

Eich cyf/ Your ref:

Ein cyf/Our ref: fA1077100

To: Leaders and Chief Executives of County and County Borough Councils
 Chairs and Chief Executives of National Park Authorities
 Chairs and Clerks of Fire and Rescue Authorities
 Chair and Chief Executive of One Voice Wales
 Leader and Chief Executive of Welsh Local Government Association
 Head of Democratic/Members Services of County and County
 Borough Councils, National Park Authorities and Fire and Rescue Authorities
 Community & Town Councils

24 February 2017

Dear Colleague

Independent Remuneration for Wales – Annual Report 2017/18

The Panel is appreciative of those individuals and organisations that responded to the draft Report issued in September last year. We have considered the views and comments that were expressed and where appropriate have reflected them in this Annual Report.

Since last year there has been a significant change to the proposals of the Welsh Government for the future of local government in Wales and in due course we will be examining the potential implications for remuneration. However this Report deals with the current structure of local government that falls within our remit.

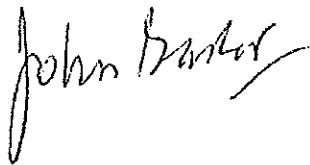
The Panel has decide to make a very modest increase in the basic salary for elected members of principal councils, the first increase for 3 years, with consequential increases for members of National Park and Fire and Rescue Authorities. Other changes to the remuneration framework are set out in the introduction to the Report. For most authorities the Report will take effect after the elections on the 4th May.

Ystafell /Room M05
 Llawr Cyntaf/First Floor
 Adeiladau Coron/Crown Buildings
 Parc Cathays/Cathays Park
 Caerdydd/Cardiff
 CF10 3NQ

Ffôn/Tel: 029 2080 1047
 Ebst/Email: irpmailbox@wales.gsi.gov.uk
www.remunerationpanelwales.org.uk
www.panetcymrugydnabyddiaethariannol.org.uk

The Panel believes that it is vital to continue to have a constructive dialogue with those affected by its decisions. So during the Summer/Autumn we intend to visit each of the newly elected county/county borough councils which will provide an opportunity for members and officers of these newly elected councils to discuss matters relating to remuneration within the Panel's responsibility. We look forward to a mutually informative discussion.

Yours sincerely



John Bader
Chair of the Panel

13. Payments to Members of Community and Town Councils

- 13.1. The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2. The Panel recognises a wide variation in geography, scope and scale across 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.
- 13.3. Therefore determinations 44 to 51 are permissive powers, each of which requires a formal decision by each community or town council annually. A community or a town council can adopt any or all of the determinations but if it does make such a decision, it must apply to all its members.
- 13.4. An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council.
- 13.5. In arriving at its determinations this year, the Panel actively engaged with Community and Town Councils. The Panel met with representatives of One Voice Wales and presented the draft determinations for discussion at their annual conference. The Panel also met with a representative of the Society of Local Council Clerks. During early 2017 the Panel is holding 3 regional meetings across Wales and is meeting the North and Mid Wales Association of Local Councils to further discuss Community and Town Councils' remuneration.

Payments to Community and Town Councillors

- 13.6. In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that councils should be authorised to make a payment to each member.

Determination 44: Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Senior roles

- 13.7. The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, can involve greater responsibility. It has therefore determined that councils should be authorised to pay up to three responsibility payments for specified roles.

Determination 45: Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.

Civic allowance

- 13.8. 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 should be authorised to pay an allowance for these roles.

- 13.9. In its previous annual reports the Panel determined no maximum levels of payment to mayors/chairs and their deputies. The Panel's research indicates that the majority of community and town councils make no or very modest payments to their civic leaders.

However, there are indications that some community and town councils are reporting the budget allocated for civic functions rather than the amount paid as personal civic allowance to the individual. The Panel will take further steps to establish accurate figures for payments made to mayors/chairs with the intention of setting an appropriate level for such payments in its 2018 Annual Report.

Determination 46: Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Determination 47: Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Reimbursement of travel costs

- 13.10. The Panel recognises that there can be significant travel 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. It has therefore made provision for travel costs to be met.

Determination 48: Community and town councils are authorised to 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:

- 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.

Reimbursement of subsistence

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may 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.

Other Allowances / Payments

13.11. Previously the Panel had determined that an Attendance Allowance could be paid to each of its members for attending approved duties outside the area of the council. Very few community or town councils made this payment and therefore this allowance has been removed. However, the Panel has retained the facility and increased the amount which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

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.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.

Reimbursement of the costs of care

13.12. In order to address issues of democratic participation and diversity, the Panel has decided to permit reimbursement of costs to members for the care of dependent children and others, or costs incurred relating to a personal assistance need, whilst attending meetings and other approved duties.

Determination 51: Community and town councils are authorised to 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 shall only be made on production of receipts from the carer.

Publicity requirements

13.13. 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. 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 year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this this requirement.