Council Chamber to facilitate this, however, on installation, engineers encountered unforeseen problems with other equipment that has to be replaced. This equipment will be installed in early October and it is envisaged that bilingual meetings can be broadcast by the end of October.
- 4.10. It is likely that the circumstances that have necessitated remote meetings will persist for some time. In order that members can operate as effectively as possible by remote means, they are being issued with laptops in order that they can participate in video meetings and refer to meeting papers on a second screen. Further training will be provided to members on this new equipment and the new meeting system.
- 4.11. The Council is as part of its recovery, looking at learning lessons from the way in which it has been able to work during the pandemic in order that some of the increased flexibility and responsiveness that has been required to be applied to its decision making processes are not lost. The Council is looking at how it will be operate in the future. Members are reminded that the ability for members to

be able to attend meetings remotely has been an objective of Welsh Government for some time. The Local Government and Elections (Wales) Bill, introduced prior to the pandemic, contained provisions which, if enacted, would make it compulsory for authorities to have facilities in place to enable remote attendance. The experience of the pandemic has demonstrated that remote meetings are possible and it is likely that legislation requiring facilities to hold remote meetings will be passed. This will in all likelihood result in hybrid meetings where some members are present at a physical location when circumstances permit and others attend remotely. This is likely to allow more people of working age, with caring responsibilities or disabilities to participate in local democracy. It would also result in less travel across our county which will support the Council's climate change agenda.

4.12. Members will have received a questionnaire recently asking for their opinions on the way in which remote meetings have worked for them during the pandemic and their suggestions for how these may be taken forward into the future. The results of this exercise will be considered by a working group of members.

4.13. Attached as Appendix 1 is a template recovery theme report for democratic arrangements which provides some greater detail in respect of the reinstatement of formal member meetings.

4.14. The Regulations enabled authorities to postpone their Annual General Meeting (AGM) in 2020 which this Council did. The Council must hold an AGM before the 31st December 2020. It is envisaged that the Council meeting scheduled for 13th October be this year's AGM. The Regulations further provided that authorities could decide not to hold elections for Chair and Vice Chair of Council at this year's AGM and could instead allow the current post-holders to continue in office until May 2021. It is suggested that the current Chair and Vice Chair of Council remain in office until May 2021 in order that the new Chair and Vice Chair have the opportunity to have a full year in office.

5. How does the decision contribute to the Corporate Priorities?

5.1. A fully functioning democratic process enabling decisions to be made in a robust and transparent manner with effective scrutiny is essential for the Council to be able to pursue its corporate priorities.

6. What will it cost and how will it affect other services?

6.1. The resumption of meetings by remote means has placed an increased burden on democratic and ICT staff in supporting individual meetings and members. There has been a cost of £17k with upgraded equipment in the Council Chamber and the purchase of laptops for members to be able to conduct meetings remotely at a cost of £28k

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. Cabinet briefing and SLT have received a copy of the recovery theme template report. Chairs and Vice Chairs of Scrutiny have considered proposals for the resumption of Scrutiny meetings and their forward work programmes in the context of recovery.

9. Chief Finance Officer Statement

9.1. As stated in Section 6 there have been additional costs incurred in order to facilitate remote meetings. These costs have not been eligible for grant funding from Welsh Government as their view is that this investment should be occurring anyway. It is hoped the spend can be kept within existing resources. Any service overspends at year end, as in every year, will be funded in year through underspends elsewhere or ultimately drawing down from Unearmarked Reserves. The overall position is reported monthly to Cabinet.

10. What risks are there and is there anything we can do to reduce them?

10.1. There is a risk that remote meetings are more resource intensive in terms of democratic services and ICT support. This can be mitigated by member training in the operation of the relevant system. There is a risk that technology failure such as loss of internet connection may cause proceedings to be interrupted. The risk of not implementing remote meeting measures in the current circumstances is that decisions would have to be made without the regular democratic oversight and challenge which is the hallmark of good governance.

11. Power to make the decision

11.1. No decision is required.

Report to	Democratic Services Committee
Date of meeting	2nd October 2020
Presented by	Councillor Graham Timms (Chair of the Scrutiny Chairs and Vice-Chairs Group)
Report author	Scrutiny Chairs and Vice-Chairs Group/Rhian Evans, Scrutiny Co-ordinator
Title	Annual Report of the Council's Scrutiny Committee 2019/20

1. What is the report about?

- 1.1 To present to the Democratic Services Committee the Scrutiny Committees' annual report on their activities during 2019/20.

2. What is the reason for making this report?

- 2.1 To present to the Democratic Services Committee the Scrutiny Committees' annual report on their activities during 2019/20, prior to its submission to Annual Council for approval.

3. What are the Recommendations?

- 3.1 That the Committee considers the Annual Report of the Scrutiny Committees for 2019/20 and comments accordingly.

4. Report details

- 4.1 The Constitution of Denbighshire County Council stipulates that the Authority's Scrutiny Committees will report annually on their activities during the year to County Council.

- 4.2 This year's Annual Report is attached at Appendix 1. It provides the reader with a brief introduction on what scrutiny is and how scrutiny operates, along with an overview of the work the committees and their members have undertaken during the course of the year. It also includes information on how residents can participate and contribute to the scrutiny process. Upon approval the report will be translated and be made available on the Council's website.
- 4.3 The report outlines Scrutiny's important role in relation to supporting the Council's work to deliver its corporate priorities and Corporate Plan, including its regular monitoring of the Plan's delivery
- 4.4 As in previous years during 2019/20 the Scrutiny Committees have undertaken a mix of pre-decision and post-decision scrutiny work, with individual committees focussing their work on a number of specific areas, such as corporate performance, the effectiveness of partnership arrangements in delivering services, and community and economic benefit. Details of the topics which have been examined by Scrutiny can be found in the sections on the individual committees in the attached report. The report also provides an overview of Scrutiny's work to support the delivery of the Council's corporate priorities and ultimately the realisation of its Corporate Plan. Scrutiny has also continued to participate in consultation exercises and invited a number of external or partner organisations to meet with the committees to discuss areas of common interest or concern.
- 4.5 Public engagement and encouraging residents to interact with Scrutiny is generally a challenge in Denbighshire, as it is elsewhere in Wales. However, two requests were received from residents or external organisations suggesting topics which may benefit from Scrutiny's attention, both of which are detailed in the report. These requests were made using the 'Scrutiny Request Form' which is available on the Council's website, a copy of which can be found in the Annual Report. Scrutiny will continue with this practice of encouraging the public to suggest areas or services which they think may benefit from scrutiny's consideration.
- 4.6 Whilst encouraging residents to participate in scrutiny on a regular basis can prove extremely difficult, if a controversial or local public interest topic appears on a scrutiny committee agenda the public are more than willing to engage with scrutiny and attend meetings. In 2019/20 proposed sites were put forward by the Council as potential locations for development into a transit site for the gypsy and traveller

community for inclusion in the new Local Development Plan (LDP). These drew extensive public interest and opposition. A large number attended the meeting at which the matter was discussed and representatives from the public were given an opportunity to address the Committee.

4.7 When considering a request for a topic to be scrutinised, be the request from a councillor, an officer or a member of the public, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) applies the following criteria to determine whether the item merits scrutiny:

- is it a matter of public interest?
- does Scrutiny have the ability to influence or change things?
- does it relate to an underperforming service?
- does the matter affect a large number of residents or a large geographical area?
- is anyone else looking at it?

The attached report contains an illustration of the above process, which includes suggested alternative routes for consideration of a topic if the Group deems that it is not suitable for examination by a scrutiny committee.

4.8 Also included in the attached report is information on the work of the Joint Overview and Scrutiny Committee (JOSC) of Conwy and Denbighshire councils established to examine the work of the Conwy and Denbighshire Public Services Board (PSB), as well as an update on the work of the various task and finish/working groups operating under the auspices of Denbighshire's Scrutiny Committees.

4.9 Scrutiny committees have continued with the practice of inviting partner organisations and other public sector bodies to meet with them to examine how services and outcomes to residents can be improved through effective partnership working. During the year representatives from Betsi Cadwaladr University Health Board (BCUHB), North Wales Fire and Rescue Service (NWFRS), Natural Resources Wales (NRW) and the North and Mid-Wales Trunk Road Agency (NMWTRA) have attended Scrutiny Committee meetings for various discussions.

4.10 The COVID-19 pandemic and the restrictions placed on all walks of life affected Scrutiny's work towards the end of the 2019/20 municipal year and well into the 2020/21 Council year, with meetings cancelled and all but urgent decisions placed on

hold. Scrutiny will restart its business during the autumn of 2020 by initially examining the COVID-19 recovery plans of all the Council's services. This will enable committees to shape their future work programmes through the inclusion of an appropriate balance of post pandemic recovery work and the lessons learnt for future emergencies, with relevant subjects deferred from those meetings which were cancelled.

5. How does the decision contribute to the Corporate Priorities?

5.1 Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs, residents' wishes and within budget.

6. What will it cost and how will it affect other services?

6.1 The publication of the Annual Report forms part of the regular committee reports despatch to county councillors and other recipients, therefore there are no additional costs entailed with its publication. The Annual Report upon approval will be translated and made available on the Council's intranet and website.

6.2 Any costs incurred with respect of the work of task and finish groups will be met from within existing budgets

7. What are the main conclusions of the Well-being Impact Assessment?

7.1 A Well-being Impact Assessment (WBIA) is not required for this report as no decision or change of policy is being sought. The Annual Report is presented solely to inform councillors and residents of the Scrutiny Committees' work during the preceding twelve months and as a means of outlining potential future areas of work.

8. What consultations have been carried out with Scrutiny and others?

8.1 Members of the Scrutiny Chairs and Vice-Chairs Group (SCVCG) have been involved with the process of drafting the Annual Report and its proposed contents.

9. Chief Finance Officer Statement

9.1 There are no significant financial implications resulting from this report. As mentioned in paragraph 6 above any costs relating to the production of the Report will be contained within existing budgets, as will any costs arising from the establishment of task and finish groups.

10. What risks are there and is there anything we can do to reduce them?

10.1 No risks have been identified with respect to the consideration of the Committees' Annual Report.

11. Power to make the decision

11.1 Section 7.4.4 of the Council's Constitution stipulates that the Council's scrutiny committees must report annually to full Council on their workings with recommendations for their future work programme and any amended working methods if appropriate.

11.2 Democratic Services Committee's duties in relation to Scrutiny are detailed in the Local Government (Wales) Measure 2011

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ANNUAL REPORT OF THE SCRUTINY COMMITTEES

2019 - 2020

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What is scrutiny?

Scrutiny is a key component of the Council's political structure. Many of the Council's important decisions are taken by Cabinet, a group of eight councillors to whom the County Council has given its powers to take decisions relating to policies and procedures on its behalf.

The term 'scrutiny' derives from the Latin word 'scrutinium/scrutari' which means 'to search'. In the context of local government Scrutiny's role is to research and examine policies and decisions to assess whether they could be improved or strengthened to deliver better services for residents and visitors to Denbighshire. Scrutiny is often referred to as the Council's 'critical friend', its purpose is to provide constructive criticism in order to continually seek improvements to services, secure better decisions and realise better outcomes.

Scrutiny committees cannot take decisions, but they can influence policies, review decisions taken by Cabinet and Officers, make recommendations, and examine a range of topics that affect residents, local businesses and visitors to the county.

Scrutiny in Action

Scrutiny should at all times work in an impartial way. It should not be influenced by party politics, its focus should be on improving the lives of residents and on securing better outcomes for the county area.

Whilst Scrutiny Committees have an active role to play in developing policies and reviewing performance. They also have the responsibility of holding the Cabinet and other decision makers to account on the decisions they make.




If a Scrutiny Committee believes that an issue should be looked at in more depth before a decision is implemented, it can request a review under the "Call-In" procedure which will allow Scrutiny Committees to formulate alternative proposals.

How does scrutiny work in Denbighshire?

Scrutiny acts as a 'critical friend' to the Council's leadership, driving improvements not only to services delivered by the Council itself, but to services delivered in partnership with other public services in the area by enabling the concerns of the public to be heard.

The Council's scrutiny work is undertaken by three thematic, cross-cutting scrutiny Committees, meeting approximately every 7 weeks and comprising of 11 members from all political parties/groups on the Council.

The three committees in Denbighshire are:

-  Communities Scrutiny Committee
-  Partnerships Scrutiny Committee
-  Performance Scrutiny Committee

When examining education matters representatives appointed by the Church in Wales and the Catholic Church, along with representatives elected by parent governors, also serve on the committees. When dealing with education matters these representatives have full voting rights. All the parent governor representative posts on Scrutiny are currently vacant. If you are a parent governor at one of the Council's primary, secondary or special schools, and would be interested in representing your sector on Scrutiny please get in touch with us (contact details can be found in the 'How residents can participate in Scrutiny' section towards the end of this report).

Scrutiny Chairs and Vice-Chairs Group

The Chairs and Vice-Chairs of the three scrutiny committees serve on the Council's Scrutiny Chairs and Vice-Chairs Group (SCVCG) along with the Chair and Vice-Chair of the Corporate Governance & Audit Committee and the Chair of the Democratic Services Committee. This Group acts as a co-ordinating group for the committees' work. Requests for items to be considered by a scrutiny committee, be they from county councillors, Council officers, residents, businesses or the general public are examined by this Group to determine whether they meet the criteria for Scrutiny, or whether they would benefit from being considered by another forum or group. The flowchart on the following page illustrates the criteria and process for determining whether a topic is suitable for scrutiny.

During 2019/20 a total of 21 requests for items to be scrutinised were considered by the Scrutiny Chairs and Vice-Chairs Group. Of these 21 requests:

- ❖ 10 were submitted by county councillors
- ❖ 9 by officers
- ❖ 2 by residents/general public (a number of the requests submitted by county councillors were done so in response to concerns raised with them by their constituents)

The Scrutiny Chairs and Vice-Chairs Group ensures that the scrutiny committees' work programmes are balanced and that subjects are not duplicated. It also has a role to play in supporting and strengthening the Council's scrutiny function through the identification of best practice and helping to implement any necessary changes to scrutiny practices.

Consideration of a topic's suitability for scrutiny

Proposal Form/Request received

(careful consideration given to reasons for request)

Does it stand up to the PAPER test?

- **P**ublic interest – is the matter of concern to residents?
- **A**bility to have an impact – can Scrutiny influence and change things?
- **P**erformance – is it an underperforming area or service?
- **E**xtent – does it affect a large number of residents or a large geographic area?
- **R**eplication – is anyone else looking at it?

YES

NO

No further action required by scrutiny committee. Refer elsewhere or request information report?

- Determine the desired outcome(s)
- Decide on the scope and extent of the scrutiny work required and the most appropriate method to undertake it (i.e. committee report, task and finish group inquiry, or link member etc.)
- If task and finish route chosen, determine the timescale for any inquiry, who will be involved, research requirements, expert advice and witnesses required, reporting arrangements etc.

Scrutiny's work during 2019/20

As part of their work during the 2019/20 Council year the Council's three Scrutiny Committees have focussed on a number of subjects with a view to supporting the Council to deliver its corporate priorities. The Corporate Priorities are:

- 🌍 **Housing:** ensuring that everyone is supported to live in homes that meet their needs
- 🌍 **Connected Communities:** making sure communities are connected and have access to goods and services locally, online and through good transport links
- 🌍 **Resilient Communities:** making sure that the Council works with people and communities to build independence and resilience
- 🌍 **Environment:** securing an attractive and protected environment which supports well-being and economic prosperity; and
- 🌍 **Young People:** creating a county where younger people will want to live and work and have the skills to do so

By adopting this approach Scrutiny's objective is to improve services to residents and the quality of their daily lives.

Denbighshire County Council's services touch the lives of all of the county's residents, be they young or old, hence the reason why the scrutiny committees have during the course of the year examined the Council's performance in delivering its services. In addition, as service delivery models evolve to meet changing needs, Scrutiny has been involved with shaping new ways of delivering services for the future.

Scrutiny and the Council's Corporate Priorities during 2019/20

Below and on the following pages is an overview of how the Council's scrutiny committees have supported the authority's work and aspirations of delivering its corporate priorities during the year:

Housing: Everyone is supported to live in homes that meet their need

Through its work over a number of years Scrutiny has strived to support the Council to deliver this particular priority. During 2019/20 it concluded the work it started some years previously on monitoring the effectiveness of the Council's regulatory work in ensuring that Caravan and Holiday Parks across the county complied with their planning and licensing conditions. Concerns had been raised that some owners may not have been fully complying with the conditions attached to their

planning and licensing permissions and may therefore be permitting people to reside in caravans on their sites on a permanent basis exposing them, particularly the more vulnerable to some significant risks through not properly meeting their housing needs. Through effective working over a number of years with park proprietors and managers, a level of mutual trust was forged between them and the Council which resulted in this situation improving. Now that Scrutiny is satisfied that the regulation of caravan and holiday parks is effectively managed it has agreed that future monitoring will be done by officers as part of their routine work.

Similarly, the number of Houses in Multiple Occupation (HMO) has been a long-standing problem in the county, particularly in its most deprived areas. Back in 2010 the Council introduced an Additional Licensing Scheme for Houses in Multiple Occupation in specific areas of Rhyl. This scheme complemented the mandatory HMO licensing scheme. The purpose of the additional scheme was to ensure that a large number of houses in multiple occupation complied with specific requirements before they could be licensed for habitation. This ensured that individuals and families were provided with safe, comfortable accommodation that met their needs. Due to the success of this scheme in Rhyl it was extended for a further 5-year period from 2015 onwards. In 2020 the Council was keen to continue its operation in Rhyl, but based on its success there to extend it to other towns in the county, namely Prestatyn, Denbigh and Llangollen. Both North Wales Police and North Wales Fire and Rescue Service were supportive of the proposals and scrutiny was consulted on them in early 2020. Scrutiny was generally in favour of the types of houses to be included in the revised scheme and of its extension to other towns in the county and recommended that its contents should be consulted upon before being presented to Cabinet for approval.

Whilst the Council strives to make sure that all residents live in houses that meet their needs, sadly not everybody in the county has a roof over their head. The Council has a duty to ensure it safeguards all vulnerable people, be they homeless or at risk of losing their home. Amid concerns that some individuals and families found themselves being temporarily housed in hotels or in bed and breakfast accommodation Scrutiny examined the Council's procedures and its capacity to safeguard and meet the needs of the homeless. In acknowledging the complexities involved with homelessness it endorsed the Council's decision to adopt a corporate approach towards homelessness and to include addressing the issue of homelessness in its Housing Strategy. Scrutiny will continue to monitor the development and approval of the draft Housing and Homelessness Strategy during the forthcoming year.

There is a big difference between allocating houses to individuals and families and actually meeting their needs, ensuring that they live in accommodation that they can happily refer to as their home. During the year Scrutiny met with representatives from the Registered Social Landlords (RSLs) sector in Denbighshire to examine the

effectiveness of the Single Access Route to Housing (SARTH) application process in meeting people's needs and securing a suitable home for them and their families. The SARTH process aims to help people to secure a home via one single application that is shared with a number of housing providers at the same time, saving time and stress for the applicant.

A home is much more than a property to live in, a home needs to meet and suit the person's way of life. Finding a suitable location to meet the needs of the gypsy and traveller community, without having a detrimental affect on their lives and on the lives of other residents is another matter which Scrutiny has examined during recent months, specifically potential sites for inclusion in the draft Local Development Plan (LDP) for development as a transit site. A number of sites were proposed for inclusion in the draft LDP but Scrutiny asked for consultation to be undertaken with the gypsy and traveller community on the suitability of these sites to meet their needs prior to Cabinet considering their inclusion in the draft LDP. Scrutiny also asked Cabinet to write in the strongest possible terms to the Welsh Government seeking clarity on why local authorities could not work together to develop an agreed number of transit sites in North Wales rather than each county council being obliged to provide one in their area, as having six transit sites in the region seemed disproportionate in comparison to the number of illegal encampments experienced annually in the region.

Connected Communities: Communities are connected and have access to goods and services locally, on line and through good transport links

Keeping communities, businesses and people connected with one another is crucial in order to support social interaction, encourage economic growth and build strong local resilience networks. Communities are connected on a number of different levels, by roads and transport links, links between various individuals, groups and businesses that live and operate within the communities, as well as by communication links. Connectivity is one of the 21st Century's 'buzz words'. Therefore, securing the availability of effective digital platforms as well as fit for purpose physical infrastructures forms a crucial part of ensuring that communities are connected. Elected members and residents have had concerns for a number of years about the availability of good, reliable, and fast broadband services across the county. The Council regards the availability of fast, effective broadband as a crucial component in order to deliver economic growth and prosperity to the area and its residents, and as an essential tool to assist the county's pupils and students in their studies to ensure they realise their full potential. Whilst acknowledging that the quality and availability of fast broadband across the county had improved in recent years Scrutiny felt that more still needs to be done by central government to ensure that every household and business in the county can access effective broadband services if they want them. At present they felt that some areas of the county, mainly in rural areas, were being left behind and as a result businesses were at a

disadvantage when competing on the open market, as were pupils who are working towards qualifications that will shape their future career prospects. Scrutiny wrote to the First Minister of Wales and other Welsh Government Ministers outlining their concerns and seeking them to address this inequality urgently as the availability of reliable broadband should be viewed as an everyday necessity in 21st Century Wales, similar to having access to water and electricity. The letter was also copied to WG Commissioners as it was felt that the continued lack of reliable broadband for all undermined the principles of equality for all, and the goals set out in the Well-being of Future Generations (Wales) Act 2015.

Scrutiny was extremely pleased that the County's Library Service continued its strong performance against the national performance targets. It was also encouraged, having examined the delivery of the Service's local Library Strategy, to see that the county's libraries were at the heart of their communities helping to deliver a range of Council and public services which residents wanted in their own communities. In future years, it is hoped that the county's libraries will work closely with the new Joint Archives Service with Flintshire County Council to deliver a comprehensive archives service electronically to residents and visitors alike. Following scrutiny of the joint service's proposal to secure funding to build a bespoke archives hub in Mold, and an examination of the services that would be delivered in libraries and other outlets in both counties, Scrutiny supported the proposal's objectives. During the forthcoming year scrutiny will continue to monitor the Service's development.

As mentioned the Joint Archives Service aims to deliver excellent services to residents and visitors alike. Once tourists enter the area Scrutiny is keen that they are enticed off the major trunk roads to explore all four corners of the county and the multitude of attractions and activities on offer in Denbighshire. With this in mind it has requested a working group of officers and members to develop a tourism signage strategy for the county, one that will supplement the tourist information signs already situated on the trunk roads, and via a series of well-designed signs guide them through the county and its tourism offer. This should help boost the county's economy. Scrutiny will in forthcoming months be keeping a close eye on the strategy's development.

Resilient Communities: the Council works with people and communities to build independence and resilience

Cuts to local authority funding has meant that the Council in recent years has had to adapt and devise alternative ways to deliver its services. The aim of this approach is to build-up resilience within local communities to support their residents, with a view to only relying on public services for major intervention work at a time of crisis. The resilience of our local communities was tested and came to the fore during the recent Coronavirus pandemic crisis. Lessons learnt from the approach taken towards handling that crisis will undoubtedly be examined by Scrutiny in the months and years that lie ahead, but during 2019/20 scrutiny committees examined various aspects of the Council's efforts to build communities' resilience to deal with day to day and longer term challenges.

As part of this work it has continued to meet on a regular basis with representatives from the Betsi Cadwaladr University Health Board (BCUHB) in order to ensure that joint and collaborative working between the Health Board and the Council delivers joined-up health and social care services, and that the services provided by both organisations complement and support each other's' efforts to improve the health and well-being of residents. Scrutiny has continued to monitor the Health Board's progress in delivering major capital projects in the county, such as the new North Denbighshire Community Hospital to be built in Rhyl and the Board's future plans for Denbigh Infirmary and other community based services in the county, as it sees these projects as key developments for delivering joint services. It has also examined the Health Board's plans to improve the delivery of Child and Adolescent Mental Health Services (CAMHS) and its proposals for Neurodevelopment Services in Denbighshire.

Community safety and safeguarding vulnerable residents form part of the Council's statutory responsibilities, consequently Scrutiny has a role in examining the authority's performance in fulfilling those roles. For this purpose, during the year, it examined the performance and priorities of the Joint Conwy and Denbighshire Community Safety Partnership and Denbighshire's own performance in safeguarding vulnerable adults and in delivering services to those residents who had, or were at risk of becoming homeless. It also examined proposals to change the county's approach towards administering 'No Cold Calling Zones' in the county. As part of its work in examining services' work in evolving and developing to meet future needs and delivering the type of services residents want to receive Scrutiny has made recommendations for changes to the delivery of work opportunities services for people with learning disabilities. It has examined proposals to secure the future of Cefndy Healthcare, the effectiveness of the services now delivered from Hafan Deg in Rhyl, along with the overall performance of the Social Care Service and the areas identified for improvement in the future.

Cuts to funding in recent years has left the Council with fewer staff to undertake work in non-frontline services. The work carried out by non-frontline workers in the past did however indirectly improve the quality of life for a number of residents and businesses. Planning and licensing enforcement work is one such area. To compensate for the loss of personnel innovative methods of working with partners in the private and public sector had to be devised in order to make sure that planning and licensing conditions were not being flouted. For that purpose a Planning Compliance Charter was drawn up whereby City, Town and Community Councils could help the county council to oversee and manage non-compliance matters in their local area. The objective of this Charter is to facilitate early intervention in non-compliance matters in order to reduce the need wherever possible to escalate any contraventions to formal enforcement level. A similar approach has already been adopted in relation to the regulation of holiday and caravan parks, with park operators and managers working with the Council to make sure that they were all operating within the conditions granted to them. Scrutiny has been widely involved with the development of both these approaches, and in ensuring that they work effectively.

A Business Improvement District (BID) is a formal arrangement, established through a ballot of eligible business premises, whereby businesses get together to decide what additional improvements they would like to make to the area where they operate their businesses in order to improve footfall and build-up resilience. If a BID is established the businesses within that area decide how they are going to manage and deliver any improvements and what they are prepared to pay to make it happen. Following a request from a local business person Scrutiny examined the process that required to be followed for establishing a BID, with particular focus on the process followed in an area of Rhyl where a BID was established some years ago and the lessons learnt from that process. It concluded that generally applications for BID ballots should be encouraged and supported. Scrutiny suggested that interested parties should be encouraged to contact the Rhyl BID Board to seek advice and guidance on how to effectively communicate with the local business community, how to engage them in the process of establishing a Business Improvement District, and on ways of conveying to them the importance of exercising their votes.

Environment: attractive and protected, supporting well-being and economic prosperity

Denbighshire is a predominantly rural county which boasts a wealth of varied tourist attractions, ranging from coastal resorts to historic market towns. These more urban areas are surrounded by extensive areas of open countryside, whose economic mainstay is agriculture, supplemented by a growing rural tourist trade. Protecting the environment county-wide is not only key to securing the county's economic prosperity but also it helps to sustain and improve the well-being of the area's

residents. The importance of open spaces and footpaths as a means of supporting health and well-being came to the fore during the recent Coronavirus pandemic.

During the year Scrutiny met with representatives from North and Mid Wales Trunk Road Agency and the Council's Highways Service to examine their highways grass verge maintenance and pesticide application policies. The purpose of meeting with them on a joint basis was to ensure that both organisations' policies supported and complemented each other's environmental priorities and objectives.

Communities Scrutiny Committee during 2019/20 published its findings following its inquiry into the Llantysilio Mountain Fire in the summer of 2018 and its impact on the local economy and environment. The link below will take you to the Committee's full report, including the conclusions drawn and the associated recommendations:

<https://www.denbighshire.gov.uk/en/your-council/about-the-council/Communities-Scrutiny-Committee-Llantysilio-Mountain-Fire-Report.pdf>

The Committee's objective in undertaking the review was to establish what lessons could be learnt from the response and management of the fire and what steps should be taken to avoid or reduce the risk of similar severe wildfires occurring in future. The fire badly damaged the mountain's biodiversity and impacted greatly on the local agricultural industry, residents and businesses. Recognising the extent of its impact the Committee formulated a series of recommendations with a view to mitigating the risk of similar incidents happening in future. A number of the recommendations were reliant on the willingness of partners to work together to deliver them. One particular recommendation was to establish an Upland/Moorland Management Officer post. Scrutiny was firmly of the view that this officer would be in a position to lead and effectively co-ordinate with the various agencies, landowners, farmers, graziers and local communities on land management activities and plans, which would help support the development of the habitat, ecosystems and economies of upland areas and reduce the risk of wildfires. Despite the delay caused by the COVID-19 crisis, it is extremely pleasing to know that work is now well underway to appoint an officer to this role, and that Natural Resources Wales (NRW) have offered to part fund the post for at least a three-year period. As the environment affects all residents, businesses and organisations in the area Scrutiny was pleased to be offered the opportunity of contributing to North Wales Fire and Rescue Authority's consultation on the development of its Environmental Strategy.

During recent years concerns have escalated globally on the environmental impact of discarded plastics, and how it was finding its way into the world's oceans. Reducing the use of plastics is now a priority for a number of countries and for governments at all levels. Through its Use of Plastics Task and Finish Group Denbighshire County Council has also been grappling with this topic and attempting to reduce its use of plastics in areas which are not currently being looked at by either the Welsh or UK

Governments. In the first instance the Task and Finish Group decided to examine ways on how the Council itself could reduce the use of plastics in its civic offices and it recommended that the Authority should no longer purchase plastic document wallets, plastic cups, stirrers, milk jiggers etc. It even went further and decided that all refreshment vending machines should be removed. These steps were approved by County Council in early 2020 and will be implemented in the spring of 2020. Permission was given for the Task and Finish Group to continue its work for a further 12 months to examine ways of reducing the use of plastics in school catering and procurement. Due to the Council having to divert resources to respond to the Coronavirus pandemic and having to comply with strict guidelines in relation to health, safety and hygiene the Task and Finish Group's work in relation to school catering and procurement will not be able to be progressed as quickly as originally anticipated.

The Council's approach to dealing with its recyclable household waste is due to change within the next few years. As part of the work to prepare for the changes to the service Scrutiny has been actively involved in examining proposals for the new waste and recycling model, which will see the Council expanding its range of waste and recycling collection services. Proposals relating to the development of a new depot to deal with the waste and the communication strategy with residents about the changes ahead have also been examined.

Young people: a place where younger people will want to live and work and have the skills to do so

Young people are Denbighshire's future therefore ensuring that they receive the right type of quality education and training opportunities to realise their full potential has again formed a key part of Scrutiny's work during the year. As in previous years Scrutiny examined pupils' performance in external examinations and teacher assessments. Although this year it was extremely difficult to compare Denbighshire pupils' attainment in comparison to peers in other local education authority areas as the WG no longer publishes a comprehensive list of data which the Education Service can use to compare pupils' attainment with those in other parts of Wales. Nevertheless, Scrutiny was satisfied that the Council's Education Service and the regional school improvement service GwE were able to identify emerging trends that required to be addressed in all education key stages. Effective schools depend on effective leadership and management. Scrutiny wanted assurances that school governing bodies in the county were fulfilling their duties to fill vacant school governor roles and were complying with the statutory expectations in relation to policies, finance and procedures. Following its examination of the effectiveness of school governing bodies Scrutiny acknowledged that the local education authority was only able to influence and guide governing bodies, and that ultimately the responsibilities lie with the governing bodies themselves. Nevertheless, it

recommended that a number of steps should be taken in order to strengthen school governing bodies across the county to ensure that they do comply with mandatory requirements and support their schools and the pupils to realise their full potential.

An increasing amount of education delivery in the 21st Century is delivered using on-line technology. Whilst the county's schools have access to appropriate technology and effective broadband connections to deliver education packages, some pupils are disadvantaged when undertaking extended studies, research or project work at home due to poor broadband connections, particularly in some of the county's more rural areas. Scrutiny was firmly of the view that this was an equality issue which had the potential to disadvantage pupils in rural areas from realising their full educational potential. This disparity was highlighted in a letter from the Scrutiny to the Welsh Government and to the Children and Future Generations Commissioners.

Ever increasing budgetary pressures necessitated the Council to consider whether its post 16 Learner Transport Policy represented effective use of taxpayers' money on a service that was not statutory. As this was a complex area Scrutiny established a working group to examine various aspects of transport to post 16 education and to determine whether any elements of the current service could be withdrawn. As the working group commenced its work the WG announced a national review of transport to post 16 education, therefore the working group recommended that no changes should be made to the current provision until the outcome of the WG's review was published. Scrutiny also emphasised that any future consideration of this matter should have regard to the fact that post-16 education was an investment in the future of the county's students and the area's future prosperity.

A brief overview of the work undertaken by each committee during the course of the year is summarised on the following pages.

Performance Scrutiny Committee



Cllr. Huw LI Jones (**Chair**)



Cllr. Hugh Irving (**Vice-Chair**)

Since the beginning of this current Council's term of office in 2017 the Chair of this committee was Councillor Huw Jones. A truly compassionate person, and a fair chair who ensured that every viewpoint was heard during all discussions. It was with great sadness that Committee members learned of his passing in early 2020. In addition to being the Committee's Chair he was also the Chair of the Task and Finish Group that was devising sustainable ways of delivering adult social care services for the future. As a former Cabinet member, and before that a Scrutiny Vice-Chair, Huw had a wealth of experience of all aspects of decision making which he brought with him to the Committee which helped to ensure that all recommendations and decisions were based on sound evidence. While his legacy will last, his enthusiasm, passion and wisdom will be greatly missed.

Performance Scrutiny Committee has an important part to play in making sure that the Council delivers quality services to residents and in supporting the Council to achieve its ambition of delivering the corporate priorities laid out in the Corporate Plan 2017-22. Its regular monitoring of the Council's progress in delivering its corporate priorities will ensure that the Council's aspiration of realising its Corporate Plan will be achieved. This coupled with its work in monitoring services' compliance with the Council's corporate complaints policy, which aims to make sure that any complaints received are dealt with appropriately and on time, helps the Council to deliver services of the highest quality to residents.

In recent years' local authorities have been expected to adapt the way they deliver services to meet the requirements of the 21st Century and to meet the changing expectations of all residents, old and young alike. With a view to responding to these challenges this Committee has examined the findings and recommendations of the Adult In-house Social Care Task and Finish Group and the Use of Plastics Task and Finish Group. As a result plans are in the pipeline that will see work

opportunities services for people with learning disabilities delivered in a more rewarding and sustainable way for the future, and the Council will aim to reduce its use of single use plastics by incorporating this objective into the Environment priority of its Corporate Plan for 2017-22.

The Coronavirus pandemic and the national lockdown affected the Committee's business towards the end of the municipal year, in the same way as it affected everybody's daily lives. Like all Council Committees Performance Scrutiny Committee will resume its work as soon as it is safe to do so in the new municipal year.

The following link will take you to information about the Committee, its agendas and reports on the Council's website:

<https://moderngov.denbighshire.gov.uk/mgCommitteeDetails.aspx?ID=269&LLL=0>

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Partnerships Scrutiny Committee



Cllr. Jeanette Chamberlain-Jones (**Chair**)



Cllr. Emrys Wynne (**Vice-Chair**)

This Committee's remit is to examine the effectiveness of services provided by the Council either in collaboration, or in partnership, with other public sector organisations in meeting residents' needs. Scrutinising the Health Board's delivery of services to residents, and its proposed future models for delivering healthcare services to local residents has been a key feature of the Committee's work during the year, as well as examining the effectiveness of the interfaces that exist between the Council and the Health Board for delivering integrated health and social care services.

The availability of suitable quality housing has also featured on the Committee's work programme during the year in the form of proposals to extend the licensing scheme for Houses of Multiple Occupation to other areas of Denbighshire and the effectiveness of the Single Access Route to Housing (SARTH) work with registered social landlords in meeting residents' needs for quality housing. As the Council's designated Crime and Disorder Scrutiny Committee community safety is a key feature of the Committee's work. As part of its duty to fulfil this role it scrutinised the Community Safety Partnership's (CSP) performance in delivering its priorities during 2018/19 and examined its priorities for 2019/20. The Committee was consulted on proposals to adopt a different approach towards administering and introducing 'No Cold Calling Zones' in the county.

On a regional basis the Committee participated on the Council's behalf in North Wales Fire and Rescue Authority's consultation on its Environmental Strategy.

It also examined the Council's Biodiversity Duty Delivery Plan which led it to invite representatives from the Council's Highways Service and the North and Mid-Wales Trunk Road Agency (NMWTRA) to a meeting to discuss their verge cutting and

pesticide applications policies to make sure they supported the Council's aims and its corporate priority relating to the environment.

The following link will take you to information about the Committee, its agendas and reports on the Council's website:

<https://moderngov.denbighshire.gov.uk/mgCommitteeDetails.aspx?ID=268&LLL=0>

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Communities Scrutiny Committee



Cllr. Huw Williams (**Chair**)



Cllr. Graham Timms (**Vice-Chair**)

This Committee's role is to examine matters that directly affect local communities and residents' daily lives. These may be matters within the Council's direct control or aspects of day to day life which the Council may be able to influence.

During 2019/20 the Committee focussed some of its work on ensuring that regulatory practices used by the Council to investigate and deal with matters that often cause concern to residents or impact on their quality of life were examined i.e. the draft Charter between the County Council and city, town and community councils in relation to Planning Compliance, the effectiveness of Holiday and Caravan Park management and enforcement procedures, and Council's action plan for managing the nuisance caused by seagulls across the county.

Following publication of its findings into the Llantysilio Mountain Fire of 2018 and its impact on the area the Committee continued its work on monitoring the implementation of the recommendations it made following its inquiry.

Acutely aware of the important role that small and rural businesses in the county have on the local economy the Committee examined proposals to develop a tourism signage strategy that will attempt to entice tourists off the main trunk roads to all corners of the county to explore its attractions and sample what Denbighshire has to offer. Coupled with this strategy is the Council's Car Park management plan which aims to modernise county owned car parks and develop them into important hubs to support local businesses and act as tourist gateways to the area.

The availability of reliable broadband connections for all residents was also a feature of the Committee's work during the year which culminated in the Committee writing to Welsh Government (WG) Ministers and a number of Commissioners drawing their attention to the inequalities and disadvantages residents in a number of rural areas

encountered in attempting to live their daily lives without effective broadband connections. The Committee felt that in 21st Century Wales effective broadband connection should be regarded as a basic utility such as electricity or water, this was the basis of the Committee's correspondence with WG Ministers and the Commissioners. It was therefore extremely pleasing to hear this view echoed by the Future Generations Commissioner in June 2020 when referring to people's experiences of attempting to continue with their daily and business lives whilst dealing with the restrictions placed on them as part of the national response to the COVID-19 pandemic.

The following link will take you to information about the Committee, its agendas and reports on the Council's website:

<https://moderngov.denbighshire.gov.uk/mgCommitteeDetails.aspx?ID=271&LLL=0>

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Joint Overview and Scrutiny Committee for the Conwy and Denbighshire Public Services Board

Mention was made in last year's report to the decision taken by both Conwy County Borough Council and Denbighshire County Council to establish a Joint Overview and Scrutiny Committee for the purpose of fulfilling their statutory duty of scrutinising the Joint Conwy and Denbighshire Public Services Board (PSB). This Joint Committee comprises 16 members, 8 from each Council reflecting the political balance of their respective authorities. Whilst the Joint Committee met during the year to agree a programme of work, all subsequent meetings had to either be postponed or cancelled for various reasons, including the COVID-19 crisis. It is anticipated that the Committee will be in a position to recommence its work during the autumn of 2020.



Cllr. Brian Cossey (**Chair**)



Cllr. Graham Timms (**Vice-Chair**)

Membership

Conwy County Borough Council

Cllr. Geoffrey David Corry
Cllr. Brian Cossey (Chair)
Cllr. Chris Hughes
Cllr. Ifor Lloyd
Cllr. Elizabeth Roberts
Cllr. Harry Saville
Cllr Nigel Smith
Cllr. Joan Vaughan

Denbighshire County Council

Cllr. Jeanette Chamberlain-Jones
Cllr. Rachel Flynn
Cllr. Hugh Irving
Cllr. Melvyn Mile
Cllr. Arwel Roberts
Cllr. Peter Scott
Cllr. Graham Timms (Vice-Chair)
Cllr. David G Williams

The following link will take you to information about the Joint Committee, its agendas and reports on the Council's website:

<https://moderngov.denbighshire.gov.uk/mgCommitteeDetails.aspx?ID=540&LLL=0>

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Task and Finish Groups

Scrutiny continued its use of Task and Finish Groups to undertake detailed policy development work on its behalf during 2019/20. The well-established group examining potential future delivery models for **Adult Social Care Services** continued its work to find sustainable long-term delivery solutions for various aspects of adult social care services that will provide quality social care services for adults which are stimulating, motivational and rewarding in line with the WG's future vision for adult social care services. During 2019/20 this Task and Finish Group formulated recommendations on potential ways for delivering sustainable and stimulating work opportunities services for people with learning disabilities in future.

Concerns on the damage caused to the environment by the human race's **Use of Plastics**, specifically single use plastic and the methods used for its disposal has gained momentum globally in recent years. During 2019/20 this Task and Finish Group continued its work and formulated recommendations in relation to reducing the use of plastics in the Council's own office buildings. County Council endorsed the Group's recommendations and as a result disposable drinks cups, stirrers etc. will no longer be used in the offices and the Council will not be purchasing any more plastic document wallets. County Council also agreed to the Task and Finish Group's request that it be permitted to continue its work for a further twelve-months as it wished to explore how to reduce single-use plastic usage in the Council's school catering services and in the Council's procurement of goods. As this work was about to start the COVID-19 crisis struck and the country went into lockdown. Consequently, this aspect of the Group's work is yet to commence.

As reported last year Communities Scrutiny Committee established a working group of elected and co-opted education members and officers from the Council's Education Service, Transport Department and other associated services to examine **Denbighshire's Learner Transport Policy**. The focus of the Working Group's review was to provide clarity around the Council's annual learner transport budget and the cost of transporting pupils/students to non-statutory education provision. It was also asked to assess the potential impact and risks of withdrawing free learner transport to non-statutory education. As this working group was about to commence its work the Welsh Government announced its intention to undertake a national review of transport to post 16 education. The working group recommended that no changes should be made to the current provision until the outcome of the Welsh Government's review was published. It also emphasised that any future consideration of this particular aspect of school transport should have regard to the fact that post-16 education was an investment in the county's pupils and students as well as in the area's future prosperity.

Additional work

As in previous years Scrutiny Committee members have continued with their scrutiny roles outside of the formal committee meeting arena. They have represented their committee at the various Service Challenge meetings and the Council's Strategic Investment Group (SIG) etc. Under the standing business item on all Scrutiny Committee meeting agendas representatives report back to their committees on the discussions, recommendations and decisions taken at the meetings they attend.

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Audit Wales reports

During the course of a year Audit Wales (formerly the Wales Audit Office (WAO)) publishes a number of reports focussing on how local authorities are delivering services and adapting to new national directives or requirements. Scrutiny has agreed to consider the findings of these reports and Denbighshire's response to any recommendations made by the auditors. During 2019/20 Audit Wales focussed its work on public organisations' integration of the aims and objectives of the Well-being of Future Generations (Wales) Act 2015 into their service delivery planning. The Act places a duty on local authorities and other public organisations to ensure that projects are developed and services delivered in accordance with the sustainable development principle and the five well-being goals defined in the Act.

In early 2020 Communities Scrutiny Committee considered the findings of two of these Audit Wales reports. One on the Council's approach to applying the Act's principles in relation to its flood risk management activities and the other examining whether the Council was taking into account the Act's requirements as part of its work in remodelling its household waste collection service. This latter report focussed on whether the Council's proposals would support the Act's well-being goals and the Council's own priority of delivering an attractive and protected environment. Having considered both reports and the Council's response to Audit Wales' recommendations the Committee was satisfied that constructive efforts were being made to deliver all work and projects in line with the sustainable delivery principle and well-being goals of the Act.

Scrutiny Requests from Residents

For a number of years Denbighshire's scrutiny committees has operated an established mechanism that enables residents to draw matters of concern to Scrutiny's attention. This is facilitated through the completion of a Scrutiny request form, available on the Council's website or from the Scrutiny Co-ordinator.

Completed scrutiny request forms are presented to the Scrutiny Chairs and Vice-Chairs Group, in the same way as requests received from councillors and officers, for consideration and determination on whether the subject merits examination by one of the Scrutiny Committees, or whether greater benefits could be achieved if the matter was examined by another forum.

During 2019/20 two requests were received from members of the public for Scrutiny to examine a matter. Following consideration by the Scrutiny Chairs and Vice-Chairs Group one request proceeded to be examined by Communities Scrutiny Committee. This request related to the process followed to establish Business Improvement Districts (BIDs) in the county. Scrutiny concluded that the Council should support the establishment of Business Improvement Districts in the county should any town, rural area or business group wish to progress one, and that lessons learnt from previous BID application processes should be shared with any prospective new BID applicants in order to support them with the process.

The second application for scrutiny was received from an organisation which was encountering obstacles in attempting to secure access to a historical site in the county. As this site was located on private land with no public access rights the Scrutiny Chairs and Vice-Chairs Group decided that the matter would not benefit from being scrutinised by a Committee. Nevertheless, they did offer advice to the organisation about potential alternative routes to follow in order to try and resolve the problem. The organisation concerned wrote back to the Group to thank them for considering their request and for the useful advice provided, which they intended to pursue.

The Council's scrutiny committees are keen for residents to actively engage with their work on a regular basis. You can either do this by attending meetings either in person, or remotely via the Council's website, to listen to the debates and/or by suggesting topics or areas that may benefit from being examined in detail by the committees. Details of how to suggest topics for scrutiny can be found on the following pages:

How can residents participate in Scrutiny?

Would you like scrutiny to look at a particular matter?

You can raise a matter for consideration by one of Denbighshire County Council's scrutiny committees by filling out the Scrutiny Request Form (overleaf). The Chairs and Vice-Chairs of the three scrutiny committees meet periodically to decide how to allocate the work of the scrutiny committees and will consider if any matter raised should be examined in detail by one of the committees, or if another course of action should be pursued. This can range from a referral to the service responsible, to full scrutiny of the matter by one of the scrutiny committees, or even the establishment of a specialist 'task and finish group' to investigate and report on a particular matter.

Would you like to attend a meeting of a scrutiny committee?

Denbighshire County Council's scrutiny committee meetings are generally open to the public, and residents of Denbighshire and the general public are encouraged to attend. A list of upcoming scrutiny committee meetings and the matters to be discussed are available on the 'Scrutiny' page of the Council's website.

If you wish to take part in the discussion on a particular matter you will require the permission of the Chair of the committee (further details below).

Occasionally some items being discussed by a committee will contain confidential information and cannot be discussed in the usual public forum. Any such items (referred to as 'Part Two (II)') will be clearly identified when the meeting papers are published, and the Chair of the committee meeting discussing a 'Part II' item will make it clear that the meeting should continue without the press and public in attendance in order to avoid divulging confidential information.

Would you like to speak to a committee on an item being discussed?

Members of the public are very welcome to attend scrutiny committee meetings but will require the permission of the Chair of the committee if they wish to speak or make representations at a committee meeting. If you wish to submit evidence to a committee, or address members on your experience in relation to a subject under discussion, please contact the Scrutiny Co-ordinator in advance of the meeting so that this can be arranged and any paperwork can be circulated to members of the committee.

Occasionally scrutiny committees may wish to 'co-opt' an individual with particular experience or expertise to become a temporary member of the committee or ask them to contribute to an inquiry as an expert witness.

Keeping up to speed with decisions made by Denbighshire's scrutiny committees

You can keep track of what is being discussed at each scrutiny committee meeting, as well as any other public Council meeting, by visiting the 'meetings' page of the Council's website. The latest 'work programme' for each of the scrutiny committees is available with the meeting papers for each meeting and the confirmed agenda for each meeting will usually be available 5 - 7 days before the meeting is due to take place.

The minutes of previous scrutiny meetings and a record of the decisions made are also available on the Council's website.

Further advice or information is available by contacting the Scrutiny Co-ordinator, Rhian Evans on rhian.evans@denbighshire.gov.uk (01824 712554) or the Democratic Services Officer, Karen Evans, on karen.a.evans@denbighshire.gov.uk (01824 712575).

DRAFT

SCRUTINY REQUEST FORM

Is there something you would like scrutiny to have a look at?

Please give a brief description of the topic you would like to be considered by one of the Scrutiny Committees and why you think it should be considered

Would you like to attend a meeting of a Scrutiny Committee?

YES/NO

It would be useful if you could give us the following details so that we may respond to your request

Your name:
Address:

Postcode:
Email:
Telephone number:

PLEASE RETURN THIS FORM TO: SCRUTINY CO-ORDINATOR, LEGAL, HR AND DEMOCRATIC SERVICES, COUNTY HALL, WYNNSTAY ROAD, RUTHIN LL15 1YN or e-mail it to rhian.evans@denbighshire.gov.uk

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Report To:	Democratic Services Committee
Date of Meeting:	2 October 2020
Lead Member / Officer:	Councillor Richard Mainon, Lead Member for Corporate Services and Strategic Direction Gary Williams, Head of Legal, HR & Democratic Services
Report Author:	Steve Price, Democratic Services Manager
Title:	Independent Remuneration Panel for Wales Annual Report 2020 / 2021

1 What is the report about?

The report is about the Independent Remuneration Panel for Wales' (the 'Panel') annual report for 2020/21.

2 What is the reason for making this report?

- 2.1 To advise of the Panel's determinations for 2020/21 in respect of payments to elected and co-opted members. The Panel's annual reports have previously been submitted to full Council but the Panel confirmed that this is not required as the Panel itself sets the determinations (decisions) rather than the local authorities.
- 2.2 The Panel allows local authorities some discretion over whether to remunerate certain roles. Any changes to Denbighshire's schedule of remuneration (the roles that are paid a senior or civic salary) allowed by the Panel's framework would need to be authorised by full Council.

3 What are the Recommendations?

- 3.1 That the Committee notes the determinations of the Independent Remuneration Panel for Wales for 2020/21 in respect of the payment of basic, senior and civic salaries and payments to co-opted members.
- 3.2 That the Committee considers the level of support provided to members to carry out their duties, with regard to 'Determinations' 9 and 10 of the Annual Report.

4 Report details

- 4.1 The Independent Remuneration Panel for Wales was established in 2008. The Panel's remit and functions were extended in the Local Government (Wales) Measure 2011. The Panel's remit includes councillors, other members of national park authorities, Welsh fire and rescue authorities and community and town councils in addition to county and county borough councils. The Panel is able to stipulate the actual amount of payment an authority may make to a member and the duties and responsibilities which may qualify councillors to receive payments.
- 4.2 The Panel is required to produce an annual report setting out the levels at which members are to be paid for various duties and responsibilities for the coming municipal year. The Local Government (Wales) Measure 2011 requires local authorities to

implement the recommendations of the Panel. The 2020/21 annual report is attached as appendix 2.

- 4.3 The Panel's report sets out three bands of Council, sets out the number of councillors in each and the maximum number of senior salaries that the relevant council may pay. These groupings are set out in Table 4 of the annual report. Table 5 sets out the basic salary and senior salaries that shall be payable to members of councils in 2020/21.
- 4.4 This year the Panel have decided to provide an increment of £350 or 2.5% to £14,218 a year to the basic salary for each councillor. No additional increases will be paid to senior salary holders in 2020 but senior salary holders will receive the basic salary element increase.
- 4.5 The Panel has noted that councils have strongly expressed to the Panel their wish for the Panel to set the payments for civic salaries (for the Chair and Vice Chair of Council). Previously, the Panel allowed councils to choose from 3 payment rates. Now, the Panel has determined that the Chair of Council will be paid at £22,918 and the Vice Chair at £17,918 – both inclusive of the basic salary. These equate to Band 3 and Band 5 rates respectively.
- 4.6 The Panel remains firmly of the view that maintaining the democratic values of local government is not cost free. Publicly funded remuneration is made available to encourage a diversity of willing and able local people to undertake local government, through their elected, appointed or co-opted roles.
- 4.7 When the Panel made its initial determinations in its 2009 report it aligned payments to Members to the medium gross earnings of all full time employees resident in Wales and the basic salary was set at $\frac{3}{5}$ of the All Wales medium salary. The Panel concluded that Cabinet members should be considered as full-time posts. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
- 4.8 Senior Salary Band 1 and 2 – The Panel has determined five bands of Senior Salary. Band 1 includes the Leader and Deputy Leader and Band 2 includes other Cabinet Members. In the Panel's discussions with elected Members across Wales in 2013 and 2017 there was a consistent view expressed that leadership with executive roles carried the greatest accountability. The Panel also received representations that these accountabilities are often the same regardless of the size of population served by the Council. The Panel retains its view that the size of population remains a major factor in influencing levels of responsibility and has therefore retained the 3 population groups (A, B and C) as set out in Tables 4 and 5 of the annual report for the purposes of setting the number of senior salaries available and the level of the Senior Salaries in Bands 1 and 2.

It should be noted that in order to save money Denbighshire appoints 8 Cabinet posts from the maximum of 10 posts it could appoint to which results in a greater range of portfolio responsibilities for each Cabinet member.

- 4.9 Band 3 – For 2020/21 committee chairs (if remunerated) will be paid £22,918 (inclusive of the basic salary). In Denbighshire's case there are fewer scrutiny committees than in most other authorities and the importance of the chairing roles for the other committees such as the Planning and Licensing Committees should be acknowledged.

Denbighshire has set the number of its senior salary payments (the number of Cabinet and committee chair allowances being paid) at 2 below the maximum allowed by the Panel for an authority of Denbighshire's size.

- 4.10 Band 4 and 5 – The Panel has taken the view that the payment of the leader of the largest opposition group is important for local democracy. The Panel have therefore continued their previous determination that this Senior Salary (band 4) must be paid. The payment corresponds to the level of payment for committee chairs. The Panel has previously noted that very few leaders of other political groups have been allocated a salary in Welsh authorities. The Panel has determined that where such salaries are paid the level should be at £17,918 per annum as set out in Table 5.
- 4.11 Co-opted Members with Voting Rights – Table 8 of the Panel's report has the fees for co-opted members with voting rights which remain unchanged from last year and are based on an attendance allowance and time commitment of up to 4 hours (a half day fee) or 4 hours or more (a daily fee). The Panel allows co-opted voting members to include travelling time and reasonable time for pre-meeting preparation.
- 4.12 Co-opted members are also eligible to receive payments for attending working group meetings, meetings with officers, training and attendance at conferences or any other formal meetings to which they have been invited to attend by the Council as part of their co-optee roles.
- 4.13 Mileage Rates – Authorities can only reimburse travel costs for their members undertaking official business. There is to no change to the mileage rates. The Panel has determined that a member who has been a passenger in a vehicle driven by someone else should be paid the prescribed rate provided that the authority is satisfied that the cost has been incurred by the member.
- 4.14 Presiding Member - The Local Government Democracy Act 2013 allows local authorities to appoint a presiding member who would chair the business meetings of the Council in addition to a civic leader. A Council may also appoint a deputy presiding member. Where appointed, a presiding member would be paid at the Band 3 level (committee chair salary) and the post would contribute towards the cap on the number of senior salaries that can be paid. The post of deputy presiding members would not receive a payment.
- 4.15 Joint Scrutiny Committees – Two or more authorities can establish joint scrutiny committees as Denbighshire and Conwy have done with the establishment of the Joint Scrutiny Committee for the Public Services Board. Previously, the chairs of a joint scrutiny committee could be paid though Denbighshire and Conwy decided not to so. That option to pay joint scrutiny committee chairs has been removed by the Panel from the remuneration framework. However, principal councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
- 4.16 Town, Community and City Councils – Importantly for town, city or community councils (all referred to here now as 'community councils') the Panel in 2018 grouped community councils into 3 groups (A, B and C) based on their income or expenditure last year, whichever is the highest. Those below £30,000 are in Group C, between £30,000 and £199,999 are in Group B and those with £200,000 and above are in Group A (see table 9 of the Panel's report).

- 4.17 Community councils in all 3 groups must now make available a payment to each of their members of £150 per year for the costs incurred on council business e.g. telephone usage and IT costs. Receipts are not required for these payments.
- 4.18 Group A community councils must make an annual payment of £500 each to at least 1 of their members and up to a maximum of 5 members in recognition of specific responsibilities. This is in addition to the payment of £150 for costs and expenses. Group B and C councils are able to decide whether they make a payment of £500 to up to 5 members in recognition of specific responsibilities (in addition to the £150 payments for costs and expenses).
- 4.19 County councillors on Cabinet cannot receive any payment from a community council other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from taking on a senior role without payment.

5 How does the decision contribute to the Corporate Priorities?

This report outlines the decisions taken by the Panel and does not in itself contribute to the corporate Priorities.

6 What will it cost and how will it affect other services?

The Panel's annual report largely continues the payment levels of 2019/2020. The increase in the basic salary equates to £16,100 a year for all members (not including the vacant seat).

7 What are the main conclusions of the Well-being Impact Assessment?

This report is made in accordance with statutory obligations and the determinations of the Independent Remuneration Panel for Wales. An impact assessment is not required for this report.

8 What consultations have been carried out with Scrutiny and others?

The Panel consults nationally on the draft contents of each annual report.

9 Chief Finance Officer Statement

Not required for this report.

10 What risks are there and is there anything we can do to reduce them?

The majority of the payments (basic salaries, leader of the largest opposition group, co-opted members with voting rights) set out in the annual report have to be made available and a budget has been allocated to cover the payments.

11 Power to make the Decision

Section 111 Local Government Act 1972 / Local Government (Wales) Measure 2011

SENIOR SALARIES	ANNUAL AMOUNT (includes basic salary)
ROLE	
Leader of the Council	£44,450
Deputy Leader of the Council	£31,450
Executive Member (Cabinet member)	£27,450
Committee Chairs	£22,918
Leader Of The Largest Opposition Group	£22,918
CIVIC SALARIES	ANNUAL AMOUNT (includes basic salary)
ROLE	
Civic Head (Chair)	£22,918
Deputy Civic Head (Vice Chair)	£17,918

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Independent Remuneration Panel for Wales

Annual Report

February 2020

ANNUAL REPORT 2020

FOREWORD

In 2017 the Panel visited each of the 22 principal councils and met with many members and officers. Since then we have met with all Fire and Rescue and National Park Authorities and continued with the programme of meetings with Community and Town Councillors and Clerks. In this draft Annual Report we continue to reflect some of the issues that have arisen during our visits. We have previously indicated that payments to councillors have not kept pace with the original comparator the Panel used to establish an appropriate level of remuneration because of pressures on public expenditure. The effect of this can be seen in the tables and graphs in section 3. A more detailed paper will be available on our website.

Our draft Annual Report proposed an increase in the basic salary of elected members of principal councils and members of both Fire and Rescue Authorities and National Park Authorities to take account of the current rate of inflation which will help prevent further erosion. The responses to the consultation generally accepted the reasons for the increase and agreed that payments to elected members had not kept pace with the cost of living. We have decided to retain the proposals contained in our draft Report. Concerns about the financial impact of any increases when local government in Wales continues to be financially stretched are inevitable. However, we have to balance the issue of affordability with fairness to members of local councils and recognise that the current level of payments means that many of them struggle financially. As we have consistently indicated, representative democracy does not come without a cost. In the current circumstances we consider our determinations set out in this Report achieve this balance.

Other issues that were raised in several responses related to the date of implementation of the determinations and matters of taxation of some of the payments.

Some responses suggested that the date of implementation should be following the authority's Annual Meeting. The Panel's statutory position in this regard is clear. The Local Government (Wales) Measure 2011 stipulates that the Panel's Annual Report relates to each financial year.

While we fully appreciate the concerns expressed about the application of taxation to some of the payments, it is not a matter that is within our remit to take this up directly, we are providing information to support representations to HMRC. We have also advised authorities to make representations individually.

The term of office of Julie May, who has been a member of the Panel since 2016, ended on 31st December. I would wish to put on record my thanks to her for her work and commitment. She was a valuable member and will be missed. Also, my thanks to our secretariat who carry out all the administrative tasks without which we could not function.

John Bader
Chair

Panel Membership

John Bader – Chair
Gregory Owens - Vice Chair
Stephen Mulholland

Julie May
Saz Willey
Roger Symonds

Detailed information about the members can be found on the website: <http://irpw.gov.wales>

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Introduction



This is the twelfth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the ninth published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local authorities, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
4. In 2009 the Panel aligned members' payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary at that time was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
5. The financial constraints on the public sector and particularly local authorities have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £350 to £14,218 (an increase of 2.5%).

6. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for changes to the publication requirements). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged. We are currently undertaking a review of this provision with a view to encouraging greater take up by those members who have caring responsibilities.
7. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces leaflets for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition since the last report we have produced a short film [Ever thought about being a Welsh councillor?](#)
8. During 2019 we met with each of the three National Park Authorities (NPAs) and each of the three Fire and Rescue Authorities (FRAs). Discussions with members indicated that the time commitment had increased. We have reflected this in our determinations and the salaries for NPAs are now to be based on 44 days per year and for FRAs 22 days per year.
9. We have continued to engage with community and town councils and have met with numerous representative groups. As a result, we propose further amendments to our framework in respect of community and town councils. The proposed determinations for community and town councils are in Section 13.
10. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Head of Paid Service or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. This function of the Panel ceases on 31 March 2020. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
11. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions each year. The Panel's decisions in the past year are at Section 15.
12. One issue that has been a point of discussion during the last year is the action of the Council in respect of the Reports of the Panel which it receives. When the Panel's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive

payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.

13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.
14. How the IRPW Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the IRPW Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

¹ <http://www.legislation.gov.uk/mwa/2011/4/contents/enacted>

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Officers

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the paid officers of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 13	page 28	page 32	N/A ²
Senior Roles	page 17	page 28	page 32	page 44
Committee Chairs	page 16	page 28	page 32	N/A
Opposition Groups	page 15	N/A	N/A	N/A
Civic Heads and Deputies	page 18	N/A	N/A	page 47
Presiding Members	page 19	N/A	N/A	N/A
Mileage	page 40	page 40	page 40	page 45
Other Travel Costs	page 40	page 40	page 40	page 45
Subsistence Costs	page 41	page 41	page 41	page 45
Costs of Care	page 37	page 37	page 37	page 46
Family Absence	page 26	N/A	N/A	N/A
Sickness Absence	page 38	page 38	page 38	N/A
Joint Overview and Scrutiny Committees	page 24	N/A	N/A	N/A
Pension	page 25	N/A	N/A	N/A
Co-optees	page 35	page 35	page 35	N/A
Specific or Additional Allowances	page 22	page 29	page 32	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 43
Compensation for Financial Loss	N/A	N/A	N/A	page 45
Statement of Payments	page 77	page 77	page 77	page 77
Schedule of Remuneration	Page 75	Page 75	Page 75	N/A
Salaries of Head of Paid Services and Chief Officers	Page 52	N/A	Page 52	N/A

² Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

3.1 In 2009 the Panel set the maximum basic salary at £13,868, representing three fifths of the then median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. The Panel assessed it appropriate to use a figure comparable with constituents' pay, adjusted for the part-time nature of the work of a member with no senior responsibilities. This identical figure of £13,868 was determined as the basic salary in the IRPW 2019 annual report, ten years on. A detailed explanatory paper setting out the historical context and analysis is available on the IRPW website at this [link](#). The key issues are outlined below.

3.1.1 Over this last decade, taking account of affordability and acceptability, the Panel has determined figures for basic salary which have varied but have not kept pace with measures of inflation or other possible comparators. Table 1, illustrated by Graph 1, demonstrates the rate of increase of these alternative measures on the basic salary from 2012 of £13,175. Table 2 expresses these increases as a percentage year on year. The various comparators analysed are Retail Prices Index, Consumer Prices Index, Wales Median Salary (ASHE), NJC (public sector employees), Living Wage, Assembly Members, and MPs. This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work a week. The Panel acknowledges that many members routinely work in excess of these hours, as analysed in paragraphs 3.2 and 3.3. It follows that, other than the Basic Elected Member figure, the amounts shown are predictive and notional.

3.1.2 To set this in the context of other Welsh elected members, over this same 8-year period an assembly member's salary has increased by 25.6% (£53,852 to £67,649 - now indexed to Average Salaries in Wales ASHE) and an MP's salary has increased by 22.4% (£65,738 to £79,468).

3.1.3 Thus, backbench members' salaries have fallen significantly behind by any reasonable measure of inflation.

Table 1 - Alternative measures & benchmarks for basic salary (2013 baseline)

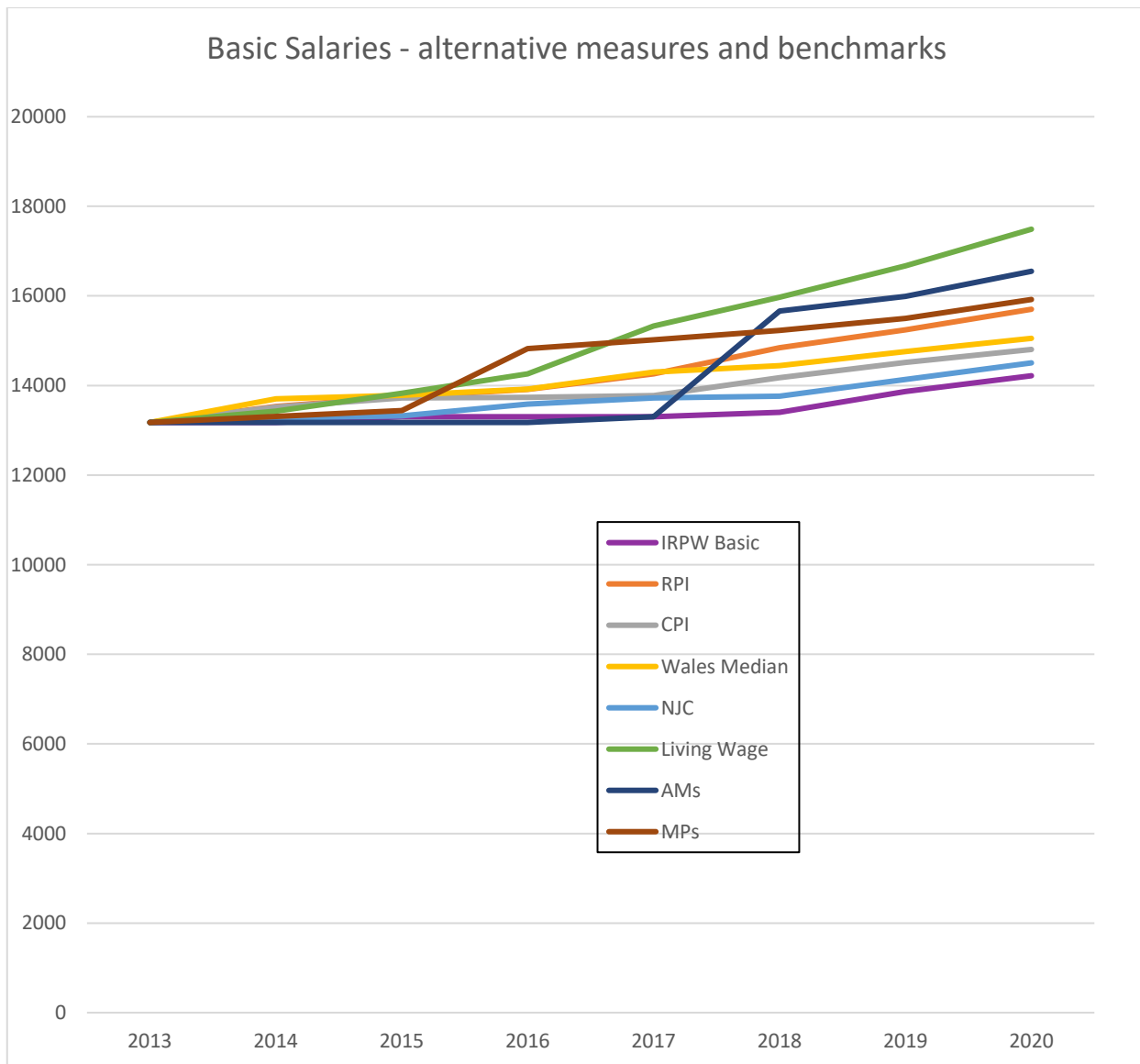
Year	2013	2014	2015	2016	2017	2018	2019	2020
IRPW Basic	13175	13300	13300	13300	13400	13600	13868	14218
RPI	13175	13531	13747	13912	14259	14845	15245	15702
CPI	13175	13518	13720	13734	13775	14175	14515	14805
Wales Median	13175	13702	13784	13922	14297	14441	14758	15053*
NJC SP 27**	13175	13267	13321	13587	13723	13860	14137	14505
Living Wage	13175	13425	13828	14257	15326	15970	16672	17489
AMs salary	13175	13175	13175	13175	13306	15662	15991	16550
MPs salary	13175	13307	13440	14824	15017	15227	15501	15920

Table 2 - percentage increases by alternative measures or benchmarks

Year	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL 7 years compound
IRPW Basic		0.9	0	0	0.8	1.5	2.0	2.5	7.9%
RPI		2.7	1.6	1.2	2.5	4.1	2.7	3.0	19.2%
CPI		2.6	1.5	0.1	0.3	2.9	2.4	2.0	12.4%
Wales Median		4.0	0.6	1.0	2.7	1.0	2.2	2.0*	14.3%
NJC SP27**		0.7	0.4	2.0	1.0	1.0	2.0	2.6	10.0%
Living Wage		1.9	3.0	3.1	7.5	4.2	4.4	4.9	32.7%
AMs salary		0	0	0	1.0	17.7	2.1	3.5	25.6%
MPs salary		1.0	1.0	10.3	1.3	1.4	1.8	2.7	20.8%

* estimated ** SP27 changes to SP20 from 2019

Graph 1:



3.2 The Panel remains aware that the key activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These variations occur within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to the community that goes beyond defined remunerated hours. Many elected members report that their time spent is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').

- 3.3 In 2017 Panel members visited all Welsh principal councils to meet with elected members to inform and update their understanding of elected and co-opted member activities. During 2018 and 2019 the Panel continued its regular liaison with councillors and officers. Panel members met with the Chairs of Democratic Services Committees and their officers. The Panel has also, through varied correspondence with councils and individual council members and others, maintained its ongoing dialogue. The position generally expressed by councillors and officers remains, particularly in the context of austerity, that the basic workload discharged by all elected members is substantial and exceeds 3 days per week.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of the variety of benchmark figures outlined above for the period from 2012 to 2019. As shown in Table 1 above, the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. From 2017 the Panel began action to narrow this trend and limit the rate of erosion. Any adjustments in recent years have been in keeping with the Panel's principle that its determinations should be affordable and acceptable. Although public sector funding continues to be constrained, the information set out in Table 1 and Table 2 supports the Panel's consideration that a further increase in the basic salary is justified. It has determined there shall be an increase for 2020/21 of £350 a year which equates to 2.5%, a point midway between RPI and CPI. The proposed increase applies to the basic salary for members of principal councils in recognition of the duties expected of all elected members.
- 3.5 This salary shall be paid by each principal authority in Wales from 1 April 2020 to each of its elected members unless any individual member opts personally and in writing to receive a lower amount.

Determination 1: The Basic Salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.

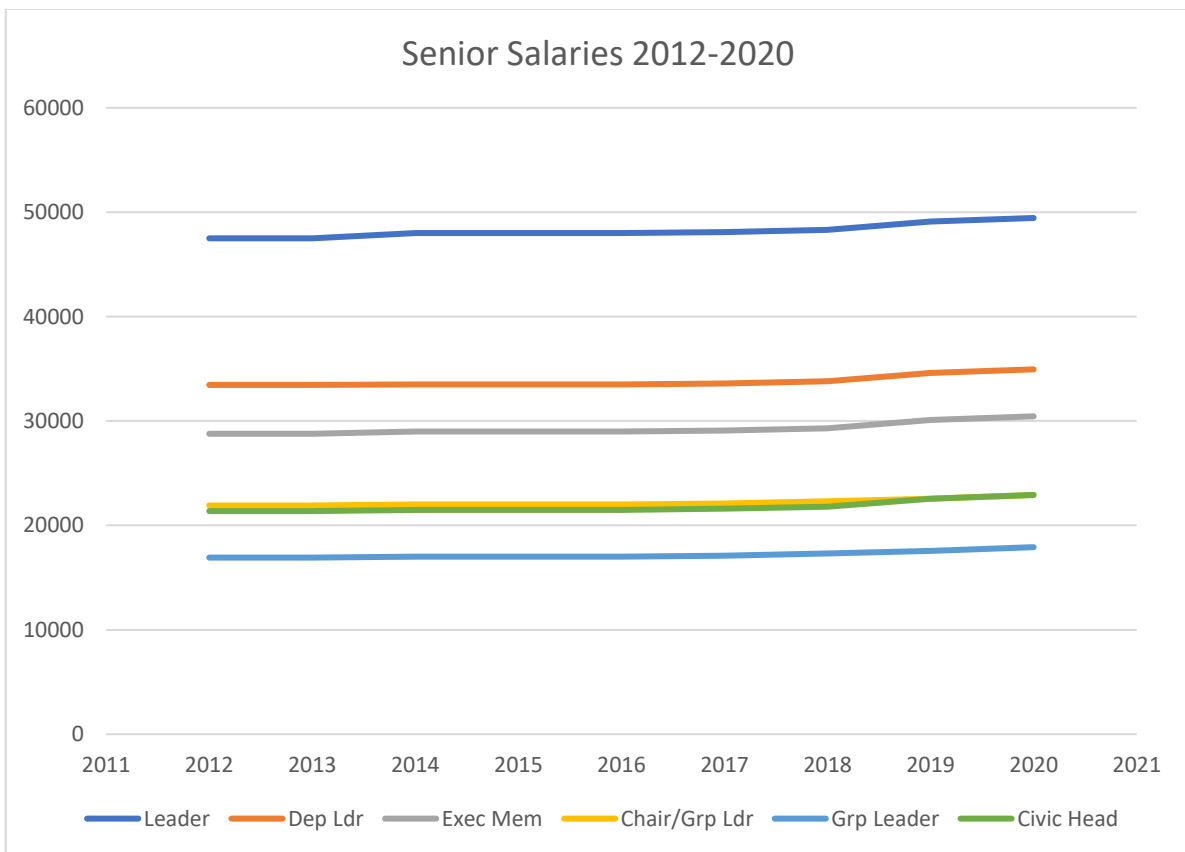
Senior Salaries

- 3.6 Despite a slight increasing trend in the level of senior salary since 2012, (which has been lower than any measure of inflation), senior salaries are lower than they were ten years ago. The comparative measures are set out in the paragraph above relating to basic member salary over the same period (Table 1 and graph 1).
- 3.7 For the purposes of this analysis the mid-point (Group B) has been used where there are three rates in a salary band.

Table 3 - IRPW Determinations on Senior Salaries 2012-20

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Leader	47500	47500	48000	48000	48000	48100	48300	49100	49450
Deputy Ldr	33460	33460	33500	33500	33500	33600	33800	34600	34950
Exec Memb	28780	28780	29000	29000	29000	29100	29300	30100	30450
Chair/OpLdr	21910	21910	22000	22000	22000	22100	22300	22568	22918
Group Ldr	16920	16920	17000	17000	17000	17100	17300	17568	17918
Civic Ldr	21375	21375	21500	21500	21500	21600	21800	22568	22918

Graph 2:



- 3.8 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2020/21 the maximum number of senior salaries payable within each council will not be altered and will be as set out in Table 4 below.

Table 4: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
Group B (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C (populations of up to 100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

Payments to members of the executive, chairs of committees and the leader of the opposition

- 3.9 No additional increases will be paid to senior salary holders in 2020. Such members received an uplift in last year's annual report and senior salary holders will receive only the basic salary element increase.

The Executive

- 3.10 In 2009 the Panel concluded that Executive members should be considered as working the equivalent of full time (around 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.
- 3.11 Senior salaries are set out in Determination 2.

Chairs of Committees

- 3.12 There is a significant difference in the responsibilities and functions of chairing different committees. Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- 3.13 Where chairs of committees are paid, the remuneration is: £22,918.

The Senior Salary Bands

Determination 2: Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.

Table 5: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £14,218			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1 Leader	£54,450	£49,450	£44,450
Deputy leader	£38,450	£34,950	£31,450
Band 2 Executive members	£33,450	£30,450	£27,450
Band 3 Committee chairs (if remunerated):		£22,918	
Band 4 Leader of largest opposition group ³		£22,918	
Band 5 Leader of other political groups		£17,918	

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “largest opposition group” and “other political group”.

Table 5 notes:

- a. The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.
- b. It is proposed to increase Band 1 and Band 2 senior salaries for Leader, Deputy Leader and Executive Members only by the £350 awarded to basic salary.
- c. Committee chairs will be paid at Band 3. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.14 The Panel had previously allowed councils to vary salaries of civic heads and deputy civic heads to reflect the specific responsibilities attached to the roles. However, councils strongly expressed to the Panel that elected members do not wish to make decisions that require Councils themselves such choices and options were removed in 2019. In the case of civic salaries, if paid, the payment for Band 3 is set at £22,918 for a civic head and at the Band 5 salary of £17,918 for a deputy civic head (Determination 3). A council may decide not to apply any civic salary to the posts of civic head and or deputy civic head.
- 3.15 The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).

Determination 3: Where paid, a Civic Head must be paid a Band 3 salary of £22,918 and, where paid, a Deputy Civic Head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.

- 3.16 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authorities' 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. The Panel's requirement that members should not have to pay for the cost of the support (see determination 10) needed to carry out their duties applies also in respect of deputy civic heads.
- 3.17 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.18 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a decision for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.19 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

- 3.20 Councils are reminded that, if a presiding member is appointed, they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £22,918.

Determination 4: Where appointed and if remunerated, a Presiding Member must be paid a Band 3 senior salary of £22,918.

Determination 5: The post of Deputy Presiding Member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.21 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.22 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the

authority's proper officer to forego all or any element of the payment. It is fundamental there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

Determination 6:

- a) An elected member must not be remunerated for more than one senior post within their authority.**
- b) An elected member must not be paid a senior salary and a civic salary.**
- c) All senior and civic salaries are paid inclusive of basic salary.**
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.**

Determination 7: Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the NPA or FRA.

Determination 8: Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the Community or Town Council.

Supporting the work of local authority elected members

- 3.23 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.
- 3.24 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review periodically the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 9 and 10 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any

telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.

- 3.25 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Councils are committed to 'paperless working' and without electronic access members would be significantly limited in their ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.26 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.27 As a result of their legitimate actions as a councillor an elected member's personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the police and security services would normally inform selection of required provision.
- 3.28 For co-opted members the support requirements are set out in section 9 and determination 40.

Determination 9: Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

Determination 10: Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

3.29 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.31.

Determination 11: Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

- 3.30 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
 - b. Applications will have to be approved by the authority as a whole (unless this has been delegated within Standing Orders) prior to submission to the Panel.
 - c. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
 - d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

⁴ Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

3.31 **Job Sharing Arrangements**

For members of an executive: Each “sharer” will be paid an appropriate proportion of the salary group as set out in Table 5.

The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.

The Panel must be informed of the details of any job share arrangements.

4 Joint Overview and Scrutiny Committees (JOSC)

- 4.1 Little use has been made of the arrangements for JOSCs. Therefore, the Panel has decided to delete the payment from the framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.29 and 3.30. The current JOSCs in operation will continue without need for further confirmation.

5. Pension Provision for Elected Members of Principal Councils

- 5.1 The Local Government (Wales) Measure 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 12: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013⁵ and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 13: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 14: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 15: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 16: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 17: When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 18: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁵http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf

7. Payments to Members of National Park Authorities (NPAs)

Structure of National Park Authorities

7.1 The three National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the three corresponding National Park Authorities (NPAs). These have two main statutory purposes, to:

- protect and improve the natural beauty, wildlife and cultural heritage;
- promote opportunities for the public to understand and enjoy the National Park's special features.

In addition to fulfilling the National Park's purposes, it is the duty of the National Park Authority to foster the economic and social wellbeing of local communities within the Park.

7.2 National Park Authorities comprise Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

7.3 The structure of the Members' Committee at each of the three national parks is set out in Table 6.

Table 6: Membership of Welsh National Park Authorities

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	24	16: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 2 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Powys County Council – 8 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council – 1	8
Pembrokeshire Coast	18	12: Pembrokeshire County Council – 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

- 7.4 In addition, Standards Committees of NPAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.
- 7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development, Management and or Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection Panels.
 - There is an expectation that members will participate in training and development.
 - The Chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 Members of the Panel visited each of the three NPAs in 2019. As a result of discussions that took place at these visits, the Panel has decided that the time commitment on which the remuneration is based will be increased from 42 to 44 days. The salary for members of NPAs will increase to £4,010.
- 7.7 The Panel has also previously determined that the remuneration of a NPA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £12,710.
- 7.8 The Panel has previously provided the option for a NPA to decide which of two salary levels the roles of deputy chair and up to two other committee Chairs can be remunerated at. During the visits members considered that this arrangement was no longer appropriate. The Panel has therefore decided that the optional arrangement is removed. The salary for the deputy chair and committee chairs will increase to £7,710 which is aligned to Band 5.

Additional Senior Salaries

- 7.9 Feedback was received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.
- 7.10 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to NPAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

7.11 The Panel has made the following determinations:

Determination 19: The basic salary for NPA ordinary members shall be £4,010 with effect from 1 April 2020.

Determination 20: The senior salary of the Chair of an NPA shall be £12,710 with effect from 1 April 2020

Determination 21: A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.

Determination 22: Up to two committee chairs can be paid a salary of £7,710.

Determination 23: NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 24: Members must not receive more than one NPA senior salary.

Determination 25: A NPA senior salary is paid inclusive of the NPA basic salary.

Determination 26: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

Note: Family absence does not apply to Welsh Government appointed members and local authority nominees are covered by their principal council so NPAs are not required to make any arrangements in this respect.

8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

Structure of Fire and Rescue Authorities

- 8.1 The three Fire and Rescue Services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 7.

Table 7: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary Panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

- 8.6 As a result of the information obtained from the Panel's visits to the three FRAs in 2019 the time commitment on which the remuneration is based is increased from 20 to 22 days. The salary for members will increase to £2,005.
- 8.7 The Panel determined that the remuneration of a FRA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £10,705.
- 8.8 The Panel determined that the remuneration of a FRA Deputy Chair will be aligned with the Band 5 senior salary for principal councils. This will increase to £5,705 and must be paid if the authority appoints a deputy chair.
- 8.9 The Panel has determined that up to two FRA committee chairs can be remunerated also aligned with Band 5. This will increase to £5,705.

Additional Senior Salaries

- 8.10 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to FRAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

- 8.11 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore, it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board Chairs. The senior salaries in Determination 27 or 28 cannot be used exclusively for this role.
- 8.12 The Panel has made the following determinations:

Determination 27: The basic salary for FRA ordinary members shall be £2,005 with effect from 1 April 2020.

Determination 28: The senior salary of the Chair of an FRA shall be £10,705 with effect from 1 April 2020.

Determination 29: An FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.

Determination 30: Up to two Chairs of committees can be paid. This shall be paid at £5,705.

Determination 31: FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 32: Members must not receive more than one FRA senior salary.

Determination 33: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 34: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities ⁶

- 9.1 The Panel has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a community or town council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies.
- 9.2 The number of days in any one year for which co-opted members may be paid will reflect the work programme of the relevant committee. Recognising the important role that co-opted members have, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 36 to 39.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 35: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 8).

Table 8: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£198 (4 hours and over) £99 (up to 4 hours)

Determination 36: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 37: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 38: The appropriate officer within the authority must 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.

Determination 39: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

- 9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's determinations were not being fully implemented and there was limited support available for co-opted members.

Determination 40: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

⁶ This section does not apply to co-opted members to community and town councils.

10. Reimbursement of Costs of Care

- 10.1 This section applies to all members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision for Community and Town Councils is set out in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 Members, including co-opted members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this.
- 10.4 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in change to the requirements for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 41: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying them the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not

senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of National Park Authorities.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties.
- 12.3 Expenses reimbursed to members of principal councils, by their principal council are exempt from Income Tax and employee NICs. Members of National Park Authorities and Fire and Rescue Authorities may be subject to other arrangements as determined by HMRC.
- 12.4 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.5 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

- 12.6 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

- 12.7 All other claims for travel, including travel by taxi if this is the only, or most

appropriate, method of transport, must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost-effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and or family

- 12.8 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.10 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.11 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2019-2020 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

- 13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Reimbursement of travel costs and subsistence costs

- 13.18 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

⁷ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- **Up to £55.50 for each period not exceeding 4 hours**
- **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

Reimbursement of the costs of care

13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.21 All members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, appropriate and reasonable preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.

13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head and Deputy Civic Head

13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council’s civic budgets.
- 13.25 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 10

Determination Number	Is a decision required by council?
42 All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
43 Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
44 Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
45 Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional.

for attending approved duties.	
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48 All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
51 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

Publicity requirements

13.41 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁸ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to Community and Town Councils at this time.

The following applies to all authorities including Community and Town Councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- and must be submitted to the Panel no later than that date.

⁸ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the Head of Paid Service or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils. However, this function ceases on 31 March 2020.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at <https://gov.wales/sites/default/files/publications/2019-06/local-government-regulations-guidance-for-the-independent-remuneration-panel.pdf>. This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). ‘Salary’ includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal

As long as these comply with any guidance issued by the Welsh Government.

- 15.4 The Panel also has a general power to review the Pay Policy Statements of

authorities so far as they relate to the heads of paid service.

- 15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.
- 15.6 The Panel is very aware that this function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that “The legislation does not restrict the Panel to a reactive role”. It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements.

Changes to the salaries of chief officers of principal councils – Panel decisions 2019

Letters issued to the Local Authorities notifying them of the Panel decision can be found on the Panel’s website <https://gov.wales/independent-remuneration-panel-wales>

Name of Local Authority	Proposal	Panel decision
Carmarthenshire County Council	Recruitment to the post of Head of Paid Service	Approved
Pembrokeshire County Council	Remuneration of a Chief Officer – Head of Procurement Services	Approved
Swansea Council	Arrangements for an interim Head of Paid Service	Approved
Isle of Anglesey County Council	Review of Senior Management arrangements in Anglesey County Council	Approved
Conwy County Borough Council	Review of Pay and Grading Structure – Chief Officers, Conwy County Borough Council	Approved
Denbighshire County Council	Review of Senior Leadership Structure - Head of Finance and the Head of Communication and Housing	Approved
Mid and West Wales Fire and Rescue Service	Chief Officer	Approved
Bridgend County Council	Head of Finance	Approved
Pembrokeshire County	Head of Performance and	Approved

Council	Community	
Pembrokeshire County Council	Head of Finance and Business Services	Approved
Caerphilly	Head of Paid Service	Approved

Annex 1: The Panel's Determinations for 2020/21

Principal Councils	
1.	Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.
2.	Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.
3.	Where paid, a civic head must be paid a Band 3 salary of £22,918 and, where paid, a deputy civic head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.
4.	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,918.
5.	The post of deputy presiding member will not be remunerated.
6.	<p>a) An elected member must not be remunerated for more than one senior post within their authority.</p> <p>b) An elected member must not be paid a senior salary and a civic salary.</p> <p>c) All senior and civic salaries are paid inclusive of basic salary.</p> <p>d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.</p>
7.	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the NPA or FRA.
8.	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the Community or Town Council.
9.	Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

10.	Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
11.	Principal Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Local Government Pension Scheme	
12.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
13.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
14.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
15.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
16.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
17.	When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
18.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
19.	The basic salary for NPA ordinary members shall be £4,010 with effect from 1 April 2020.
20.	The senior salary of the Chair of a NPA shall be £12,710 with effect from 1 April 2020.

21.	A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.
22.	Up to two Committee Chairs can be paid a salary of £7,710.
23.	NPAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
24.	Members must not receive more than one NPA senior salary.
25.	A NPA senior salary is paid inclusive of the NPA basic salary.
26.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
27.	The basic salary for FRA ordinary members shall be £2,005.
28.	The senior salary of the chair of a FRA shall be £10,705.
29.	A FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.
30.	Up to two Chairs of Committees can be paid. This shall be paid at £5,705.
31.	FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
32.	Members must not receive more than one FRA senior salary.
33.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
34.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	
35.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 8.
36.	Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
37.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

38.	The appropriate officer within the authority must 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.
39.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
40.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Reimbursement of Costs of Care	
41.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
42.	All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
43.	Community and Town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
44.	Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
45.	Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. ⁹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.

46.	<p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and or family overnight.
47.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £55.50 for each period not exceeding 4 hours. • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
48.	<p>All Community and Town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
49.	<p>Community and Town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
50.	<p>Community and Town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
51.	<p>Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.</p>

⁹ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) for the remuneration of members and co-opted members of relevant authorities**
- b) for functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**
- c) Chief officers of Principal Councils**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1st April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".

- b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.
- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31 July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Allowance” means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Attendance Allowance” in relation to community or town councils has the meaning set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal authority has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.
- “Constituent authority” – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a local authority where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.
- “Co-opted Member fee” has the same meaning as set out in paragraph 19 of these Regulations.
- “Costs of Care” has the same meaning as set out in paragraph 21 of these Regulations.
- “Democratic Services Committee” means the local authority committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Local authority” means a county or county borough council.
- “Member” means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.
- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a 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.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
 - i. Any other duty approved by the authority, or any duty of 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.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.

- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal council” means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act.
- “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Local Authority/Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.
- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence allowance” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:

“financial year” – the period of twelve months ending 31 March;

“calendar year” – the period of twelve months ending 31 December;

“municipal year” – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member or co-opted member remuneration

Commencement of term of office

3. The term of office of:

- A member of a local authority or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
- A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.
- A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
- A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of member remuneration (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel’s determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
 - The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.
 17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
 18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) 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.

Co-opted member payment

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Allowances

Costs of Care

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.
22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the reimbursement of the cost of care payable to that member/co-opted member in receipt of the responsibilities or duties from

which that member or co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority's Schedule must stipulate the maximum amount of the reimbursement of costs of care payable each month and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence allowances

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business within or outside the boundary of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.
27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:
 - Describe the description of members for whom a local authority will be required to pay a pension.

- Describe the relevant matters in respect of which a local authority will be required to pay a pension.
- Make different decisions for different principal councils.

Allowances to support the function of a local authority member

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Payment of expenses for official and courtesy visits

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

Arrangements in relation to family absence

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to the payment of salaries and allowances by principal councils in this respect in its Annual or Supplementary Reports.

Sickness Absence

- 32(a) Arrangements in respect of the long term sickness absence of senior salary holders of principal authorities, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Salaries, allowances or fees

Repayment of salaries, allowances or fees

33. An authority can require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- 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.
 - ceases to be a member or co-opted member of the authority.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:
- a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council can if it so decides pay an allowance to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of duplication

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of salaries, allowances and fees

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:
- Specify the name of the recipient and the amount and nature of each payment.
 - Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
 - Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of the financial year **all relevant authorities** must make arrangements for the publication within the authority's area:
- the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, travel and subsistence allowances.
 - the total expenditure on reimbursement of cost of care.
47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of Member Remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
 - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
 - c. Named members who are to receive a senior salary as deputy chair of the authority or a committee chair and the amount to be paid.
 - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
 3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.
6. Principal councils must declare in the Schedule whether:
 - A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

Annex 4: Publication of Remuneration – the Panel’s Requirements

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members for each financial year. This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the previous financial year and in the same timescale also provided to the Panel. The following information must be provided:
 - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
 - b. The payments made by community and town councils to named members as:
 - Payments in respect of telephone usage, information technology, consumables etc.
 - Responsibility payments
 - Allowances made to a mayor/chair and deputy mayor/deputy chair
 - Compensation for Financial Loss
 - Costs incurred in respect of travel and subsistence
 - Reimbursement of the costs of care (see paragraph f below)
 - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
 - d. 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:
 - a local health board
 - a police and crime Panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
 - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.

2. Nil returns are required to be published and provided to the Panel by 30 September.

Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

Principal Councils	
Determination 1: This Determination has been updated	Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.
Determination 3: This Determination has been updated	Where paid, a civic head must be paid a Band 3 salary of £22,918 and where paid a deputy civic head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,918.
Determination 7: This Determination has been updated	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the NPA or FRA.
Determination 8: This Determination has been updated	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care from the Community or Town Council.
National Park Authorities	
Determination 19: This Determination has been updated	The basic salary for NPA ordinary members shall be £4,010 with effect from 1 April 2020.
Determination 20: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,710 with effect from 1 April 2020.
Determination 21: This Determination has been updated	A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.
Determination 22: This is a new Determination	Up to two Committee Chairs can be paid a salary of £7,710.
Fire and Rescue Authorities	
Determination 27: This Determination has been updated	The basic salary for FRA ordinary members shall be £2,005.
Determination 28: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,705.

Determination 29: This Determination has been updated	A FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.
Determination 30: This is a new Determination	Up to two Chairs of Committees can be paid. This shall be paid at £5,705.
Community and Town Councils	
Determination 47: This Determination has been updated	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: - Up to £55.00 for each period not exceeding 4 hours. - Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.

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The Report and other information about the Panel and its work are available on our website at:

<http://irpw.gov.wales>

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Report to	Democratic Services Committee
Date of meeting	2 October 2020
Lead Member / Officer	Councillor Richard Mainon / Democratic Services Manager
Report author	Steve Price, Democratic Services Manager
Title	Annual Review of Political Balance and Appointment of Scrutiny Chairs

1. What is the report about?

This report contains information on committee-related issues.

2. What is the reason for making this report?

2.1 The new municipal year has been delayed this year because of the cancellation of meeting as a result of the COVID-19 coronavirus pandemic. The Annual Meeting of Council is being held in October instead of in May. It is appropriate for the committee to consider changes in political balance and to be aware of Scrutiny chairing arrangements.

2.2 The Council currently has 46 elected members with a vacancy for the Corwen ward, following the death in February of Councillor Huw Jones. The Local Government (Coronavirus) (Postponement of Elections) (Wales) Regulations 2020 postpone by-elections of councillors until the period 1 February 2021 and 16 April 2021.

3. What are the Recommendations?

That the Democratic Services Committee considers the political balance position for the allocation of committee seats.

4. Report details

COVID-19 and the Annual Meeting of Council

4.1 The Welsh Government introduced the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020 in April 2020. The measures the Welsh Government put in place to combat COVID-19 included changes to allow entirely remote committee meetings to ensure meetings and business could continue in an environment which was safe for elected members, officers and the public.

4.2 The Regulations provided greater flexibility to local authorities to hold their annual meetings, provided that an annual meeting was held at some point in 2020. The Council meeting on the 13th October will be the Annual Meeting of Council.

Annual review of political balance

4.3 The Local Government and Housing Act 1989 and supporting Regulations make provision for political balance in the membership of the Council to be reflected in the membership of the Council's committees (though Cabinet is not covered by this requirement in the Act).

4.4 The members of the Council are divided into different political groups, a group being two or more councillors who sign a notification to the authority declaring that they wish to be recorded as being a member of a particular group. The Council has an obligation to ensure that the number of seats on certain committees (these are identified by statute) are allocated to each political group in the same proportion as the number of members within a group to the membership of the Council. For example, if Group A's membership represents a third of the members of the Council, then Group A would be allocated a third of the seats on the committees that have to be politically balanced. This requirement can be set aside but only if no member of the Council votes against doing so.

4.5 The Council is required to consider at least annually how the membership of its committees relates to the size of the groups. The political balance figures and membership of the committees at the time this report was written are shown in appendixes 1 and 2 respectively.

Democratic Services Committee

4.6 Section 11 of the Local Government (Wales) Measure 2011 requires the Council to appoint a committee to review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and to make reports and recommendations to the authority in relation to such provision.

4.7 The members of the Democratic Services Committee must be appointed by full Council. There are to be no co-opted members. Under the Measure there may be no more than one member of the Cabinet on the Committee (who cannot be the Leader), but Council in May 2012 decided that the membership would be 11 councillors and would not include members of the Cabinet.

4.8 The Committee must be politically balanced and Council must appoint its chair who must not be a member of any of the political groups represented on the Cabinet. For Denbighshire, this means that the chair will be a member of the Labour or Plaid Cymru groups. The existing chair is Councillor Alan James who will need to step down from his role on the committee after he is elected Chair of Council at the Annual Meeting of Council in May 2021.

4.9 The existing membership of the Democratic Services Committee is shown in appendix 2.

Appointment of Chairs of Scrutiny Committees

4.10 According to the principles for allocating Scrutiny chairs in the 2011 Local Government (Wales) Measure the Groups represented in the Cabinet (Independents and Conservatives) will be entitled to 1 of the 3 scrutiny chairs, and it will be for those groups to decide amongst themselves which of their eligible members will be a chair. The Labour and Plaid Cymru Groups are entitled to appoint 1 scrutiny chair each.

4.11 Neither the Measure nor the associated statutory guidance make provisions for changing or re-appointing scrutiny chairs, except where the political make-up of Cabinet changes or where a scrutiny chair is vacated for some reason. The appointment of chairs for the new municipal year is therefore a matter for the political groups to consider and to report any changes.

5. How does the decision contribute to the Corporate Priorities?

Political balance arrangements are central to the democratic and committee systems which are essential elements of the Council's governance arrangements, including the Council's corporate priorities.

6. What will it cost and how will it affect other services?

There are no identified costs arising from the recommendations in this report to undertake an annual review of the allocation of committee seats according to political balance requirements.

7. What are the main conclusions of the Well-being Impact Assessment?

A Well-being Impact Assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

Full council will consider a similar report at its meeting on the 13 October and relevant comments from this committee will be reported to Council. The political groups are consulted on committee membership and political balance matters whenever issues arise, for example to fill vacancies on committees.

9. Chief Finance Officer Statement

There are no additional costs arising from the recommendations in this report.

10. What risks are there and is there anything we can do to reduce them?

Failure to review the membership of committees, fill vacancies etc., would be detrimental to the Council's governance arrangements and contrary to statutory requirements.

11. Power to make the decision

Local Government and Housing Act 1989; Local Government (Wales) Measure 2011; Section 111 Local Government Act 1972

Political Balance Position

Updated 18 September 2020

The tables below summarise the position for each of the committees. The third column headed *Political Balance* shows the actual number of seats each Group is entitled to have on the committee.

Changes to committee memberships can occur at any time and the Groups are encouraged to ensure that each committee has a full contingent of members throughout the year. A general review of the political balance of the committees is undertaken annually to re-balance committees for the start of the new municipal year in May.

Cabinet	Current Membership	Political Balance
Labour	0	N/A
Independent	4	N/A
Conservative	4	N/A
Plaid Cymru	0	N/A
<p>Comments:</p> <p>The Council's Constitution had offered seats on Cabinet to every political group with 5 or more members, with seats allocated in proportion to the size of the group. In February 2019 Council amended the Constitution by removing the requirement for Cabinet to be politically balanced, allowing the Leader to appoint Cabinet members without applying the rules of political balance.</p> <p>Action: None</p>		

Corporate Governance & Audit Committee	Current Membership	Political Balance
Labour	2	1 or 2
Independent	1	1 or 2
Conservative	2	2
Plaid Cymru	1	1
<p>Comments: The membership of the Corporate Governance & Audit Committee is 6 councillors politically balanced plus a lay member.</p> <p>The constitutional requirement for the Vice Chair of Council to sit on the Corporate Governance committee and the restriction prohibiting Corporate Governance Committee members from being members of a Scrutiny Committee were removed with the adoption of the new Council constitution.</p> <p>Members of the committee may not be Chair of Council or a Cabinet member.</p> <p>Currently, the Labour and Independent Groups have the same number of members with 11 in each Group.</p> <p>Action: None required but see the comment above regarding the Labour and Independent Groups.</p>		

Communities Scrutiny Committee	Current Membership	Political Balance
Labour	3	3
Independent	2	3
Conservative	4	3
Plaid Cymru	2	2
Comments: Actions: Independent Group to nominate 1 member following which the Conservative Group to withdraw 1 member.		

Partnerships Scrutiny Committee	Current Membership	Political Balance
Labour	3	3
Independent	2	3
Conservative	4	3
Plaid Cymru	2	2
Comments: Actions: : Independent Group to nominate 1 member following which the Conservative Group to withdraw 1 member		

Performance Scrutiny Committee	Current Membership	Political Balance
Labour	3	3
Independent	2	3
Conservative	4	3
Plaid Cymru	2	2
Comments: Action: Independent Group to appoint 1 member. Following which the Conservative Group to withdraw 1 member.		

Planning Committee	Current Membership	Political Balance
Labour	4	5
Independent	5	5
Conservative	7	7
Plaid Cymru	4	4
<p>Comments: Welsh Government Regulations in 2017 mean that two members representing the same ward cannot both sit on the Planning Committee at the same time. Council agreed in May 2017 for Group Leaders to be given the responsibility for resolving multi-member ward nominations and if there is a failure to agree a single nomination none of the nominations would be accepted onto the Committee.</p> <p>Actions: The Labour Group to nominate 1 additional member. For multi-member ward councillors this is to be in consultation with the other groups to comply with the 2017 Regulations.</p>		

Licensing Committee	Current Membership	Political Balance
Labour	3	3
Independent	3	3
Conservative	3	3
Plaid Cymru	2	2
<p>Comments:</p> <p>Actions: None.</p>		

Democratic Services Committee	Current Membership	Political Balance
Labour	3	3
Independent	1	3
Conservative	4	3
Plaid Cymru	2	2
<p>Comments:</p> <p>Actions: Independent Group to nominate 2 members, following which the Conservative Group to withdraw 1 member.</p>		

Welsh Language Steering Committee	Current Membership	Political Balance
Labour	2	3
Independent	2	3
Conservative	3	3
Plaid Cymru	2	2

Comments: This Committee was established by full Council on the 6 December 2016.

The membership of this committee is 11 councillors, politically balanced, and where possible to include the lead Cabinet member with responsibility for Welsh language issues (the lead member will count towards the political balance calculation). The aim of the Committee is to provide a public forum and steer to support the Welsh language strategy in Denbighshire.

Councillor Huw Hilditch-Roberts is the lead member for the Welsh Language and a member of the committee.

Actions: Labour Group and Independent Group to appoint 1 member each.

Joint Consultative Committee for Health and Safety and Employee Relations	Current Membership	Political Balance
Labour	2	1 or 2
Independent	1	1 or 2
Conservative	2	2
Plaid Cymru	1	1

Comments: This is an internal consultative forum of employer and trade union representatives on staffing and health and safety issues. Council on the 28th March 2019 abolished LJCC and the Corporate Health, Safety & Welfare Committee replacing it with the JCC for HSER.

The employer-side membership is 6 elected councillor members appointed on a politically balanced basis, including at least one Cabinet Member (preferably with responsibility for HR and / or health and safety matters), plus two Officers. These Officers to be the Chief Executive or Corporate Director and the Head of HR.

Currently, the Labour and Independent Groups have the same number of members with 11 in each Group.

Action: No further action required but see the comment above regarding the Labour and Independent Groups.

Standing Advisory Council for Religious Education (SACRE)	Current Membership	Political Balance
Labour	2	2
Independent	0	2
Conservative	2	3
Plaid Cymru	1	1
<p>Comments: This committee is a statutory committee advising on RE provision in schools.</p> <p>Action: Independent Group to appoint 2 members. Conservative Group to appoint 1 member.</p>		

Conwy & Denbighshire Public Services Board Joint Scrutiny Committee	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	3	3
Plaid Cymru	1	1
<p>Comments: This formal joint Scrutiny committee with Conwy establish in October 2018 has 16 non-Cabinet members with 8 members from each council.</p> <p>Action: None.</p>		

Appeals and complaints Committee	Current Membership	Political Balance
Labour	3	3
Independent	2	3
Conservative	3	3
Plaid Cymru	2	2
<p>Comments: This appeal 'committee' is a pool of members which could be called upon in exceptional circumstances where it was felt that a panel involving members would be appropriate, for example in relation to appeals relating to schools.</p> <p>Actions: None.</p>		

SACRE (8)	PLANNING (21)	WELSH LANGUAGE STEERING COMMITTEE (11)	Joint Consultative Committee for Health & Safety & Employee Relations (6 plus 2 officers)	SLT Remuneration Panel (6)
Chard, Ellie	Evans, Peter	Chard, Ellie	Chard, Ellie	Butterfield, Joan
Flynn, Rachel	Ap Gwynfor, Mabon	Davies, Ann	Kensler, Gwyneth	Evans, Peter
Flynn, Tony	Kensler, Gwyneth	Flynn, Tony	Mainon, Richard	Mellor, Barry
Williams, Cheryl	Marston, Christine	Hilditch-Roberts, Huw	Mellor, Barry	Thomas, Andrew
Wynne, Emrys	Parry, Merfyn	Roberts, Arwel	Thompson-Hill, Julian	Thompson-Hill, Julian (chair)
	Scott, Peter	Sampson, Anton	Young, Mark	
	Welch, Joe (chair)	Timms, Graham (chair)		
		Welch, Joe		
		Wynne, Emrys (vice chair)		
	Multi-Member Wards			
	Chard, Ellie - Rhyl South			
	Davies, Ann - Rhuddlan			
	James, Alan - Rhyl West (vice chair)			
	Jones, Brian - Rhyl South East			
	Jones, Tina - Prestatyn Central			
	Mile, Mel - Llangollen			
	Murray, Bob Prestatyn SW			
	Penlington, Paul - Prestatyn North			
	Prendergast, Pete - Rhyl South West			
	Thomas, Tony - Rhyl East			
	Thompson-Hill, Julian - Prestatyn East			
	Wynne, Emrys - Ruthin			
	Young, Mark - Denbigh Lower			

COMMITTEES/PANELS

LICENSING COMMITTEE (11)	APPEALS AND COMPLAINTS COMMITTEE (11)	DEMOCRATIC SERVICES COMMITTEE (11)	STANDARDS COMMITTEE (2)	CONWY & DENBIGHSHIRE JOINT PSB SCRUTINY COMMITTEE (8)
Butterfield, Joan	Ap Gwynfor, Mabon	Butterfield, Joan	Penlington, Paul	Chamberlain-Jones, Jeanette
Irving, Hugh (Chair)	Butterfield, Joan	Flynn, Rachel	Thomas, Andrew	Flynn, Rachel
James, Alan	Chamberlain-Jones, Jeanette	Irving, Hugh		Irving, Hugh
Jones, Brian (vice chair)	Holland, Martyn	James, Alan (Chair)		Mile, Mel
Mellor, Barry	Irving, Hugh	Kensler, Gwyneth		Roberts, Arwel
Mile, Melvyn	Kensler, Gwyneth	Marston, Christine		Scott, Peter
Parry, Merfyn	Marston, Christine	Thomas, Andrew		Timms, Graham
Roberts, Arwel	Mellor, Barry	Thomas, Rhys		Williams, David
Scott, Peter	Welch, Joe	Timms, Graham		
Thomas, Rhys	Williams, David	Welch, Joe		
Williams, Huw				

POLITICAL GROUPS AND GROUP LEADERS - FEBRUARY 2019

Labour (11)	Independent (11)	Conservative (15)	Plaid Cymru (9)	Non-aligned (0)
Blakeley, Brian	Evans, Hugh	Davies, Gareth	Ap Gwynfor, Mabon	
Butterfield, Joan (Group Leader)	Evans, Peter	Davies, Ann	Davies, Meirick Lloyd	
Chamberlain-Jones, Jeanette	Feeley, Bobby	Flynn, Tony	Kensler, Gwyneth	
Chard, Ellie	Hilditch-Roberts, Huw	Flynn, Rachel	Penlington, Paul	
James, Alan	Lloyd-Williams, Geraint	Holland, Martyn (Group Leader)	Roberts, Arwel	
Jones, Pat	Mile, Melvyn	Irving, Hugh	Swingler, Glenn	
Mellor, Barry	Parry, Merfyn	Jones, Brian	Thomas, Rhys (Group Leader)	
Murray, Bob	Welch, Joe (Group Leader)	Jones, Tina	Williams, Eryl	
Prendergast, Peter	Williams, David	Mainon, Richard	Wynne, Emrys	
Timms, Graham	Williams, Huw	Marston, Christine		
Williams, Cheryl	Young, Mark	Sampson, Anton		
		Scott, Peter		
		Thomas, Tony		
		Thomas, Andrew		
		Thompson-Hill, Julian		

Report to	Democratic Services Committee
Date of meeting	2 October 2020
Lead Member	Councillor Richard Mainon, Lead Member for Corporate Services and Strategic Direction
Report author	Steve Price, Democratic Services Manager Kath Jones, Committee Administrator
Title	Committee Timetable 2021

1. What is the report about?

- 1.1. This report contains the draft committee timetable for 2021.

2. What is the reason for making this report?

- 2.1. It is necessary for Council to approve a timetable for 2021 to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the members' diaries.

3. What are the Recommendations?

- 3.1 That the Democratic Services Committee recommends the approval of the committee timetable for 2021 to full Council.

4. Report details

- 4.1. The timetable for the following year would normally have been approved earlier to maintain an 18 month timetable. This has been delayed because of the COVID-19 coronavirus pandemic which resulted in the postponement of Council meetings.
- 4.2. The draft timetable for 2021 is attached as appendix 1 and also contains a committee-by-committee explanation of the factors behind the identification of suitable dates for each meeting.

5. How does the decision contribute to the Corporate Priorities?

- 5.1. The approval of a committee timetable is central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities.

6. What will it cost and how will it affect other services?

- 6.1. The costs of maintaining a committee system are covered within existing budgets but the Council in 2015 made a commitment through its Freedoms and Flexibilities process to reduce the number of committee meetings being held at that time to save the associated costs. Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. A Well-being Impact Assessment is not required for this report.
- 7.2. The annual timetable of meetings is an established process and meets the aims of well-being and equality legislation. The principal 'service users' are the members of the committees and supporting officers although the press and public will also be able to attend most meetings or view webcast meetings online. The level of interest or engagement of individuals or groups is likely in large part to depend on the topic under consideration.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. The Democratic Services Committee is being consulted on the issues raised in this report. Officers supporting the work of the different committees have been consulted on the committee timetable to identify viable dates for meetings

9. Chief Finance Officer Statement

- 9.1. Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

- 10.1 Failure to confirm the timetable would be detrimental to the Council's governance arrangements.

11. Power to make the decision

- 11.1 Schedule 12 of the Local Government Act 1972

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COMMITTEE TIMETABLE 2021

Appendix 1

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
COUNTY COUNCIL 10 a.m.	26	23		13	18 ANNUAL COUNCIL		6	SUMMER RECESS	7	12		7	
COUNCIL BRIEFING 2 p.m.			15			7					8		
CABINET 10 a.m.	19	16	23	27	25	29	27			21	19	23	14
CABINET BRIEFING 1 p.m.	11	1	1	12	10	14	12			6	4	1	6
PLANNING 9.30 a.m.	13	10	10	14	12	16	14			8	6	10	15
PERFORMANCE SCRUTINY 9.30 a.m.	28		18	29		10	15			30		25	
COMMUNITIES SCRUTINY 9.30 a.m.	21		11		13		1			9	21		9
PARTNERSHIPS SCRUTINY 9.30 a.m.		11		15	20		8			16		4	16
CONWY & DENBIGHSHIRE JOINT PSB SCRUTINY 10 a.m.	22			26									
CORPORATE GOVERNANCE 9.30 a.m.	27		17	28		9	28			22		24	
LICENSING 9.30 a.m.			3			23				15			8
SACRE 10 a.m.		2				24					20		

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
STANDARDS 10 a.m.			5			11			17			3	
DEMOCRATIC SERVICES 10 a.m.			12							1			
JCC FOR HEALTH & SAFETY & EMPLOYEE RELATIONS 10 a.m.		5			14		16					12	
WELSH LANGUAGE STEERING COMMITTEE 10 a.m.			16				13					9	
ASSET MANAGEMENT GROUP 9.30 a.m.	15		4		5		22		23		18		
AONB JOINT COMMITTEE 10 a.m.			19 (FCC)			25 (DCC)					5 (WCBC)		
CORPORATE PARENTING FORUM 10 a.m.	29			23			9			15			
PUBLIC SERVICES BOARD	25 (2pm) informal meeting		16 (2pm)										
SCRUTINY CHAIRS & VICE CHAIRS GROUP 2.00 p.m.	21		11	29			1		9		25		
CORPORATE PLAN BOARD 9.30 a.m.	20			21			7			27			

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MEMBER AREA GROUPS												
DENBIGH TUES 2 p.m.	12		9		11		20			5		21
RHYL MON 2 p.m.		15		19		21			20		15	
PRESTATYN & MELIDEN TUE 6 p.m.		9		20		15			14		16	
ELWY THUR 9.30 a.m.	14		25		27		29			7		2
RUTHIN MON 2 p.m.		22		26		28			27		22	
DEE VALLEY MON 2 p.m.	18		8		17		26			11		13

OTHER MEETINGS IN 2021

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CONWY & DENBIGHSHIRE JOINT ADOPTION PANEL												
FOSTERING PANEL	27	24	24	28	19	23	28	25	22	27	24	15
AONB PARTNERSHIP 10 a.m.		19			21					15		

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DRAFT SCHEDULE OF MEETINGS 2021 COUNCIL MEETINGS

KEY

WEEKEND OR BANK HOLIDAY
SCHOOL HOLIDAY

DUE TO SPACE THE FOLLOWING MEETINGS ARE NOT INCLUDED IN THE SCHEDULE – PSB, MAGS, CHAIRS & VICE CHAIRS GROUP, ADOPTION PANEL, FOSTERING PANEL, AONB JC/PARTNERSHIP

2021	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T						
JAN					1		4	5	6	7	8		11 CABINET BRIEFING	12	13 PLANNING	14	15 AMG		18	19 CABINET	20 CORPORATE PLAN BOARD	21 COMMUNITIES	22 PSB JOSG		25	26 COUNCIL	27 CORPORATE GOVERNANCE	28 PERFORMANCE	29 CORPORATE PARENTING			
FEB	1 CABINET BRIEFING	2 SACRE	3	4	5 JCC H&S ANDER		8	9	10 PLANNING	11 PARTNERSHIPS	12		15	16 CABINET	17	18	19		22	23 COUNCIL	24	25	26									
Page 165	1 CABINET BRIEFING	2	3 LICENSING	4 AMG	5 STANDARDS		8	9	10 PLANNING	11 COMMUNITIES	12 DEMOCRATIC SERVICES		15 COUNCIL BRIEFING	16 WELSH LANGUAGE	17 CORPORATE GOVERNANCE	18 PERFORMANCE	19		22	23 CABINET	24	25	26 PSB JOSG		29	30	31					
APR				1	2		5	6	7	8	9		12 CABINET BRIEFING	13 COUNCIL	14 PLANNING	15 PARTNERSHIPS	16		19	20	21 CORPORATE PLAN BOARD	22	23 CORPORATE PARENTING		26	27 CABINET	28 CORPORATE GOVERNANCE	29 PERFORMANCE	30			
MAY							3	4	5 AMG	6 ELECTIONS	7		10 CABINET BRIEFING	11	12 PLANNING	13 COMMUNITIES	14 JCC H&S ANDER		17	18 COUNCIL	19 PARTNERSHIPS	20	21		24	25 CABINET	26	27	28	31		
JUNE		1	2	3	4			8	9 CORPORATE GOVERNANCE	10 PERFORMANCE	11 STANDARDS		14 CABINET BRIEFING	15	16 PLANNING	17	18		21	22	23 LICENSING	24 SACRE	25		28	29 CABINET	30					

CYCLE OF MEETINGS – 2021

Meetings scheduled so as to avoid school holidays for formal meetings where possible and week of the Royal Welsh Show (19 – 22 July) and Royal Welsh Winter Fair (29 - 30 Nov)

COUNCIL – 8 MEETINGS [meets at 10.00 a.m. on Tuesdays]

26 Jan – needs to meet before end Jan to approve Council Tax Reduction Scheme

23 Feb – needs to meet before end of Feb to approve Council Tax Levels

13 April – delayed a week to avoid Easter Holidays (29 March – 9 April)

18 May – ANNUAL COUNCIL

6 July

7 September

12 Oct

7 December – a week later than usual to avoid clash with Royal Welsh Winter Fair (29 - 30 Nov)

COUNCIL BRIEFINGS [meets at 2.00 p.m. on Mondays]

To be scheduled for the 3 months there are no council meetings – Mondays 2.00 p.m.

15 March

7 June

8 Nov

CABINET – MONTHLY [meets at 10.00 a.m. on Tuesdays]

Where possible to be scheduled near the end of the month with 4 weeks between meetings.

19 Jan – to schedule a week later would clash with Council

16 February (in half term holidays, cannot schedule a week later as would clash with Council and scheduling a week earlier would leave 3 weeks between January and February meetings and also present difficulties for finance report)

23 March – brought forward a week to avoid Easter Holidays (29 March – 9 April) but still leaves 4 weeks between meetings

27 April

25 May

29 June

27 July – falls in school holiday time but the week before is also school holidays and the week of the Royal Welsh Show. To bring forward two weeks to 13 July would leave 2 weeks between June and July meetings and 10 weeks until the next meeting scheduled for 21 September

21 September – could be moved to 28 September but would leave only 3 weeks between September and October meeting which had been brought forward to avoid half term and would leave only 3 weeks between the September and October meetings

19 October – brought forward a week to avoid half term

23 November

14 December – week earlier than usual due to Christmas period and to avoid school holidays but leaves only 3 weeks between November and December meetings – could be moved to 21 December in school holiday period

CABINET BRIEFINGS – MONTHLY [meets at 1.00 p.m. on Mondays between Cabinet meetings to complement the cycle of Cabinet meetings]

11 January

1 February

1 March

12 April

10 May

14 June

12 July

6 September

4 October

1 November

6 December

PLANNING COMMITTEE – MONTHLY [meets at 9.30 a.m. on Wednesdays]

13 January

10 February

10 March

14 April but falls on the same week as Council – could move a week earlier but would fall within Easter Holidays (29 March – 9 April)

12 May

16 June

14 July (a week later (21st) would fall in Royal Welsh Show week which we've been asked to avoid and Corporate Governance and Audit Committee needs to meet the following Wednesday (28th) to sign off the statement of accounts)

8 September (there are 8 weeks between Planning Committee meetings in July (14 July) and September (8 September) due to August recess. There may be potential to hold Planning Committee a week earlier on 1 September if Planning Officers could support that date.

6 October

10 November

15 December

CORPORATE GOVERNANCE AND AUDIT COMMITTEE – 7 MEETINGS A YEAR [usually meets at 9.30 a.m. on Wednesdays]

The draft statement of accounts need to be prepared by 31 May 2021 and then considered by CGC. The statement of accounts needs to be signed off by 31 July 2021 and therefore CGC needs to meet as close as possible to that date.

27 January – need to meet late Jan due to Treasury Management report timescale

17 March

28 April

9 June (draft accounts have to be prepared by 31 May)

28 July – in school holiday time but CGC need to consider the statement of accounts before sign off by 31 July and as close to that date as possible

22 September

24 November

SCRUTINY COMMITTEES – meet 7 times a year each on Thursdays

Performance Scrutiny – needs to consider school exams end of Sept/beginning Oct and end of Jan/beginning of Feb

28 January

18 March

29 April

10 June

15 July – this meeting should ideally be held on 29 July but it is in school holiday period

30 September

25 November

Communities Scrutiny Committee

21 January

11 March

13 May

1 July

9 September

21 October

9 December

Partnerships Scrutiny Committee

11 Feb

15 April (moved 2 weeks later to avoid Easter Holidays 29 Mar – 9 April)

20 May

8 July

16 Sept

4 Nov

16 Dec

Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee – to meet quarterly following PSB meetings

Dates agreed for 2021 so far – 22 January (Friday) (10 am Conwy) and 26 March (Friday) (10 am Ruthin)

Scrutiny Chairs and Vice Chairs Group (usually meet in the afternoon following a scrutiny committee approximately every 7 weeks)

21 January (after Communities), 11 March (after Communities), 29 April (after Performance), 1 July (after Communities), 9 September (after Communities) and 25 November (after Performance)

LICENSING COMMITTEE – meets on a quarterly basis (usually Wednesday)

3 March (Wed)

23 June (Wed)

15 Sept (Wed)

8 Dec (Wed)

STANDARDS – meets quarterly on Fridays

5 March

11 June

17 Sept

3 Dec

DEMOCRATIC SERVICES – meets twice a year on Fridays

12 March

1 Oct

JOINT CONSULTATIVE COMMITTEE FOR HEALTH & SAFETY AND EMPLOYEE RELATIONS – meets quarterly on a Friday

5 Feb

14 May (7 May is day after election so difficult for staffing)

16 July

12 Nov (5 Nov requested for AONB JC)

SACRE – meets once in each school term (3 times a year) on different days in the same academic year

2 Feb (Tuesday)

24 June (Thursday)

20 Oct (Wednesday)

WELSH LANGUAGE STEERING COMMITTEE – meets 3 times a year

16 Mar (Tue)

13 July (Tue)

9 Nov (Tue)

CORPORATE PARENTING FORUM – meets quarterly

29 Jan (Fri)

23 April (Fri)

9 July (Fri)

15 Oct (Fri)

ASSET MANAGEMENT GROUP

Meets at least 6 times a year at such venues, dates and times as determined by the group – tends to meet every other month on a Thursday in Caledfryn (when room-based meetings are held).

15 Jan (Friday) (offered 7 Jan but too early in the month and all remaining Thursdays in January taken up with other meetings – officer preference was for Friday instead)

4 Mar

5 May (Wednesday) (elections on 6 May and other Thursdays in the month also taken up with other meetings so officer preference was for Wednesday)

22 July

23 Sept

18 Nov

AONB Joint Committee – set by the Board and included in the schedule

Fri 19 March (FCC to host), Fri 25 June (DCC to host) and Fri 5 November (WCBC to host)

PUBLIC SERVICE BOARD

Set by the Board – dates agreed up to 22 March 2021 included in the schedule

25 Jan (2pm – Russell House, Rhyl) (informal workshop) and 22 March (2pm – Coed Pella, Colwyn Bay)

CONWY & DENBIGHSHIRE JOINT ADOPTION PANEL

Set by the Panel. Dates have been requested.

FOSTERING PANEL

Set by the Panel and included in the schedule as follows

27 Jan, 24 Feb, 24 Mar, 28 Apr, 19 May, 23 Jun, 28 July, 25 Aug, 22 Sept, 27 Oct, 24 Nov and 15 Dec

CORPORATE PLAN BOARD – meet quarterly – Jan / April / July / Oct 9.30 a.m. start

20 Jan (Wed)

21 April (Wed)

7 July (Wed)

27 Oct (Wed) (school holidays?)

MEMBER AREA GROUPS (MAG) –

Meet every other month.

DEE VALLEY MAG

Meet on a Monday at 2.00 p.m. every other month

For 2021 will meet – Jan, March, May, July, Oct, Dec

Propose – 18 Jan, 8 March, 17 May, 26 July, 11 Oct, 13 Dec

DENBIGH MAG

Meet any day between Tue – Fri at 2.00 p.m. every other month

For 2021 will meet – Jan, Mar, May, Oct, Dec

Propose Tuesdays – 12 Jan, 9 Mar, 11 May, 20 July (in school holidays and Royal Welsh week but no other Tuesdays available in July), 5 Oct, 21 Dec (Council and Cabinet on preceding weeks, last Tuesday before then 30 Nov a possibility but it is in Royal Welsh Winter Fair week)

ELWY MAG

Meet on Thurs at 9.30 a.m. every other month (avoid 2nd & last Thurs of the month where possible).

For 2021 will meet – Jan, Mar, May, July, Oct, Dec

Propose Thursdays – 14 Jan, 25 Mar, 27 May, 29 July, 7 Oct, 2 Dec

PRESTATYN

Meet on Tue at 6.00 p.m. every other month

For 2021 will meet – Feb, Apr, June, Sept, Nov

Propose Tue – 9 Feb, 20 Apr, 15 June, 14 Sept, 16 Nov

RHYL

Meet on Mon at 2.00 pm every other month – note that Rhyl Town Council hold committee meetings 2nd and 4th Monday of a month between 4 – 6 p.m. and the Rhyl MAG meetings will avoid clashes if possible.

For 2021 will meet – Feb, April, June, Sept, Nov

Propose – 15 Feb, 19 April, 21 June, 20 Sept, 15 Nov

RUTHIN

Meet on Mon at (2.00 pm) every other month

For 2021 – Feb, April, June, Sept, Nov

Propose – 24 Feb, 26 April, 28 June, 27 Sept, 22 Nov