### TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

'Council and Committee meetings must all be advertised and open to the press and public' [The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]

Committee	Scope
Health & Safety Committee [6 members/Quorum 3]	<ul> <li>MCC Health &amp; Safety officer undertaking role of Health and Safety consultant</li> <li>To carry out an assessment of risks facing the council and recommend appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required on an annual basis</li> <li>To meet on an ad hoc basis as required</li> <li>To take on the role of Allotments Committee</li> <li>To make recommendations to Council</li> </ul>
Twinning Committee [5 members/Quorum 3]	<ul> <li>To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel &amp; Morières-les-Avignon</li> <li>To make recommendations to Council</li> </ul>
Planning & Resources Committee	<ul> <li>Full – Decision making [16 members/Quorum 6]</li> <li>To meet on second Tuesday of month</li> <li>To make recommendations to Mon CC in respect of planning applications</li> <li>To consider urgent items at discretion of Mayor</li> </ul>
Cemetery, Finance, Estimates	Full Town Council [16 members/Quorum 6]
Personnel Committee [7 members/Quorum 3]  Extremely Urgent Committee [Plenary]	<ul> <li>To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.</li> <li>To draft, implement and review, monitor and revise policies for staff.</li> <li>To establish and review salary payscales and to be responsible for their administration and review.</li> <li>To oversee the recruitment and appointment of staff.</li> <li>To arrange the execution of new employment contracts and changes to contracts.</li> <li>Town Council establish an Appeals Panel, as and when required, to deal with grievance and disciplinary matters - in accordance with Town Council policies.</li> <li>To make recommendations to Council</li> <li>To be called when an urgent decision is required that has either financial, health and safety or operational implications for Town</li> </ul>
Mayor/Deputy Mayor + 2 Cllrs	Council and/or a decision that is deemed by the Mayor/Deputy Mayor and/or Clerk/Deputy Clerk that needs to be made before the minimum notice for a full council meeting to be called. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances.  To be ratified by Full Council
Planning Applications of Urgent Nature [eg holiday period]	To make recommendations to Mon CC on behalf of Town Council in respect of planning applications where a decision is required within a statutory time period.
Mayor/Deputy Mayor + 2 Cllrs	To be ratified by Full Council
Grants Committee  Mayor/Deputy Mayor + 5 Cllrs	To review the grant application process, as necessary To consider grant application requests for assistance to local bodies To review every grant application submitted to Caldicot Town Council and ensure it meets requirements, as stated within the policy To make recommendations for awarding financial grants to local organisations, within an overall budget approved by the Town Council To make recommendations to Full Council
King George V Playing Fields Charity Trustee	Full Town Council

#### **TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2021/2022**

Monmouthshire County CAB [For Term of Council]	(2)	Cllrs A Easson, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	Cllrs R J Higginson, M Mitchell
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllr R J Higginson + ( <i>M Mitchell</i> - Deputy non-voting)
Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	Cllrs W Conniff, RJ Higginson, P Stevens G McIntyre - Clerk, S King - Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)*	Cllrs J Bond, D Evans, K Harris, RJ Higginson, M Mitchell
School Governors [For Term of Council] Dewstow Primary School Durand Road Primary School Castle Park Primary School	(1) (1) (1)	Cllr F Rowberry Cllr M Stevens Cllr R Garrick
*Schools Admission Forum	(1)	Cllr P Stevens + [W Conniff - deputy]
*Herbert Charity Trust [For Term of Council]	(2)	Cllrs RJ Higginson, W Conniff
Mon CC CCTV Working Group	(2)	Clirs D Evans, P Stevens
Severnside Area Committee	(1)	Cllr F Rowberry + [M Mitchell - deputy]
*Caldicot Castle & Country Park Advisory Group	(2)	Cllrs R Garrick, K Harris
*Mon CC Caldicot Castle Steering Group Cttee	(1)	Cllr F Rowberry
*Mon CC Cluster Meeting	(2)	Cllrs D Evans, P Stevens
Caldicot Foodbank Steering Committee	(1)	Cllr M Mitchell
Mon CC Give Dog Fouling The Red Card Working Group	(1)	Cllr F Rowberry
Mon/Torfaen Youth Offending Team  – Restorative Justice	(1)	Cllr M Stevens
Caldicot Youth Group	(1)	M Mitchell + [J Bond - deputy]
Caldicot Town Team	(1)	Cllr F Rowberry
GAVO	(1)	Cllr P Stevens
Fairtrade	(5)	Cllrs J Bond, J Dobson-Pettican, M Mitchell, P Stevens, C Watkins
Caldicot Regeneration Stakeholder Group	(2)	Cllrs J Bond, F Rowberry

<sup>\*</sup>Clarification was requested on whether a number of groups were still operating

#### **INTERNAL COMMITTEES 2021/22**

Health & Safety	Committee
-----------------	-----------

**Twinning Committee** 

Personnel Committee [Includes Mayor/Deputy]

Planning & Resources

Cemetery, Finance, Estimates

Cheque Signatories [Not a Committee]
Excluding Clerk - also to be signatory
Excluding Deputy Clerk - also to be signatory
in the absence of the Clerk

Bank Signatory [not a cheque signatory]

#### EXTREMELY URGENT COMMITTEE [PLENARY]

Planning Applications of Urgent Nature [Including a holiday period]

**Grants Committee** 

King George V Playing Fields Trustee

#### **Working Groups**

Compound Working Group

Wellbeing Plan

Climate Change Working Group

Town Council Building Working Group [plus Clerk/Deputy Clerk]

- (6) Cllrs D Evans, R Garrick, K Harris, RJ Higginson, M Mitchell, F Rowberry
- (5) To appoint when required
- (7) Cllrs A Easson, W Conniff, D Evans, R Garrick, RJ Higginson, M Mitchell, F Rowberry

**FULL TOWN COUNCIL** 

**FULL TOWN COUNCIL** 

(4) Cllrs D Evans, R Garrick, M Mitchell, P Stevens

Cllr F Rowberry

- (3) Mayor/Deputy + 2 Clirs
- (3) Mayor/Deputy + 2 Cllrs
- (7) Cllrs D Evans, W Conniff, R Garrick, K Harris, M Mitchell, F Rowberry, P Stevens

**FULL TOWN COUNCIL IS TRUSTEE** 

(7) Cllrs W Conniff, D Evans, RJ Higginson, A Lloyd, M Mitchell, F Rowberry, M Stevens

Clerk/Deputy Clerk + Cllrs J Bond, W Conniff, M Mitchell

- (7) Cllrs W Conniff, J Bond, O Edwards, A Lloyd, M Mitchell, R Wilsher, VACANCY
- (5) Cllrs D Evans, A Easson, RJ Higginson, M Mitchell, R Wilsher

# Caldicot Town Council Cyngor y Dref Cil-y-Coed



#### HYBRID MEETING PROTOCOL

#### **Background to Policy**

In March 2020, legislative changes were introduced which allowed Community and Town Councils to hold remote meetings. The changes were as a result of the Covid-19 pandemic and ensured safety for the public, staff and Councils.

Following the easing of restrictions during 2021 to date, Councils are able to hold hybrid meetings. A hybrid meeting is one where some attendees are physically present in the meeting room and some attendees are remote.

This hybrid meeting policy has been developed to ensure safety, security and assurance for attendees, both remote and in person. It demonstrates the Town Council commitment to openness, transparency and integrity of those attending meetings.

#### **Hybrid Meetings Policy**

- 1. A hybrid meeting is a meeting where councillors and the public, can meet in person or attend remotely using the online platform.
- 2. The Council facilitates online access to its meetings via Starleaf platform.
- 3. A link to the online platform will be emailed to those who have indicated their wish to attend online. Information about how to attend meetings will be available from the Town Council office.
- 4. Any remote attendees must mute microphones, prior to the start of the meeting. Any requests to speak, should be indicated by raising a hand to the Chair of the meeting.
- 5. Any members of the public wishing to attend remotely should register via the Town Council website <a href="www.caldicottc.org.uk">www.caldicottc.org.uk</a> 'Contact Us' (on the homepage), alternatively request by email to <a href="mailto:admin@caldicottc.org.uk">admin@caldicottc.org.uk</a>.
- 6. Members of the public are able to participate by indicating to the Chairman that they wish to speak at the point in the agenda set aside for public questions and comments.
- 7. Occasionally, the Chairman may permit a member of the public to ask a question or offer a comment during discussions on other agenda items.
- 8. Attendees will be invited to a waiting room, prior to the start of the meeting. This ensures that technical infrastructure is accessible.
- 9. The Council reserves the right to modify, suspend, cancel, or restrict the mechanisms for electronic joining if this becomes necessary or advisable for technical or security reasons.
- 10. The Council takes all reasonable steps to ensure that all participants feel safe and secure when attending hybrid meetings.
- 11. Remote attendees should be aware that there will always be certain residual risks in relation to the technical infrastructure used for hybrid meetings.

Council Office, Sandy Lane, CALDICOT NP26 4NA Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA

# Payments to Members of Community and Town Councils

The Panel recognise that there is a wide variation in geography, scope and scale across the large number of 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. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.

The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version. Get information on copyright.

support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the Annual Report 2021 to 2022 will continue to apply.

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.

Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

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.

Members should receive monies to which they are properly entitled as a matter of course.

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.

The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.

Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

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 contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.

Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

# **Table 9: Community and Town Council Groupings**

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
В	£30,000 - £199,999
С	Below £30,000

These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

#### Table 10

Group number

Size of Electorate

Group 1

Electorate in excess of 14,000

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

Group number	Size of Electorate
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

# Payments towards costs and expenses

The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.

Receipts are not required for these payments.

#### **Determination 44**

 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.

#### **Taxation**

The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

#### Senior roles

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 set out the determinations for senior roles in Table 11 below.

In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

#### **Determination 45:**

• The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11.

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.

# **Contribution towards costs of Care and Personal Assistance**

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's determinations on Contribution towards costs of Care and Personal Assistance apply to Community and Town Councils.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

# Reimbursement of travel costs and subsistence costs

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 46**

- Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. 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.

Where a member who is on official business or an approved duty 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**

- 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

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

not provided.

• £200: London overnight.

· £95: elsewhere overnight.

£30: staying with friends and/or family overnight.

# Compensation for financial loss

The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. 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.

#### **Determination 48**

- 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 £57.20 for each period not exceeding 4 hour
  - Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

#### Attendance Allowance

Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction.

Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, the paragraphs below details what should be included.

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

#### **Determination 49**

Each council can decide to introduce an attendance allowance for members.
 The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.

If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.

The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.

All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline to receive payment by informing (in writing) the proper officer.

# **Civic Head and Deputy Civic Head**

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.

The Panel recognises the wide range of provision made for civic heads in

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.

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.

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 official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.

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.

This is a personal payment to the individual and is entirely separate from covering the costs set out above.

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 50**

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 51**

 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.

#### **Determination 52**

• The application of the Remuneration Framework by relevant Group is contained in Table 11.

Table 11

Type of payment	Group	Requirement
Basic Payment	1 (Electorate over 14,000)	Mandatory for all Members
Senior Role Payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Attendance Allowance	1 (Electorate over 14,000)	Optional
Financial Loss	1 (Electorate over 14,000)	Optional
Travel and Subsistence	1 (Electorate over 14,000)	Optional
Costs of Care	1 (Electorate over 14,000)	Mandatory
Basic Payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all members
Senior Role Payment	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Attendance Allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial Loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and Subsistence	2 (Electorate over 10,000 to 13,999)	Optional

Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

74 ON 1 194	a dec. The security of the sec	TO A COMPANY NAME OF A SECOND
Cost of Care	2 (Electorate over 10,000 to 13,999)	Mandatory
Basic Payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior Role Payment	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Attendance Allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial Loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and Subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Cost of Care	3 (Electorate over 5,000 to 9,999)	Mandatory
Basic Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members
Senior Role Payment	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

Cost of Care	4 (Electorate over 1,000 to 4,999)	Mandatory
Basic Payment	5 (Electorate less than 1,000)	Mandatory for all Members
Senior Role Payment	5 (Electorate less than 1,000)	Mo #1
Attendance Allowance	5 (Electorate less than 1,000)	Optional
Financial Loss	5 (Electorate less than 1,000)	Optional
Travel and Subs	5 (Electorate less than 1,000)	Optional
Cost of Care	5 (Electorate less than 1,000)	Mandatory

# **Making Payments to Members**

Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.

In respect of the mandated payments no decision is required and members should receive monies to which they are properly entitled as a matter of course.

Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.

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.

When payments take effect from is set out below.

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

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

budget plans.

#### Table 12

#### **Determination Number**

#### Is a decision required by council?

44. 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, with the exception of those councils in Group 5 where the payment is optional.

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.

45. The payment for members undertaking a As set out in Table 11. senior role is an annual amount of £500 as set out in Table 11.

46. Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.

Yes - the payment of travel costs is optional.

47. 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.

48. 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 compensation is optional if claimed

49. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

Yes - the payment of attendance allowance is optional.

A member in receipt of financial loss will not

This document was downloaded from GOV.WALES and may not be the latest version. Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

#### **Determination Number**

#### Is a decision required by council?

be entitled to claim attendance allowance for the same event.

.50. 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.

**51**. 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.

**52**. The application of the Remuneration Framework by relevant Group.

As set out in Table 11.

53. 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 contribution towards costs of care and personal assistance.

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 contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

All members are eligible to be paid the £150 as set out in Determination 44 and Table 11, normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it
  would be administratively reasonable for the payment to be deferred until the
  outcome of the election.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

New members are entitled to a proportionate payment

Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations **50** and **51** are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out above will apply.

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
- whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

As stated above 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 53**

 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 contribution towards costs of care and personal assistance.

#### **Publicity requirements**

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.

# **Compliance with Panel Requirements**

#### The Panel's remit under the Measure

Section 153 of the Measure empowers the Panel to require a relevant authority (a principal council, a community or town council, a national park authority and a Welsh fire and rescue authority) 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.

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

The Panel will monitor compliance with the determinations in this Annual Report. Whilst the Panel has no formal enforcement powers it may share information with organisations such as Audit Wales as part of the overall review of a relevant authority's governance and financial arrangements. If the Panel is not satisfied a relevant authority has complied with the Panel's determinations the Panel will inform Welsh Government ministers and may publish details of non-compliance.

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

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

This document was downloaded from GOV.WALES and may not be the latest version.

Go to https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html for the latest version.

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 also be submitted to the Panel no later than that date.

The following requirements do not apply to Community and Town Councils:

- 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.
- 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.

Any amendments to the Schedule made during the year must be notified to the Panel as soon as possible after the amendment is made.

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

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 ceased on 31 March 2020.

The Welsh Government issued amended guidance to the Panel which can be found at Amended Guidance to the Independent Remuneration Panel for Wales under Section 143A of the Local Government (Wales) Measure 2011