

CAERPHILLY COUNTY BOROUGH COUNCIL MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the

part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
- (b) ceases to be a Member of the Authority or Co-opted Member; or
- (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all allowances will be made by the Payroll Manager by instalments of one-twelfth of the Member's annual entitlement on 15th of each month.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Reimbursement of Costs of Care

- 7.1 Reimbursement of costs of care shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Reimbursement of costs of care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim reimbursement of costs of care for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel for Wales as set out in **Schedule 1**. All claims for reimbursement of costs of care should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of **10** full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The following are designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- The Monitoring Officer in respect of Co-opted members serving on Standards Committee.
 - The Internal Audit Manager in respect of Co-opted members serving on Audit Committee.
 - The Head of Democratic Services in respect of Co-opted members serving on Education for Life Scrutiny Committee
- 9.5 The appropriate officers can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

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

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

12.3 Air Fare (optional)

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Chief Executive is required and tickets will be purchased by Democratic Services.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by Chief Executive. Democratic Services will arrange travel and accommodation.

12.5 Other Travel Expenses

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

13. Overnight Accommodation

13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Head of Democratic Services.

13.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14 Subsistence Allowance

14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

14.2 No provision is made for subsistence claims within the County Borough.

15. Claims and Payments

15.1 A claim for travel and subsistence allowances must be made in writing within two months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

15.2 Allowances will be paid by the Payroll Manager by direct bank credit.

16. Pensions

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

17 Supporting the work of Authority Members

17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services

Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

- 17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

Members & Co-opted Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2018-19

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
	The following named elected members of the authority	
1	Elizabeth Aldworth	£13,600
2	Carol Andrews	£13,600
3	Alan Angel	£13,600
4	John Bevan	£13,600
5	Phillip Bevan	£13,600
6	Carmen Bezzina	£13, 600*
7	Alan Collis	£13,600
8	Shayne Cook	£13,600
9	Donna Cushing	£13,600
10	Wynne David	£13,600
11	Mike Davies	£13,600
12	Kevin Dawson	£13,600
13	Nigel Dix	£13,600
14	Colin Elsbury	£13, 600*
15	Kevin Etheridge	£13,600
16	Mark Evans	£13,600
17	Andrew Farina-Childs	£13,600

18	Christine Forehead	£13,600
19	Elaine Forehead	£13,600
20	James Fussell	£13,600
21	Ann Gair	£13,600
22	June Gale	£13,600
23	Rob Gough	£13,600
24	David Hardacre	£13,600
25	Lindsey Harding	£13,600
26	David Harse	£13,600
27	Alan Higgs	£13,600
28	Adrian Hussey	£13,600
29	Martyn James	£13,600
30	Vincent James	£13,600
31	Leeroy Jeremiah	£13,600
32	Gary Johnston	£13,600*
33	Stephen Kent	£13,600
34	Gez Kirby	£13,600*
35	Arianna Leonard	£13,600
36	Philippa Leonard	£13,600
37	Brenda Miles	£13,600
38	Gaynor Oliver	£13,600
39	Robert Owen	£13,600*
40	Teresa Parry	£13,600

41	Dianne Price	£13,600
42	John Ridgewell	£13,600
43	John Roberts	£13,600
44	Roy Saralis	£13,600
45	Jon Scriven	£13,600
46	Graham Simmonds	£13,600
47	Steve Skivens	£13,600
48	John Taylor	£13,600
49	Carl Thomas	£13,600
50	Andrew Whitcombe	£13,600
51	Ross Whiting	£13,600
52	Lindsay Whittle	£13,600
53	Tom Williams	£13,600
54	Walter Williams	£13,600
55	Ben Zaplatynski	£13,600

Those Councillors indicated * have forgone the salary increase for 2018/19

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader of Council	David Poole	£48,300
2.	Deputy Leader & Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations	Sean Morgan	£31,550
3.	Deputy Leader & Cabinet Member for Finance, Performance and Governance	Barbara Jones	£31,550
4.	Cabinet Member for Corporate Services	Colin Gordon	£29,300

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
5.	Cabinet Member for Environment and Public Protection	Eluned Stenner	£29,300
6.	Cabinet Member for Education and Achievement	Philippa Marsden	£29,300
7.	Cabinet Member for Neighbourhood Services	Nigel George	£29,300
8.	Cabinet Member for Homes and Places	Lisa Phipps	£29,300
9.	Cabinet Member for Social Care and Wellbeing	Carl Cuss	£29,300
10.	Chair of Policy and Resources/ Partnerships Scrutiny Committee	James Pritchard	£22,300
11.	Chair of Regeneration and Environment Scrutiny Committee	Tudor Davies	£22,300
12.	Chair of Education for Life Scrutiny Committee	Derek Havard	£22,300
13.	Chair of Health Social Care & Wellbeing Scrutiny Committee	Lyndon Binding	£22,300
14.	Chairperson of Licensing Committee	Denver Preece	£22,300
15.	Chairperson of Audit Committee	Margaret Sargent	£22,300
16.	Chairperson of Planning Committee	Michael Adams	£22,300
17.	Leader Of The Largest Opposition Group and Chair of Democratic Services Committee	Colin Mann	£22,300
18.	Not used		
A maximum of [18] senior salary for Caerphilly County Borough Council may be paid and this has not been exceeded.			

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor / Chair)	Michael Adams	£0 receives salary as Chair of Planning Committee
Deputy Civic Head (Deputy Mayor / Chair)	Julian Simmonds	£16,300

ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	Mrs D. Holdroyd	£256 Daily Fee £128 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTEEES		AMOUNT OF CO-OPTEEES ALLOWANCES
ROLE	MEMBER	
Parent Governor representative, Education for Life Scrutiny Committee	Mr M. Barry	£198 Daily Fee £99 ½ Day Fee
Parent Governor representative, Education for Life Scrutiny Committee	Mr R. Morgan	£198 Daily Fee £99 ½ Day Fee
Church Representative, Education for Life Scrutiny Committee	Mr M. Western	£198 Daily Fee £99 ½ Day Fee
Co-opted Member, Standards Committee	Mr P. Brunt	£198 – Full Day or £99 Half Day (up to 4 hours)
Co-opted Member, Standards Committee	Community Councillor Mrs G Davies	£198 – Full Day or £99 Half Day (up to 4 hours)
Co-opted Member, Standards Committee	Mrs M Evans	£198 – Full Day or £99 Half Day (up to 4 hours)
Co-opted Member, Standards Committee	Mr D Lewis	£198 – Full Day or £99 Half Day (up to 4 hours)
Co-opted Member, Standards Committee	Vacant	£198 – Full Day or £99 Half Day (up to 4 hours)
Vice Chair, Audit Committee	Mr N. Yates	£198 – Full Day or £99 Half Day (up to 4 hours)

Reimbursement of costs of care	
All Members	Up to a maximum of £403 per month

Members Support – what is provided in terms of telephone, internet or email (see Determination 6)	
Telephone Support for Executive Members	Mobile phones
Telephone Support for Chairs of Committees	none
Telephone Support for all other Members	Mobile phone offered to Opposition Group Leaders
Access to Email for Executive Members	Home and Office
Access to Email for Chairs of Committees	Home and Office
Access to Email for all other Members	Home and Office

Internet Support for Executive Members	Home and Office
Internet Support for Chairs of Committees	Home and Office
Internet Support for all other Members	Home and Office

NOTE: Home broadband lines are offered to all Councillors or they will be provided with a secure key to enable them to access their Email via WiFi if they so wish.

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:

NOTE: *The Council has decided not to allow for claims for travel within Members' Wards.*

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbursement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and C-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member/Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.