

SECTION 27

27. MEMBERS' ALLOWANCES SCHEME

- (a) The Council on 5th December 2001 resolved:
- (1) T H A T the existing scheme of Members' Allowances be revoked with effect from 1st April, 2002.
 - (2) T H A T the following draft scheme of Members' Allowances be introduced with effect from 1st April, 2002, subject to any amendments necessary as a result of the scheme being linked to Assembly Member salaries:
- (b) The Council on 30th September 2002 resolved:
- (1) T H A T the final regulations be noted.
 - (2) T H A T the final guidelines be noted.
 - (3) T H A T the scheme be amended to follow the Regulations and Guidance as set out below.
- (c) The Council on 8th December 2004 resolved that:
- (1) T H A T the revised guidance be noted.
 - (2) T H A T the scheme be amended with effect from 1st April 2004 in respect of the basic allowance as set out below:
- (d) The Council on 9th May 2007 resolved to note the revised regulations and amend the scheme with effect from 1st June 2007 to include amendments to fall in line with the regulations and to bring the special responsibility allowances for the Chairs and Vice-Chairs of the Planning and Licensing Committees in to line with those of Scrutiny Committees. These amendments are reflected in the scheme as set out below -
- (e) The Council on 21st May 2008 resolved to make further amendments to the scheme - pegging allowances to the April 2007 levels pending consideration of the outcome of the report of the Independent Remuneration Panel for Wales and amending the structure of Special Responsibility Allowances to meet current requirements.
- (f) Following the publication of the Independent Remuneration Panel for Wales, Council on 8th October 2008 resolved to implement the up-rating of the basic and special responsibility allowances recommended by the Panel with effect from 1st April 2008. A revised travelling and subsistence scheme was introduced with effect from 1st November 2008. A Carers' Allowance was introduced into the amended scheme with effect from 1st November 2008, and Co-Opted Members' allowance introduced into the scheme on 4th March 2009.
- (g) **Note** – the scheme as set out below reflects the original scheme agreed on 5th December 2001 as amended by Council on 30th December 2002, 8th December 2004, 9th May 2007, 8th October 2008 and 4th March 2009. The salaries and allowances shown are those payable as from 1st April 2024 in line with the

determination of the Independent Remuneration Panel in their Annual Report published on 1st April 2024.

27.1 **Basic Salary**

All Members of the Council will receive a basic salary of £18,666 p.a. for 2024-25. The Basic Salary covers all Members' telephone, ICT and office costs. In future years the Basic Salary will be uplifted with effect from 1st April each year, unless it is in the year of Local Government elections, in line with the determination of the Independent Remuneration Panel for Wales or any such body appointed by the Welsh Assembly Government.

27.2 **Senior Salaries**

The following Senior Salaries will be paid for 2024-25 to recognise the additional responsibility of Members by virtue of their office. Senior Salaries are inclusive of the Basic Salary.

Office	Senior Salary £
Leader(s)	62,998**
Deputy Leader(s)	44,099**
Cabinet Members	37,799
Chairs Scrutiny Committees, Planning Committee and Licensing Committee	27,999
Leader of Principal Opposition Group	27,999
Leader of Other Political Group	22,406

** More than one Leader or Deputy Leader will be remunerated in line with the IRPW determinations

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

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

27.3 **Co-Opted Members' Allowances**

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

As at 1st April, 2024 the Independent Remuneration Panel for Wales have recommended the following:

- Hourly rate payment Chairs of Standards and Audit Committees – £33.50 or a daily fee of £268 per day and £134 per half day, a half day being defined as up to 4 hours and a day defined as 4 hours and over;
- Hourly rate payment Ordinary Members of Standards Committees; Education Scrutiny Committee and Audit Committee – £26.25 or a daily fee of £210 per day (£105 per half day);

The fees to be determined by the "appropriate" officer; for the Standards Committee the appropriate officer is the Monitoring Officer; for Governance and Audit Committee and Learning and Culture Scrutiny Committee the appropriate officer is the Head of Democratic Services.

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

- * Where a Co-Opted Member is suspended or partially suspended from any responsibility in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the relevant part of any allowance payable under this scheme in respect to that responsibility will be suspended.

27.4 **Travelling Allowances**

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

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

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

27.5 **Subsistence Allowances**

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

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

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

27.6 **Cost of Care Payment**

Regulations made by the Welsh Government allow for the reimbursement of costs of care to a Member or Co-Opted Member of the Authority in respect of such expenses of arranging for the care of children or dependents or for the individual Member as

are necessarily incurred in the carrying out of official duties as a Member of Co-Opted Member.

A cost of care payment applies to the following:-

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

Payments will not be made:

in respect of any child over the age of 15 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 or Co-Opted Member for the Authority in relation to the care of the same child or dependant for the same episode of care;

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.

Care costs cannot be paid to someone who is a part of Member's household.

27.7 **Civic Salaries**

Civic Salaries are paid to the Chair and Vice-Chair of the Council under Section 22(5) and 24(4) of the Local Government Act 1972. Civic Salaries are inclusive of the Basic Salary and are paid in accordance with Bands (3) and (5) of Group B payable as determined by the Independent Remuneration Panel for Wales.

Office	Civic Salary £
Chair of Council	27,999
Vice-Chair of Council	22,406

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