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COUNTY COUNCIL
Thursday, 18th May, 2023

S U P P L E M E N T A R Y P A C K

8.	ALLOCATIONS, ELECTIONS AND APPOINTMENTS REQUIRED TO BE MADE AT THE ANNUAL MEETING OF THE COUNCIL
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Appendices 1 and 5 have been updated with additional information from the political groups. (Pages 3 - 18)

9.	MEMBERS' SCHEDULE OF REMUNERATION
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The Schedule has been updated.
(Pages 19 - 44)

11.	NEW WAYS OF WORKING - MEMBER MEETINGS
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To consider a report on a new working model for Members attending council meetings. The report has been updated.
(Pages 45 - 52)

14.	BUDGET VIREMENT TO SUPPORT THE HOUSING SERVICES 'CREATING AREA FOCUSED TEAMS' PROJECT
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To consider a report by County Councillor Matthew Dorrance, Deputy Leader and Cabinet Member for a Fairer Powys.
(Pages 53 - 62)

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8

Political Group Information – February 2023

Summary:

	No.	%
Welsh Liberal Democrats Group	20	29.41
Welsh Conservatives Group	14	20.59
Welsh Labour Group	9	13.24
Independent Group	8	11.76
Independents for Powys	6	8.82
Plaid Cymru Group	3	4.41
Non-Affiliated Members	8	11.76
Vacancy	0	0.00
Total	68	100.00

Group Information:

Independent Group	Members:8
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Joint Group Leader:	Heulwen Hulme
Group Deputy Leader(s):	

County Councillors:

Gareth D Jones	Graham Breeze
Heulwen Hulme	Arwel Jones
Michael Williams	Edwin Roderick
Peter James	Beverley Baynham

Independents for Powys Group	Members:6
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Joint Group Leader:	Jeremy Pugh
Group Deputy Leader(s):	Ange Williams

County Councillors:

Jeremy Pugh	Gareth E. Jones
Bryan Davies	Claire Mills
Ange Williams	Ed Jones

Welsh Liberal Democrats Democratiaid Rhyddfrydol Cymru	Members:20
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Group Leader:	James Gibson-Watt
Deputy Leader and Chair:	Gareth Ratcliffe
Group Party Whip:	Richard Church

County Councillors:

James Gibson-Watt	Carol Robinson
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Political Group Information – February 2023

Danny Bebb	William Lloyd
Gareth Ratcliffe	Corinna Kenyon-Wade
Jake Berriman	Josie Ewing
Pete Roberts	Sian Cox
Jackie Charlton	Gareth Morgan
Glyn Preston	David Selby
Kelly Healy	Adam Kennerley
Angela Davies	Anita Cartwright
William Powell	Richard Church

Welsh Labour Llafur Cymru	Members:9
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Group Leader:	Matthew Dorrance
Group Deputy Leader:	Susan McNicholas
Group Secretary:	Huw Williams
Group Party Whip:	Sandra Davies
Group Chair:	Sarah Williams

County Councillors:

Matthew Dorrance	Susan McNicholas
Sandra Davies	Huw Williams
Sarah Williams	David Thomas
Liz Rjinenberg	Chris Walsh
David Meredith	

Welsh Conservatives Ceidwadwyr Cymreig	Members:14
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Group Leader:	Aled Davies
Deputy Leader:	Amanda Jenner
Group Secretary:	Ian Harrison
Group Chair:	Lucy Roberts

County Councillors:

Aled Davies	Ian Harrison
Benjamin Breeze	Lucy Roberts
Gwynfor Thomas	Les George
Jonathan Wilkinson	Amanda Jenner
Peter Lewis	Pete Lewington
Iain McIntosh	Gareth Pugh
Karl Lewis	Adrian Jones

Political Group Information – February 2023

Plaid Cymru	Members:3
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Group Leader:	Elwyn Vaughan
Deputy Leader:	
Group Secretary:	

County Councillors:

Bryn Davies	Elwyn Vaughan
Gary Mitchell	

Non Affiliated:

(Individual members of the Council who have decided not to join a Powys County Council political group. Non-Affiliated Members are not a political group for the allocation of seats on committees)

Non-Affiliated Members	Members:8
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County Councillors:

Little Brighthouse	Jeremy Thorp
Geoff Morgan	Deb Edwards
Joy Jones	Sarah-Jane Beecham
Matt Beecham	Tom Colbert

Vacancies.

Electoral Divisions:

Dated: 16 May 2023

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Appointment of Councillors to Committees 2023-2024

Learning and Skills Scrutiny Committee (11 Councillors plus 4 Co-Opted Members)
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Independents	1 seat(s) + 1 additional seat
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County Councillors:
Gareth D. Jones
Gwynfor Thomas (Conservatives)

Conservatives	2 seat(s)
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County Councillors:
Lucy Roberts
Aled Davies

Liberal Democrats	3 seat(s)
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County Councillors:
Matt Beecham (Non-Affiliated)
Danny Bebb
Glyn Preston

Labour	1 seat(s) + 1 additional seat
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County Councillors:
David Meredith
Susan McNicholas

Plaid Cymru	0 seat(s) + 1 additional seat
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County Councillors:
Bryn Davies

Independent's for Powys	1 seat(s)
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County Councillor:
Geoff Morgan (Non-Affiliated)

Health and Care Scrutiny Committee (11 Councillors)
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Independents	1 seat(s) + 1 additional seat
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County Councillors:
Edwin Roderick
Heulwen Hulme

Conservatives	2 seat(s)
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County Councillors:
Amanda Jenner
Benjamin Breeze

Liberal Democrats	3 seat(s)
County Councillors: Josie Ewing Carol Robinson Little Brighthouse (Non-Affiliated)	
Labour	1 seat(s) + 1 additional seat
County Councillors: Liz Rijnenberg Chris Walsh	
Plaid Cymru	0 seat(s) + 1 additional seat
County Councillors: Elwyn Vaughan	
Independent's for Powys	1 seat(s)
County Councillor: Gareth E Jones	
Economy, Residents and Communities Scrutiny Committee (11 Councillors and 1 Co-Opted Member)	
Independents	1 seat(s) + 1 additional seat
County Councillors: Arwel Jones Peter James	
Conservatives	2 seat(s)
County Councillors: Adrian Jones Karl Lewis	
Liberal Democrats	3 seat(s)
County Councillors: Angela Davies Corinna Kenyon-Wade Glyn Preston	
Labour	1 seat(s) + 1 additional seat
County Councillors: Sarah Williams Liz Rijnenberg	
Plaid Cymru	0 seat(s) + 1 additional seat
County Councillors: Gary Mitchell	

Independent's for Powys	1 seat(s)
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County Councillor:
Bryan Davies

Public Service Board Scrutiny Committee

- **2 representatives of each of the scrutiny committees on a political balanced basis = 6 Councillors (and who preferably represent the Council on BBNP / PTHB / MAWWFFRA and PAVO)**
 - **3 Vice-Chairs of the Scrutiny Committees)**

Independents	1 seat(s)
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County Councillors:
Gareth D Jones

Conservatives	1 seat(s)
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County Councillors:
Adrian Jones.

Liberal Democrats	2 seat(s)
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County Councillors:
Glyn Preston
Corinna Kenyon-Wade

Labour	1 seat(s)
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County Councillors:
Susan McNicholas

Plaid Cymru	0 seat(s)
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County Councillors:

Independent's for Powys	1 seat(s)
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County Councillor:
Ange Williams

**Governance and Audit Committee
(6 Councillors plus 3 Lay Member)**

Independents	1 seat(s)
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County Councillors:
Graham Breeze

Conservatives	1 seat(s)
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County Councillors:
Pete Lewington

Liberal Democrats	2 seat(s)
County Councillors: William Powell Gareth Ratcliffe	
Labour	1 seat(s)
County Councillor: Chris Walsh	
Plaid Cymru	0 seat(s)
County Councillors:	
Independent's for Powys	1 seat(s)
County Councillor: Ange Williams	
Democratic Services Committee (11 Councillors)	
Independents	1 seat(s) + 1 additional seat
County Councillors: Graham Breeze Heulwen Hulme	
Conservatives	2 seat(s)
County Councillors: Peter Lewis Pete Lewington	
Liberal Democrats	3 seat(s)
County Councillors: Anita Cartwright Danny Bebb Kelly Healy	
Labour	1 seat(s) + 1 additional seat
County Councillor: David Meredith Sarah Williams	
Plaid Cymru	0 seat(s) + 1 additional seat
County Councillors: Elwyn Vaughan	
Independent's for Powys	1 seat(s)
County Councillor: Gareth E Jones	

Planning, Taxi Licensing and Rights of Way Committee (17 Councillors)
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Independents	2 seat(s)
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County Councillors:
Gareth D. Jones
Heulwen Hulme

Conservatives	4 seat(s)
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County Councillors:
Jonathan Wilkinson
Karl Lewis
Gareth Pugh
Adrian Jones

Liberal Democrats	5 seat(s)
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County Councillors:
Angela Davies
Corinna Kenyon-Wade
Tom Colbert (Non-Affiliated)
Peter James (Independent)
VACANCY

Labour	2 seat(s) + 1 additional seat
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County Councillors:
Huw Williams
Geoff Morgan (Non-Affiliated)
Edwin Roderick (Independent)

Plaid Cymru	1 seat(s)
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County Councillor:
Elwyn Vaughan

Independent's for Powys	2 seat(s)
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County Councillor:
Gareth E. Jones
Deb Edwards (Non-Affiliated)

Licensing Act 2003 Committee (11 Councillors)
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Independents	1 seat(s) + 1 additional seat
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County Councillors:
Heulwen Hulme
Beverley Baynham

Conservatives	2 seat(s)
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County Councillors:
Jonathan Wilkinson
Adrian Jones

Liberal Democrats	3 seat(s)
County Councillors: Josie Ewing William Lloyd Deb Edwards (Non-Affiliated)	
Labour	1 seat(s) + 1 additional seat
County Councillor: Huw Williams David Meredith	
Plaid Cymru	0 seat(s) + 1 additional seat
County Councillors: Bryn Davies	
Independent's for Powys	1 seat(s)
County Councillor: Ed Jones	
Employment and Appeals Committee (11 Councillors)	
Independents	1 seat(s) + 1 additional seat
County Councillors: Michael Williams Beverley Baynham	
Conservatives	2 seat(s)
County Councillors: Lucy Roberts Benjamin Breeze	
Liberal Democrats	3 seat(s)
County Councillors: Gareth Morgan William Lloyd Carol Robinson	
Labour	1 seat(s) + 1 additional seat
County Councillor: David Meredith Susan McNicholas	
Plaid Cymru	0 seat(s) + 1 additional seat
County Councillors: Gary Mitchell	

Independent's for Powys	1 seat(s)
County Councillor: Claire Johnson-Wood	

Pensions and Investment Committee (5 Councillors)
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Independents	1 seat(s)
County Councillors: Arwel Jones	

Conservatives	1 seat(s)
County Councillor: Peter Lewis	

Liberal Democrats	1 seat(s) + 1 additional seat
County Councillor: Adam Kennerley Corinna Kenyon-Wade	

Labour	1 seat(s)
County Councillor: Huw Williams	

Plaid Cymru	0 seat(s)
County Councillors:	

Independent's for Powys	0 seat(s)
County Councillors:	

Standards Committee (4 Councillors)
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Independents	1 seat(s)
County Councillor: Beverley Baynham	

Conservatives	1 seat(s)
County Councillor: Iain McIntosh	

Liberal Democrats	1 seat(s)
County Councillor: William Powell	

Labour	1 seat(s)
County Councillor: Liz Rijnenberg	

Plaid Cymru	0 seat(s)
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County Councillors:

Independent's for Powys	0 seat(s)
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County Councillors:

<p>Finance Panel</p> <ul style="list-style-type: none"> • 9 Councillors plus • 1 Co-Opted Member from Governance and Audit.
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Independents	1 seat(s)
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County Councillor:

Arwel Jones

Conservatives	2 seat(s)
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County Councillor:

Aled Davies

Pete Lewington

Liberal Democrats	3 seat(s)
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County Councillor:

Corinna Kenyon-Wade

Glyn Preston

Gareth Ratcliffe

Labour	1 seat(s)
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County Councillor:

Chris Walsh

Plaid Cymru	0 seat(s) + 1 additional seat
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County Councillors:

Elwyn Vaughan

Independent's for Powys	1 seat(s)
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County Councillors:

Jeremy Pugh

Outside Bodies.

Bannau Brycheiniog National Park Authority

Independents	1 seat(s)
County Councillors: Edwin Roderick	
Conservatives	1 seat(s)
County Councillors: VACANCY	
Liberal Democrats	2 seat(s)
County Councillors: Gareth Ratcliffe William Powell	
Labour	1 seat(s)
County Councillors: Huw Williams	
Plaid Cymru	0 seat(s)
County Councillors:	
Independent's for Powys	1 seat(s)
County Councillor: Ed Jones	

Welsh Local Government Association (WLGA) 3 Seats

Independents	0 seat(s)
County Councillors:	
Conservatives	0 seat(s)
County Councillors:	
Liberal Democrats	2 seat(s)
County Councillors:	
Labour	1 seat(s)
County Councillors:	
Plaid Cymru	0 seat(s)
County Councillors:	
Independent's for Powys	0 seat(s)
County Councillor:	

Welsh Local Government Association (WLGA) Executive Board. 1 Seat
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Independents	0 seat(s)
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County Councillors:

Conservatives	0 seat(s)
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County Councillors:

Liberal Democrats	1 seat(s)
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County Councillors:
James Gibson-Watt

Labour	0 seat(s)
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County Councillors:

Plaid Cymru	0 seat(s)
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County Councillors:

Independent's for Powys	0 seat(s)
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County Councillors:

FOR INFORMATION ONLY

Mid and West Wales Fire and Rescue Authority. 4 Seats
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Independents	1 seat(s)
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County Councillors:
Edwin Roderick

Conservatives	1 seat(s)
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County Councillors:
Gwynfor Thomas

Liberal Democrats	1 seat(s)
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County Councillors:
Glyn Preston

Labour	1 seat(s)
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County Councillors:
Sarah Williams

Plaid Cymru	0 seat(s)
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County Councillors:

Independent's for Powys	0 seat(s)
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County Councillors:

Dyfed Powys Police and Crime Panel. 3 Seats
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Independents	0 seat(s)
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County Councillors:

Conservatives	1 seat(s)
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County Councillors:
Les George

Liberal Democrats	1 seat(s)
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County Councillors:
William Powell

Labour	1 seat(s)
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County Councillors:
Liz Rijnenberg

Plaid Cymru	0 seat(s)
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County Councillors:

Independent's for Powys	0 seat(s)
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County Councillors:

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Powys County Council.

Members' Schedule of Remuneration

Relevant Year:	2023 - 2024
Approved by the County Council:	18 May, 2023
In Year Amendments:	

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. The Local Government (Wales) Measure 2011 also stipulates that the Panel's Annual Report relates to each financial year. Therefore, the application of changes to payments for members will take effect on 1st April of each year, with members notified of any increases in March.

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.

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, his/her 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. In addition the job sharing of up to 3 Cabinet posts is allowed under the Local Government and elections (Wales) Act 2021 as set out in the Constitution.

- 2.7 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (Leader, Deputy Leader or Member of the Cabinet) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (Leader, Deputy Leader or Member of the Cabinet) **cannot** receive a salary from any Town or Community Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.
- 2.9 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.
- 2.10 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, his/her entitlement to the Salary will be pro-rata.
- 2.11 County Councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework, subject to:
 - (a) The total number of senior salaries cannot exceed fifty percent of the membership.
 - (b) Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - (c) There must be clear evidence that the post/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.

3. Sickness Absence for Senior Salary Holders

- 3.1 The Independent Remuneration Panel for Wales has amended the framework to provide specific arrangements for the long term sickness of Senior Salary Holders as follows:
 - (a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - (b) The maximum length of sickness 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 the 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, an addition will be allowed for the duration of the substitution. However this would 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 authority's 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. It does not also apply to co-opted members.

4. Election to Forgo Entitlement to Allowance

- 4.1 A Member may, by notice in writing delivered to the Chief Finance Officer of the authority, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice for that financial year. A Member will be required to resubmit this written notice to the Chief Finance Officer for each subsequent financial year that they elect to forego any part of their entitlement to a Salary, Allowance or Fee.
- 4.2 A Member or Co-opted Member who has served a Notice of Election to Forego (either by email or letter) will receive confirmation in the form of a Revised Payment Notice from the Chief Finance Officer or his / her nominee setting out the details of the revised payments (if any) the Member or Co-opted Member will receive as a result of such election to forgo and the Chief Finance Officer or his / her nominee will amend the Schedule accordingly.

5. Suspension of a Member

- 5.1 Where a Member of the Authority is suspended or partially suspended from his or her 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 him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 5.2 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.

6. Repayment of salaries, allowances or fees

- 6.1 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.

6.2 The Chief Finance Officer or his / her nominee, will serve a Repayment Notice on the Member or Co-opted Member specifying the amount or amounts which the Member or Co-opted Member is required to re-pay to the Council whereupon that amount or those amounts will become re-payable to the Council.

6.3 The Chief Finance Officer or his / her nominee will serve a Repayment Notice as soon as reasonably practicable after becoming aware that such re-payment or re-payments is/are due from the Member or Co-opted Member.

6.4 Such Repayment Notice will specify the period or periods over which the re-payment is to be made and whether or not it is to be by way of deduction from future payments of Salary, Allowance, or Fees which will be due in future to the Member or Co-opted Member in question.

6.5 Such repayment will in any event be concluded within 6 months of the date of the service of a Repayment Notice by the Chief Finance Officer or his / her nominee.

6.6 Any Member or Co-opted Member who is served with a Repayment Notice by the Chief Finance Officer or his / her nominee may request that the matter be referred to the Council's Standards Committee whose decision will be final.

7. Payments

7.1 Payments of all salaries (Basic, Senior and Civic) will be made by the Chief Finance Officer or his / her nominee in instalments of one-twelfth of the Member's annual entitlement on the last banking day of each month.

7.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.

7.3 All payments are subject to the appropriate statutory and Non-Statutory deductions.

8. Contribution towards Costs of Care and Personal Assistance (CCCPA)

8.1 A Contribution towards Costs of Care and Personal Assistance shall be paid:

- (i) to a Member or Co-opted Member with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.
- (ii) for personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.
- (iii) provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties

8.2 Approved duties for which a Contribution towards Costs of Care and Personal Assistance can be claimed include:

- (i) Meetings – formal (those called by the Authority) and those necessary to members' work (to deal with constituency but not party issues) and personal development (training, and appraisals.)
- (ii) Travel – in connection with meetings.
- (iii) Preparation – reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.
- (iv) Senior salary holders with additional duties may have higher costs.

8.3 A CCCPA 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.

8.4 Eligible Members may claim a CCCPA for actual and receipted costs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living wage Foundation at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household

8.5 All claims for CCCPA should be made in writing to the Chief Finance Officer or his / her nominee detailing times, dates and reasons for claim. Receipts are required from the care provider for both informal and formal care arrangements.

8.6 Additional guidance from the Panel:

- (i) Members should not be "out of pocket" subject to the limit set in the Annual Report.
- (ii) Models of care and needs vary.
- (iii) Members may use a combination of several care options.
- (iv) Patterns of care may alter over the civic and academic year.
- (v) Not all care is based on hourly (or part hourly) rates.
- (vi) Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.
- (vii) Members may need to:

- (a) book and pay for sessions in advance
 - (b) commit to a block contract: week, month or term
 - (c) pay for sessions cancelled at short notice
- (viii) Where care need straddles two sessions both should be reimbursed.

9. Family Absence

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.

10. Co-optees' payments

- 10.1 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.
- 10.2 *Optional - Co-optees' payments will be capped at a maximum of the equivalent of full days a year for each committee to which an individual may be co-opted as follows:*
- Governance and Audit Committee Independent / Lay Member – 25 days.
 - Parent Governor Representatives (Learning and Skills Scrutiny Committee) – 20 days.
 - Church Representatives (Learning and Skills Scrutiny Committee) – 15 days.
 - Standards Committee Independent / Lay Member - Chair – 12 days.
 - Standards – Independent / Lay Member – 10 days
 - Standards Community Sub-Committee – Town and Community Council Representatives – 10 days.
- 10.3 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).
- 10.4 The Monitoring Officer is 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.

- 10.5 The Monitoring Officer 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.
- 10.6 A half day meeting is defined as up to 4 hours.
- 10.7 A full day meeting is defined as over 4 hours.
- 10.8 The daily and half day fee for the Chairs of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 10.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

11. Travel and Subsistence Allowances

11.1 General Principles

- 11.2 Members and Co-opted Members may 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 his/her claim abated by an appropriate amount.
- 11.3 Where possible Members should share transport.
- 11.4 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.
- 11.5 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.
- 11.6 Where a Member is suspended or partially suspended from his or her 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 him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

12. Travel by Private Vehicle

- 12.1 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. For any claims submitted Members are responsible for retaining VAT receipts in support of these claims for a period of 6 years following the claim. Alternatively, Members may submit valid receipts after each claim submission, in a

sealed envelope marked as confidential, referencing the claim date, to the Professional Lead for Employment Services, County Hall, Llandrindod Wells.

12.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

12.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of a valid driving licence and an appropriate insurance must be provided to the Authority on request.

13. Travel by Public Transport

13.1 Rail and Coach Travel

13.1.1 Rail fare will be reimbursed up to a maximum of first class rates.

13.1.2 Employment 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.

13.2 Taxi Fares

13.2.1 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-imburement will be upon receipt only.

13.3 Air Fare

13.3.1 Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the relevant Director / Strategic Director is required and tickets will be purchased by Employment Services. Air fare, where appropriate, will be reimbursed at the ordinary rate. Travel abroad on the Authority's business will only be permitted where authorised by relevant Director / Strategic Director. The relevant service will arrange travel and accommodation.

13.4 Other Travel Expenses

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

14. Overnight Accommodation

14.1 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.

14.2 Wherever possible, overnight accommodation should be reserved and paid for by the Council itself utilising the Councils hotel accommodation booking system Expotel managed by Commercial Services. This system has been set up to help ensure

Officers and Members obtain the most competitive rates for overnight accommodation.

- 14.3 There may be circumstances where the authority deems it reasonable and cost effective to arrange overnight accommodation within the Council area. An appropriate business case will need to be made to the Chief Finance Officer to approve such an overnight stay. However staying with family or friends is not allowed in this circumstance.
- 14.4 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**.

15 Subsistence Allowance

- 15.1 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)
- 15.2 No provision is made for subsistence claims within the County.

16. Arrangements for Claims and Payments

- 16.1 Arrangements for the payments of Basic, Senior and Civic Salaries to Members is set out in paragraph 6 above.
- 16.2 A claim for Co-Opted Member Fees must be made in writing within the timescales set out below and must be accompanied by the relevant receipts as set out below:
- 16.2.1 CO-OPTED MEMBER FEES will be paid to Co-opted Members monthly as follows:
- (a) where an authorised claim for a Co-opted Member Fee is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and
 - (b) where an authorised claim for a Co-opted Member Fee is received by Employment Services after the 7th day of the month it will be paid at the end of the following month

PROVIDED ALWAYS:

- (i) that a Co-opted Member Fee will be paid ONLY where the Co-opted Member has submitted in writing a fully completed and signed Co-opted Member Fee Claim Form (see Appendix 3 to this Schedule); and
- (ii) that no Co-opted Member Fee claim will be paid which is in respect of a month or months which is/are more than 2 months prior to the date the claim is received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Co-opted Member concerned. The decision of the Standards Committee in this connection will be final.

- 16.2.2 Co-opted Member Fees will be paid into the bank account of the Co-opted member

16.3 A claim for a Contribution towards Costs of Care and Personal Assistance (CCCPA) for Members and Co-Opted Members must be made in writing within the timescales set out below and must be accompanied by the relevant receipts as set out below:

16.3.1 A Contribution towards Costs of Care and Personal Assistance will be paid to Members and Co-opted Members monthly as follows:

- (a) where an authorised claim for a CCCPA is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and
- (b) where an authorised claim for a CCCPA is received by Employment Services after the 7th day of the month it will be paid at the end of the following month

PROVIDED ALWAYS:

- (i) that a CCCPA will be paid ONLY where the Member or Co-opted Member has submitted in writing a fully completed and signed Carer's Claim Form (see Appendix 1 to this Schedule) and has produced receipts from the carer in respect of which the claim is made;
- (ii) that prior to their first claim for a CCCPA the Member or Co-opted Member has submitted in writing a fully completed and signed Carer's Declaration Form (see Appendix 2 to this Schedule); and
- (iii) that no CCCPA claim will be paid which is in respect of a month or months which is/are more than 2 month's prior to the date the claim is received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Member or Co-opted Member concerned. The decision of the Standards Committee in this connection will be final.

16.3.2 A CCCPA will be paid into the bank account of the Member or Co-opted member

16.4 A claim for travel and subsistence allowances for Members and Co-Opted Members must be made in writing within the timescales set out below and must be accompanied by the relevant receipts as set out below:

16.4.1 TRAVEL & SUBSISTENCE ALLOWANCE payments in respect of Eligible Subsistence Expenses and Eligible Travel Expenses will be paid to Members and Co-opted Members monthly as follows:

- (a) in the case of a Member, where an authorised claim for a Travel or Subsistence Allowance has been submitted via the iTrent Self Service on or before the 15th day of the month it will be paid at the end of that month; and
- (b) in the case of a Co-Opted Member where an authorised claim for a Travel or Subsistence Allowance is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and
- (c) where an authorised claim for a Travel or Subsistence Allowance is received by Employment Services after the dates set out in (a) and (b) above it will be paid at the end of the following month. Emergency payments in respect of late submissions will not be granted.

PROVIDED ALWAYS:

- (i) that a Travel or Subsistence Allowance will be paid ONLY where the Member or Co-opted Member has submitted a fully completed and personally authorised Travel & Subsistence Allowance Claim Form (see Appendix 4 to

this Schedule) and has produced receipts for those journeys or subsistence in respect of which the claim is made; and

- (ii) that no Travel or Subsistence Allowance claim will be paid which is in respect of a month or months which is/are more than 2 month's prior to the date the claim is received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Member or Co-opted Member. The decision of the Standards Committee in this connection will be final.

16.4.2 Travel and Subsistence Allowances will be paid into the bank account of the Member or Co-opted member.

16.4.3 The Council reserves the right to audit claims, including requesting evidence of valid VAT receipts. Failure to produce VAT receipts where declared, or any anomalies identified, could result in recovery of the associated pay element. **Please note receipts used to claim VAT elsewhere cannot be used for Council business.**

16.4.4 Where Members require assistance with inputting claims via iTrent Self Service, ICT and system login passwords must not be disclosed to anyone. It is the Members responsibility to check and authorise the submission.

17. Pensions

17.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme. Councillors are not however brought into the LGPS automatically like employees, if Councillors wish to join they must opt in via the completion of a joining form.

18. Supporting the Work of Authority Members.

18.1 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.

18.2 All elected Members and Co-Opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.

18.3 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.

19. Compliance

19.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4.**

Members are reminded that expense claims are subject to both internal and external audit.

Schedule 1

Schedule of Remuneration 2023-24

Members Entitled to Basic Salary

The Annual amount of Basic Salary is £17,600 and is paid to the following named elected members of the authority

Baynham, Beverley
Bebb, Danny
Beecham, Matt
Beecham, Sarah-Jane
Berriman, Jake
Breeze, Benjamin
Breeze, Graham
Brighthouse, Little
Cartwright, Anita
Charlton, Jackie
Church, Richard
Colbert, Tom
Cox, Sian
Davies, Aled
Davies, Angela
Davies, Bryan
Davies, Bryn
Davies Sandra
Dorrance, Matthew
Edwards, Deb
Ewing, Josie
George, Les
Gibson-Watt, James
Harrison, Ian
Healy, Kelly
Hulme, Heulwen
James, Peter
Jenner, Amanda
Jones, Adrian
Jones, Arwel
Jones, Ed
Jones Gareth D
Jones, Gareth E
Jones, Joy
Kennerley, Adam
Kenyon-Wade, Corinna
Lewington, Pete
Lewis, Karl
Lewis, Peter
Lloyd, William
McIntosh, Iain
McNicholas, Susan
Meredith, David

Johnson-Wood, Claire
 Mitchell, Gary
 Morgan, Gareth
 Morgan, Geoff
 Powell, William
 Preston, Glyn
 Pugh, Gareth
 Pugh, Jeremy
 Ratcliffe, Gareth
 Rijnenberg, Liz
 Roberts, Lucy
 Roberts, Pete
 Robinson, Carol
 Roderick, Edwin
 Selby, David
 Thomas, David
 Thomas, Gwynfor
 Brignell-Thorp, Jeremy
 Vaughan, Elwyn
 Walsh, Chris
 Wilkinson, Jonathan
 Williams, Ange
 Williams, Huw
 Williams, Michael
 Williams, Sarah

[Δ NOTE: The Councillor(s) indicated above have elected to forego a portion of their salary]

Senior Salary Entitlements (includes basic salary)

Number	Role	Member	Annual Amount of Senior Salary
1	Leader and Cabinet Member for an Open and Transparent Powys	Gibson-Watt, James	£59,400
2	Deputy Leader and Cabinet Member for a Fairer Powys	Dorrance, Matthew	£41,580
3	Cabinet Member for a More Prosperous Powys	Selby, David	£ 35,640
4	Cabinet Member for Finance and Corporate Transformation	Thomas, David	£35,640
5	Cabinet Member for a Caring Powys	Cox, Sian	£35,640
6	Cabinet Member for a Safer Powys	Church, Richard	£35,640
7	Cabinet Member for a Learning Powys	Roberts, Pete	£35,640
8	Cabinet Member for a Greener Powys	Charlton, Jackie	£35,640
9	Cabinet Member for a Connected Powys	Berriman, Jake	£35,640
10	Cabinet Member for Future Generations	Davies, Sandra	£35,640

Number	Role	Member	Annual Amount of Senior Salary
11	Chair – Health and Care Scrutiny Committee	Jenner, Amanda	£ 26,400
12	Chair – Learning and Skills Scrutiny Committee	Thomas, Gwynfor	£26,400
13	Chair – Economy, Residents and Communities Scrutiny Committee	Davies, Angela	£26,400
14	Chair – Planning, Taxi Licensing and Rights of Way Committee	Lewis, Karl	£26,400
15	Leader Of The Largest Opposition Group	Davies, Aled	£26,400
16	Not Used	N/A	N/A
17	Not Used	N/A	N/A
18	Not Available following a decision of Council	Not Applicable	N/A

A maximum of 18 senior salaries for Powys County Council may be paid and this has not been exceeded (this can be increased where job-sharing arrangements are in place – see note below).

NOTE: The IRPW Annual Report 2022 states that in relation to the job-sharing of posts:

"3.29

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. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers."

Entitlement to Civic Salaries (includes basic salaries)

Role	Member	Annual Amount of Civic Salary
Civic Head (Chair)	Baynham, Beverley	£26,400
Deputy Civic Head (Vice-Chair)	Wilkinson, Jonathan	£21,340

Entitlement as Statutory Co-Optees

Role	Member	Amount of Co-Optees Allowance
Chair - Standards Committee	Hays, Stephan	£268 (4 hours and over) £134 (up to 4 hours)
Chair – Governance and Audit Committee	Hamilton, Lynne	£268 (4 hours and over) £134 (up to 4 hours)
Statutory Co-optees - Standards Committee, Learning and Skills Scrutiny Committee (Dealing with Education Matters), Governance and Audit Committee, Economy, Residents and Communities Scrutiny Committee (dealing with Crime and Disorder matters).	Standards Committee: <ul style="list-style-type: none"> • Steward, Nigel • Stafford-Tolley, Russell • Goolden, Jonathan • Moore, Claire 	£210 (4 hours and over) £105 (up to 4 hours)
	Standards Community Sub-Committee: <ul style="list-style-type: none"> • McIntosh, Iain • Dodman, Nigel • White, Richard 	£210 (4 hours and over) £105 (up to 4 hours)
	Learning and Skills Scrutiny Committee <ul style="list-style-type: none"> • Chedgzoy, Kathryn (Parent Governor) • Davies, Sara (Parent Governor) • Evitts, Margaret (Church in Wales) • Organisation decided not to appoint (Roman Catholic Church) Economy, Residents, and Communities Scrutiny Committee: <ul style="list-style-type: none"> • VACANCY (Crime and Disorder) 	£210 (4 hours and over) £105 (up to 4 hours) The co-opted Member for Crime and Disorder is non-voting and does not therefore receive an allowance
	Governance and Audit Committee	£210 (4 hours and over)

Role	Member	Amount of Co-Optees Allowance
	<ul style="list-style-type: none"> • Hall, Gareth • Brautigam, John 	£105 (up to 4 hours)
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not Applicable	£238 (4 hours and over) £119 (up to 4 hours)

Members eligible to receive a contribution towards Costs of Care and Personal Assistance

All Members are entitled to this contribution.

Types of Care:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred

Members' Support – what is provided in terms of telephone, internet or email.

Type of Support	What is provided
Telephone support for Executive Members	Mobile phones offered to all members / Powys software installed on own phones
Telephone Support for Chairs of Committees	Mobile phones offered to all members / Powys software installed on own phones
Telephone Support for all other Members	Mobile phones offered to all members / Powys software installed on own phones
Access to Email for Executive Members	All Members have an individual email account
Access to Email for Chairs of Committees	All Members have an individual email account
Access to Email for all other Members	All Members have an individual email account
Internet Support for Executive Members	Full Council on 13 th July, 2017 decided to no longer pay a broadband allowance to members as most homes had their own broadband access and the Council did not need to make a separate provision for Members to access their Council papers
Internet Support for Chairs of Committees	Full Council on 13 th July, 2017 decided to no longer pay a broadband allowance to members as most homes had their own broadband access and the Council did not need to make a separate provision for Members to access their Council papers

Type of Support	What is provided
Internet Support for all other Members	Full Council on 13 th July, 2017 decided to no longer pay a broadband allowance to members as most homes had their own broadband access and the Council did not need to make a separate provision for Members to access their Council papers

Schedule 2

Approved duties:

- a duty undertaken for the purpose of or in connection with the discharge of the functions of Chair of the County Council or of a committee;
- 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:
 - i. A duty undertaken by the Chair or Vice Chair of a Scrutiny Committee or Audit Committee in attending a meeting of the Executive
 - j. A duty undertaken by the Leader of a political group in attending a meeting of the Cabinet.
 - k. A duty undertaken by a Councillor in attending a meeting of the Cabinet where that Councillor addresses the meeting with the consent of the Executive member presiding.
 - l. A duty undertaken by a Councillor (who is not a member of the Regulatory Committee) in attending a meeting of the Regulatory Committee to exercise the right as a local representative to attend an address the committee in accordance with the Council's Planning Protocol.
 - m. A duty undertaken by a Councillor in attending a meeting of a committee of which he or she is not a member for the purpose of addressing the committee (with the consent of the meeting) on an item of business before it

PROVIDED ALWAYS:

- 1) that attendance by a Councillor at a meeting of a committee of which he or she is not a member outside of the circumstances detailed above shall not qualify the

- Member or Co-opted Member to receive payments by way of care, travelling or subsistence allowances in respect of attending such a meeting
- 2) that where a care, travel or subsistence allowance is recoverable by a Member or Co-opted Member from an outside organisation in respect of duties carried out in connection with that outside organisation, the Member or Co-opted Member is not eligible to also claim care, travel or subsistence allowance from the Council in respect of those duties.
 - 3) that a Member or Co-opted Member is not eligible to claim subsistence expenses for official business which takes place “in – County” save in respect of a Co-opted Member who lives outside of the County of Powys.
 - 4) that a Member is not eligible to claim a travel allowance for undertaking constituency responsibilities.

Schedule 3

Mileage Rates

Type of vehicle or supplement	Rate per mile
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 per passenger carried on authority business	5 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-imbusement 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 (not payable for stays within Powys – see also Paragraph 3 above).

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 co-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 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 within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

Interpretation

In this Schedule the following words and phrases in column (1) of the table below have the meanings attributed to them in column (2) which are based on those used in legislation, the IRPW Regulations and the IRPW Report.

The words and phrases listed below are in the singular and where the plural versions appear in the Schedule they should be construed accordingly.

(1)	(2)
Words and Phases	Meanings
Allowance	A payment which is a Care Allowance and/or a Travel Allowance and/or a Subsistence Allowance as the context requires.
Basic Salary	A salary paid in accordance with and subject to the provisions of this Schedule to a Member for the basic responsibility of community representation and participation in functions of local governance as determined in the IRPW Report.
Carer's Claim Form	The form which can be obtained from Employment Services.
Carer's Declaration Form	The form which can be obtained from Employment Services.
Chief Finance Officer	The Strategic Director – Resources.
Civic Salary	The salary paid in accordance with and subject to the provisions of this Schedule to the Chair or Vice Chair of Council as determined in the IRPW Report.
Contribution Towards Costs of Care and Personal Assistance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member who incurs necessary expenses for the care of children or dependents whilst undertaking Official Business as determined in the IRPW Report .
Controlling Group	A Political Group in the Council where any one or more of its Members form part of the Executive.
Co-opted Member	As defined in Section 144 (5) of the Measure, that is those individuals co-opted to serve on a committee of the Council with the right to vote on matters within the purview of the Committee of which they serve.
Co-opted Member Fee	A fee paid in accordance with and subject to the provisions of this Schedule to a Co-opted Member as determined in the IRPW Report.
Co-opted Member Fee Claim Form	The form which can be obtained from Employment Services.
Co-opted Member's Term of Office	The term of office of a Co-opted Member begins on the date of appointment by the Council to the end of the term of office for Councillors or upon leaving the role if earlier.
Council	Powys County Council
Councillor	As defined in the Local Government Act 1972
Elected to forego	Reference to a Member or Co-opted Member having " <i>elected to forego</i> " a Salary, Allowance or Fee relates solely to the situation where a formal Notice of Election to Forego (by email or letter) has been served on the Chief Finance Officer and does not include, for example, a case where a

(1)	(2)
Words and Phases	Meanings
	Member or Co-opted Member has incurred travel or subsistence expenses on a particular occasion and chosen not to make a claim
Eligible Subsistence Expenses	Expenses necessarily incurred by a Member or Co-opted Member on meals and/or accommodation when on Official Business which requires that Member or Co-opted Member to travel beyond the county boundary of Powys PROVIDED ALWAYS that a Co-opted Member who lives outside of the County of Powys is eligible to claim necessary subsistence expenses when on official business within Powys.
Eligible Travel Expenses	Expenses necessarily incurred by a Member or Co-opted Member in travelling when on Official Business.
Executive	The Executive Leader and Cabinet of Powys County Council
Family Absence	As defined in Part 2 of the Measure which refers to the entitlement of a Member of the Council to be absent from meetings of the Council and its committees for those periods of time specified in regulations under the Measure relating to Maternity, Newborn, Adoption and Parental situations.
Fee	A payment which is a Co-opted Member Fee.
Full Day Fee	The fee payable in accordance with and subject to the provisions of this Schedule to a Co-opted Member for attending a full day meeting of more than 4 hours including authorised training events, conferences and pre-meetings with officers. Reasonable pre meeting preparation time as well as the time travelling to and from meetings can be included in the claims
Half Day Fee	The fee payable in accordance with and subject to the provisions of this Schedule to a Co-opted Member for attending a half day meeting of up to 4 hours including authorised training events, conferences and pre-meetings with officers. Reasonable pre meeting preparation time as well as the time travelling to and from meetings can be included in the claims
IRPW Report	The Annual Report of the IRPW as published each year
IRPW Regulations	The Independent Remuneration Panel for Wales Regulations for the remuneration of Members and Co-opted Members of relevant authorities such as, Powys County Council, as set out in the IRPW Report.
Leader of Largest Opposition Group	The Leader of a Political Group in the Council other than a Controlling Group which has a greater number of Members than any Other Political Group in the Authority.
Measure	Local Government (Wales) Measure 2011
Member	A person who has been elected to serve as a Councillor for the Council
Member's Term of Office	(1) For the purposes of the payment of a Basic or Civic Salary the respective terms of office of a Councillor and the Chair and Vice Chair of the Council begin on the date which they make a declaration of acceptance of the requisite office under section 83 (1) of the Local Government Act 1972 following the Local Government Elections.

(1)	(2)
Words and Phases	Meanings
	(2) For the purposes of the payment of a Senior Salary the term of office of the Member or Co-opted Member receiving the Senior Salary begins on the date that person is elected or appointed to the role which qualifies him or her to receive that salary provided, in the case of a Councillor, that person has made the declaration of acceptance of office as a Councillor as referred to above.
Notice of Election to Forego	A notice in writing (including e-mail or letter) served by a Member or Co-opted Member on the Chief Finance Officer stating that the Member or Co-opted Member wishes to forego, in whole or part, a Salary, Allowance or Fee as specified in the notice.
Official Business	As defined in the section of this Schedule entitled "The Duties for which Members and Co-opted Members are able to claim Care, Travel and Subsistence Allowances"
Other Political Group	A Political Group other than a Controlling Group or the largest Opposition Group (if any) which comprises not less than 10% of the Members of the Council.
Repayment Notice	A notice in paper or by email served on a Member or Co-opted member requiring the repayment of such part of a Salary, Allowance or Fee as is specified in the notice in accordance with the section in this Schedule entitled "Arrangements for the Re-payment of Salaries, Allowances and Fees
Revised Payment Notice	A notice in paper or by email which contains sufficient details to enable the sender, recipient, date and subject matter of the communication to be reasonably ascertained.
Salary	A payment which is a Basic Salary, a Senior Salary or a Civic Salary as the context requires.
Senior Salary	A salary paid in accordance with and subject to the provisions of this Schedule to a Member as determined in the IRPW Report. (these sums to be paid pro rata from the date of appointment to the 31 st March in that financial year or upon leaving the role if earlier)
Schedule	This Schedule.
Standards Committee	The Standards Committee appointed by Powys County Council.
Standards Community Sub-Committee	The Standards Community Sub-Committee appointed by the Standards Committee
Subsistence Allowance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member in respect of Eligible Subsistence Expenses as determined in the IRPW Report
Travel Allowance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member in respect of Eligible Travel Expenses as determined in the IRPW Report.

(1)	(2)
Words and Phases	Meanings
Travel & Subsistence Allowance Claim Form	The form which can be obtained from Employment Services.
Written Notice	A notice in writing in either paper or electronic form sent personally by the Chief Finance Officer or by such other Officer as he or she shall formally appoint for the purpose.
Year	As the context requires “year” in this schedule means the “financial year” being the period of 12 months ending on the 31 st March or the “calendar year” being the period of 12 months ending on the 31 st December or the “municipal year” commencing on the date of the annual meeting of the Council and ending the day before the annual meeting of the following year.

CYNGOR SIR POWYS COUNTY COUNCIL.

County Council
18 May 2023

Report Author: Clive Pinney
Head of Legal and Monitoring Officer
SUBJECT: Ways of Working – Member meetings

Report For: Decision

1. Purpose

- 1.1. The purpose of the report is to consider a new working model for all Members attending council meetings.

2. Background

- 2.1. At the beginning of the coronavirus pandemic (March 2020) the whole organisation transitioned to working from home, in May 2021, the Local Government and Elections (Wales) Act 2021 was enacted, requiring local authorities to allow members the flexibility to participate in meetings remotely.
- 2.2. Powys is a large county, covering a quarter of Wales' landmass, with the most sparsely populated population (26 people per square km) in England and Wales. The county is vast, stretching 100 miles from Llanfyllin in the north to Ystradgynlais down in the south (90-minute car journey). For many members, the journey to County Hall in Llandrindod Wells is a long, often using poor road networks as public transport is limited (*please see **Appendix A** for detail*).
- 2.3. Several surveys have been conducted over the past few years in relation to understanding how members perceive working from home. When asked what the organisation could put in place to create a good flexible working situation the following were identified:
- Blend of face-to-face and online meetings, sessions, and training
 - Informal get togethers online or in-person
 - Bigger and separate screen to work on
 - Better and more reliable broadband

Respondents also noted some benefits to working from home:

- less/no travel
 - a better work-life balance
 - having time to undertake other things such as constituency work, more time with family
 - work / Councillor balance - ability for working Councillors to balance their Councillor responsibilities with those as an employee and attend Council meetings easier and then return to work
- 2.4. Following the Council elections in 2022 the number of members has reduced from 73 to 68 due to changes in the electoral boundaries.

3. Advice

3.1. The table below provides an overview of current member meetings, in terms of the:

- number of members attending each meeting
- number of officers invited to attend each meeting (to present topics)
- frequency of meetings and the format used.

3.2. Council meetings currently take place in one of three ways: -

- face to Face – all participants in the same room
- online – all participants connecting remotely
- hybrid – 30% of participants being face to face in a room and others connecting remotely

Member meetings	No of Members attending	No of Officers attending	Frequency	Format
Full Council	68	9 – 15	7 meetings p.a.	Hybrid
Cabinet	11 - 14	8 – 15	26 / 29 meetings p.a.	Hybrid
Planning Committee **	21 - 26	9 – 15	16 / 17 meetings p.a.	Hybrid
Finance Panel	11	3 – 7	Monthly	Online
Democratic	14	3 – 5	Quarterly	Online
Licensing **	14	1 – 2	Usually, 1 meeting p.a. sometimes up to 3	Online
Employment \$\$	14	4 – 6	3 / 4 meetings p.a.	Online
Pensions	7 - 8	4 – 8	5 / 8 meetings p.a.	Online
Member Development sessions	68 - 74	3 – 8	Generally, 3 sessions per month, sometimes more as required.	Online
Standards Committee / Standards Sub-Committee	12	3 – 4	3 / 4 meetings p.a.	Hybrid
Governance and Audit ££	10	6 – 15	7 meetings p.a.	Online
Scrutiny Committees x3 ££	14 - 23	8 – 14	9 meetings p.a.	Online
PSB Scrutiny Committee	8 – 10	2 – 5	Quarterly	Online

Key:

*p.a = Per annum / once a year

** Taxi-Licensing and Licensing Sub-Committees (Panel of 4 Members) will meet as and when required to consider applications - online. 3 - 4 Members and 3 Officers

\$\$ Shortlisting / Appointments Sub-Committees or Appeals Sub-Committees will meet as and when required – probably face to face.

££ Working Groups will meet as and when required – online.

Standards Committee or Sub-Committee hearings – as and when required – online or hybrid / face to face. 9 Members and 3 officers plus Ombudsman.

3.3. Having analysed the costs associated with the three meeting formats, face-to-face meetings are approximately 3 times more expensive than hybrid meetings (costing £127,588 for face-to-face compared with £38,277 for hybrid), online meetings are cost negative in terms of

mileage claims. Please note that member mileage claims are included in the calculation however whole costs are excluded (such as member time, officer time and expenses, property, and heating costs etc). For further detail, please see **appendix B and C**.

3.4. Some benefits to adopting a hybrid or online model are:

- a reduction in our organisational carbon footprint
- less travel time and more productive worktime
- financial savings relating to travel and subsistence costs for Members
- shorter and more focused meetings
- an increase in openness and transparency due to more meetings being broadcast publicly.

3.5. A discussion took place with Group Leaders on Thursday 6th October to identify a preferred way forward in terms of future ways of working. It was recognised that meeting face to face is particularly important during the early stages of a new administration and with many new members. However, Group Leaders also felt that we should largely see a continuation of our current working. As the term of the administration progresses, working arrangements would need to be reviewed.

3.6. This report was discussed at Democratic Services Committee on 17 February 2023. The committee felt that Full Council was best placed to decide on the preferred way forward.

4. Resource Implications

4.1. The move to hybrid meetings has already occurred and the additional costs for the software are around £20,000. There are no additional officer support costs for the hybrid meetings.

4.2. Travel savings of £45,620 have already been made and there has been a reduction in our carbon emissions. The members travel budget has been reduced by 51.8% (from £88,000 in 2019/20). Further savings of £7,000 can be achieved should the proposal be approved.

4.3. The Head of Finance (Section 151 officer) notes the content of the report and can support the recommendation.

5. Legal Implications

5.1. The Head of Legal and Monitoring Officer notes that recommendations can be supported from a legal point of view.

6. Data Protection

6.1. The proposal does not involve the processing of personal data.

7. Comment from local member(s)

7.1. As mentioned previously, a discussion took place with Group Leaders on Thursday 6th October to identify a preferred way forward in terms of future ways of working. It was recognised that meeting face to face is particularly important during the early stages of a new administration and with many new members.

7.2. However, Group Leaders also felt that we should largely see a continuation of our current working. As the term of the administration progresses, working arrangements would need to be reviewed.

8. Impact Assessment

8.1. An impact assessment is not required since the current working arrangements will continue.

9. Recommendation

9.1. It is recommended to:

- continue with the current working arrangements.
- task Scrutiny Chair's to determine, with their committee, how they would like to work.
- that each Committee meet at least twice a year face to face.

Contact Officer:

Catherine James, Head of Transformation and Democratic Services

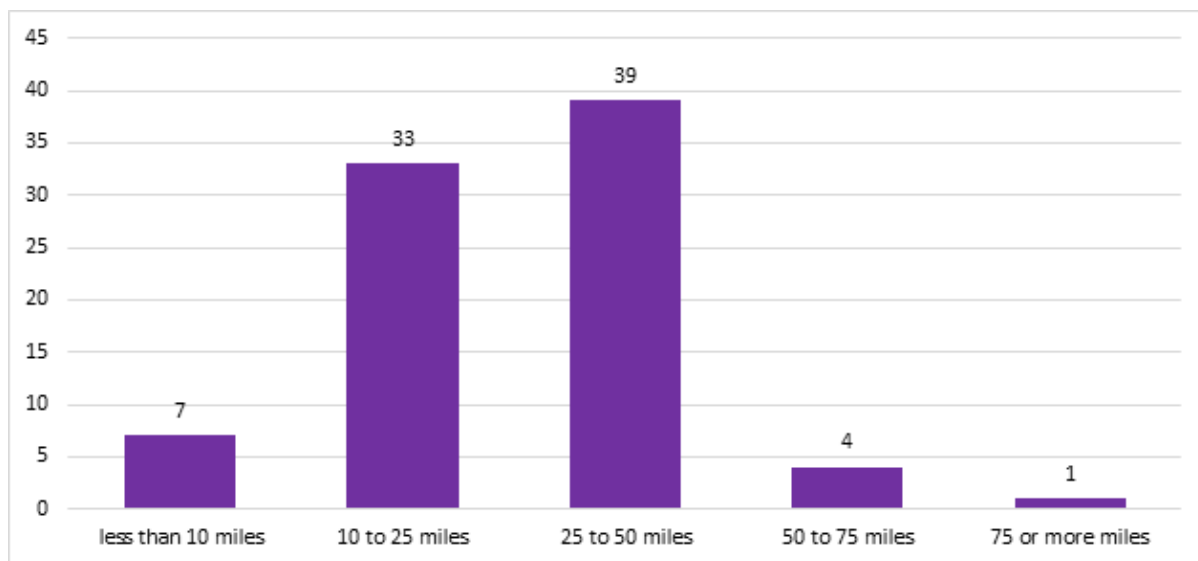
Tel: 01597 826768

Email: Catherine.james@powys.gov.uk

Head of Service: Catherine James, Head of Transformation and Democratic Services

Corporate Director: Emma Palmer, Director of Corporate Services

The graph below shows all members (including co-opted members, and lay members) and the number of miles travelled between home and county hall (one way):



Appendix B: Estimated Annual Mileage and Expense Calculations

The following table provides estimated mileage and claim calculations comparing face-to-face, hybrid and online meetings:

- The average journey travelled per member from home to County Hall is 57.5 miles (return trip).
- The average is calculated by the number of miles from each member's home address divided by the number of members.
- The cost per mile is 0.45 pence.
- Where the number of members attending a meeting is between two values, we have used the higher maximum attendance for the calculations.
- Hybrid – calculated using 30% of attendance in person.

Members meetings	No of Members attending	No of Officers attending	Frequency	Current Format	Per meeting Face-to-Face Meeting costs	Per meeting Hybrid meeting costs	Online costs	Annual Face-to-Face Meeting costs	Annual Hybrid meeting costs
Full Council	68	9 - 15	7 meetings p.a.	Hybrid	4,890 miles £2,201	1,467 miles £660	0 miles £0.00	34,230 miles £15,406	10,270 miles £4,622
Cabinet	11 - 14	8 - 15	26 / 29 meetings p.a.	Hybrid	805 miles £362	242 miles £109	0 miles £0.00	5,639 miles £2,537	1,692 miles £761
Planning Committee **	21 - 26	9 - 15	16 / 17 meetings p.a.	Hybrid	1,495 miles £673	449 miles £202	0 miles £0.00	25,415 miles £11,437	7,625 miles £3,431
Finance Panel	11	3 - 7	Monthly (12 p.a.)	Online	633 miles £285	190 miles £85	0 miles £0.00	7,595 miles £3,418	2,278 miles £1,025
Democratic	14	3 - 5	Quarterly (4 p.a.)	Online	806 miles £362	242 miles £109	0 miles £0.00	3,222 miles £1,450	967 miles £435
Licensing **	14	1 - 2	Usually, 1 meeting p.a. sometimes up to 3	Online	806 miles £362	242 miles £109	0 miles £0.00	2,417 miles £1,087	725 miles £326
Employment \$\$	14	4 - 6	3 / 4 meetings p.a.	Online	806 miles £362	242 miles £109	0 miles £0.00	3,222 miles £1,450	967 miles £435
Pensions	7 - 8	4 - 8	5 / 8 meetings p.a.	Online	460 miles £207	138 miles £62	0 miles £0.00	3,682 miles £1,657	1,105 miles £497

Member Development sessions	68 - 74	3 - 8	Generally 3 sessions per month, sometimes more	Online	4,258 miles £1,916	1,277 miles £575	0 miles £0.00	153,279 miles £68,976	45,984 miles £20,693
Standards Committee / Standards Sub-Committee	12	3 - 4	3 / 4 meetings p.a.	Hybrid	690 miles £311	207 miles £93	0 miles £0.00	2,762 miles £1,243	829 miles £373
Governance and Audit ££	10	6 - 15	7 meetings p.a.	Online	575 miles £259	173 miles £78	0 miles £0.00	4,028 miles £1,812	1,208 miles £544
Scrutiny Committees x3 ££	14 - 23	8 - 14	9 meetings p.a. per committee	Online	3,972 miles £1,788	1,191 miles £537	0 miles £0.00	35,731 miles £16,079	10,719 miles £4,824
PSB Scrutiny Committee	8 - 10	2 - 5	Quarterly (4 p.a.)	Online	575 miles £259	173 miles £78	0 miles £0.00	2,301 miles £1,036	690 miles £311
Total for the year							Online £0	In Person £127,588	Hybrid £38,277

Appendix C: Member Travel Budget and Travel Claims 2019/20 to 2021/22

The table below shows the members travel budget over the last four years:

	2019/20	2020/21	2021/22	2022/23
Travel budget	£88,000	£77,970	£51,350	£42,380
<i>Percentage reduction*</i>		11.3%	41.6%	51.8%

*Reduction calculated from travel expenses baseline budget 2019/20

CYNGOR SIR POWYS COUNTY COUNCIL.

FULL COUNCIL
May 18th, 2023

REPORT AUTHOR: County Councillor Matthew Dorrance
Deputy Leader and Portfolio Holder for a Fairer Powys

REPORT TITLE: Budget Virement to Support the Housing Services
'Creating Area Focused Teams' Project

REPORT FOR: Decision

1. Purpose

- 1.1 The purpose of this report is to request approval for virements within the Housing Revenue Account (HRA) Business Plan 2023-2024 to support the Housing Services 'Creating Area Focused Teams' Project.
- 1.2 This report has been made necessary by the unexpected success of Housing Service's April generic recruitment drive for operatives and tradespeople to join the Council. The recruitment exercise attracted 72 applicants to work for the Council. This is considerably more than had been expected in the light of experiences during previous recruitment exercises, in which the number of applicants was extremely limited.
- 1.3 Twenty-eight tradespeople and operatives are needed to provide a localised Housing Repairs and Maintenance Team for each housing management area. Housing Services had expected recruitment to take place over the spring and summer, with multiple recruitment campaigns to fill the available posts, with virements taking place as and when people were recruited.
- 1.4 The virement requested in this report will allow the Council to take full advantage of the unforeseen but welcome success of the April recruitment exercise progress. There is a very real risk that if the Council is not able to offer positions quickly (before the next Full Council meeting on July 23rd, 2023) that the applicants will withdraw their applications and may no longer want to work for Powys. That may in turn lead to reputational damage to the Council and adversely affect the impact of future recruitment campaigns.
- 1.5 Approval of the request virement at this time will allow the Council to not only demonstrate its ability to respond positively and in a timely way to the interest shown by the people of Powys to work for Housing Services, but also to quickly begin to realise the efficiency and quality gains to be made by progressing the direct provision of services using our own directly managed and supported teams.

2. Background

- 2.1 Housing Services was restructured in 2022-2023 to improve the quality of service to the people of Powys. The restructure was made up of two projects – 'Moving on Up' and 'Bringing It Back Home'.

- 2.2 'Moving on Up' covered both Housing Revenue Account (HRA) and Housing General Fund (HGF) funded services, with a clear focus on the way people experience finding, keeping and enjoying a home and a drive for localised services.
- 2.3 Three sections of Housing Services were created by 'Moving on Up':
- Housing Communities – helping and supporting people who are looking for a home, regardless of tenure, and managing the tenancies of tenants of the Council.
 - Housing Quality – developing, maintaining and improving Council-owned homes.
 - Housing Resources – securing, managing and understanding the resources, market intelligence and customer experiences needed to provide all housing services offered by the Council, again regardless of tenure.
- 2.4 'Moving on Up' was implemented on March 1st, 2022.
- 2.5 'Bringing It Back Home' was the introduction of direct provision of repairs and maintenance services for tenants of the Council, replacing the previous outsourced approach to this area of activity, the lead section within Housing Services being Housing Quality.
- 2.6 'Bringing It Back Home' involved the transfer to the Council, as provided for the by 'Transfer of Undertakings - Protection of Employment' (TUPE) regulations, of the workforce employed by the outsourced contractor 'Heart of Wales Property Services' (HoWPS). The transfer of both staff and work took place on July 4th, 2022.
- 2.7 During Quarter Three of 2022-2023, it became clear that the workforce and management structure inherited from HoWPS was not able to deliver repairs and maintenance services in a way that was locally sensitive, offered maximum flexibility to match resources to service demands and provided sufficient levels of quality and value for money. While improvements have been made since July 2022 in the time taken complete void works further progress is needed to reduce rent loss through voids to an acceptable level.
- 2.8 The HoWPS structure inherited by the Council, even if fully staffed, does not provide the necessary capacity or capability. The capacity deficit was further exacerbated by a number of posts being vacant at the time of transfer.

3. Advice

- 3.1 A review in Quarter Four of 2022-2023 of the contribution 'Bringing It Back Home' was making towards the ethos of 'Moving on Up' showed shortfalls in the capacity of the Housing Repairs and Maintenance teams:
- Day-to-day management and delivery of repairs and maintenance work has not been as localised as necessary to be able to beneficially use local knowledge of tenants, neighbourhoods, the geography of each part of Powys, properties and material and component suppliers to achieve efficient and customer friendly operations.

- Qualitative and quantitative feedback from colleagues and service users shows that the Housing Quality service is overwhelmed and lacking in resources to deliver all that is expected of it by tenants and Members.
 - Insufficient capacity and capability within the transferred workforce have caused excessive reliance on external contractors.
 - The quality of work by external contractors has been variable, resulting in remedial work having to be undertaken by in-house teams.
 - The availability of contractors to undertake work as and when it is needed, especially with regard to void properties, has not been positive, resulting in excess times for void works and for tenants awaiting repairs to their homes.
 - For improvement works, such as kitchen and bathroom replacements, the Council did not receive sufficient tender submissions for the next round of framework contracts. The lack of any in-house capability to be able to undertake this work meant that negotiations had to take place with those firms that did submit bids to take on work for which they had not originally expressed an interest. This resulted in improvement works being delayed by up to a year.
 - A comparative study of works has shown that the cost of using external contractors is higher than the cost of similar works being undertaken by the in-house teams.
 - Costs, a reduction in service quality and an increase in time to complete works to make void properties fit to let are being incurred by the administration of tendering for a high number of jobs and the time taken to obtain quotes compliant with the Council's procurement standing orders.
 - Housing Communities has four area teams (Brecon and Ystradgynlais; Machynlleth and Welshpool; Newtown and Llanidloes and Wye Valley) whereas Housing Quality has two (South Powys; North Powys). Not having coterminous teams across both Housing Quality and Housing Communities means that the benefits of localism are diluted.
- 3.2 These shortfalls are a result of not having in Housing Services sufficient in-house capacity and capability, locally based and managed, to provide a full repairs and maintenance service. The 'Creating Area Focused Teams' project is designed to address and resolve these challenges.
- 3.3 'Creating Area Focused Teams' is being taken forward using, a two-phase approach has been adopted:
- Phase One: Call handling and Front-line Management
 - Phase Two: Full Operational Capacity and Capability
- 3.4 The Call Handling element of Phase one has been completed, through the 'Realignment of Repairs Co-ordinators and Heating Schedulers' Management of Change. Repairs Co-ordinators and Heating Schedulers have been combined into a single job role, able to handle repairs, maintenance and heating and other compliance related service requests. They no longer will be county wide but will instead be assigned to area-based teams.
- 3.5 The Front-line Management element of Phase One is currently undergoing implementation through the Council's Management of Change process It will create four Housing Repairs and Maintenance teams, one each for 'Brecon &

Ystradgynlais', 'Machynlleth and Welshpool', 'Newtown and Llanidloes' and 'Wye Valley', coterminous with the Housing Communities area-based teams.

- 3.6 Phase Two will include the recruitment of 28 Full Time Equivalent (FTE) trades people and operatives. This will make sure that each of the four localised Housing Repairs and Maintenance Teams has the capacity and capability to provide all repairs and maintenance in-house, other than in cases where specialist skills are needed (for example asbestos removal) and should there be unforeseen peaks in demand (for example a spike in tenancy terminations).
- 3.7 'Creating Area Focused Teams – Phase Two: Full Operational Capacity and Capability' is designed to positively address the shortfalls and concerns noted in paragraph 3.1, and will:
- Enhance local working across both Housing Quality and Housing Communities, by having four Housing Repairs and Maintenance teams in the same way that Housing Communities has four area teams for tenancy and estate management. The teams covering each area will be better able to work collaboratively, sharing knowledge, experience and understanding of local communities to work together more efficiently and effectively – for example by co-ordinating void works with pre-allocation of tenancies and undertaking joint visits to address housing and property management matters. The foundation for four localised Housing Repairs and Maintenance Team is being prepared through Phase One of 'Creating Area Focused Teams'.
 - Reduce travelling and associated financial, time and environmental cost, by introducing 'Area Days', in which a task force of tradespeople and operatives spend the day dealing with all repairs raised for a specific area.
 - Reduce the need to use external contractors, and so achieve greater value for money, improve the quality of work, enhance the flexibility of the way resources can be used and reduce void times (and so void rent loss).
 - Provide greater resilience in the face of market fluctuations in the contracting sector.
 - Build the necessary technical foundation to reduce the use of contractors for improvement works, beginning with replacement kitchens and bathrooms, when the current frameworks end in March 2024, put in place the in-house workforce with the ability to directly deliver these works.

4. Resource Implications

- 4.1 A cost analysis exercise quantified and confirmed the savings and efficiency gains can be made by using in-house teams for day-to-day repairs, works to void properties to make them fit to let and fixed electrical testing as opposed to relying on external contractors. Using an invest-to-save approach, the annual efficiency gains will, in a full year equate, to circa £500,000 per annum, which include cashable savings and cost avoidance. Appendix A to this report sets out the detail of the efficiencies gains to be made from taking forward 'Creating Area Focused Teams'.
- 4.2 A generic recruitment campaign in quarter four of 2022-2023 has resulted in 72 applications being received for the roles and apprenticeships within the Council's Housing Repairs and Maintenance teams, to implement 'Creating Area Focused Teams'. The success of the recruitment campaign, the first undertaken by Housing Services, was unexpected and means that, to take

advantage of the interest received in working for the Council and start make the efficiency gains set out in this report, approval is requested for virements within the Housing Revenue Account (HRA) Business Plan 2023-2024.

- 4.3 The realignment of budgets to support the revised structure is required urgently to comply with Section 16 – Financial Procedure Rules of the Councils Constitution.
- 4.4 The scheme of virement enables Heads of Service and their staff to manage budgets with flexibility within the overall policy framework determined by the Full Council, and therefore to optimise the use of resources. Any income or expenditure at variance from the approved budget and without virement authorisation shall be regarded as over or under spending for which the Head of Service of the service is responsible. Where virements are greater than £500,000 approval is required by Full Council.
- 4.5 The virements noted below will not result in any increase or decrease in the overall HRA budget for 2023-2024 and doesn't increase the overall cost of the HRA and therefore affordability modelling. The HRA is closely monitored throughout the year to make sure that costs remain within the revised budgets.

Table 4.5: Virements within the HRA Business Plan 2023-2024 to Deliver 'Creating Area Focused Teams'

From	Virement Amount	Current Budget for 2023-2024	Revised Budget for 2023-2024
Day to Day Repairs & Maintenance (Private Contractors)	-£759,800	£2,533,260	£1,773,460
Voids Repairs & Maintenance (Private Contractors)	-£577,250	£2,758,000	£2,180,750
Compliance Repairs & Maintenance (Private Contractors)	-£56,740	£1,449,350	£1,392,610
To	Virement Amount	Current Budget for 2023-2024	Revised Budget for 2023-2024
Staffing Revenue	£778,240	£7,718,630	£8,496,870
Fleet and Associated Costs	£102,310	£361,430	£463,740
Materials	£441,540	£0	£441,540
Vehicle Replacement	£71,700	£215,120	£286,820
Total Virement	£1,393,790		

- 4.6 For 2024-2025 onwards, the annual Housing Revenue Business Plan, which is presented to Cabinet in the fourth quarter of each year, will reflect the changes in service delivery being taken forward in the 'Creating Area Focused team' project.
- 4.7 Initial start-up costs for 'Creating Area Focused teams', to cover the purchase of vans, tools and Personal Protective Equipment (PPE) total £788,000. This sum can be made available from HRA Reserves, which currently stand at

£3,970,000, without reducing the reserves below the recommended prudent level of £1,100,000.

- 4.8 The Head of Finance (Section 151 Officer) notes the report. The virement will re-align the budgets to the revised structure. As stated in paragraph 4.5 this will not result in any increase or decrease in the overall HRA budget for 2023-2024 and doesn't increase the overall cost of the HRA and so maintains the viability of the Business Plan. On that basis the recommendation can be supported.

5. Legal implications

- 5.1 The Principal Housing Solicitor has commented as follows: "Area focused Housing Repairs and Maintenance Teams will assist Housing Services in supporting the Powys Corporate and Strategic Equality Plan 'Stronger, Fairer, Greener', in particular by assisting the development of a vibrant economy if more local tradesman can be utilised rather than companies outside Powys or indeed Wales. Furthermore, the Council will also be improving the skills and employability of residents of Powys and Wales through underpinning the Housing Services apprenticeship programme. I can therefore recommend approval of this report".
- 5.2 The Head of Legal Services and the Monitoring Officer has commented as follows: "I note the legal comment and have nothing to add to the report".

6. Data Protection

- 6.1 The proposals and recommendations contained in this report do not involve the processing of personal data.

7. Comment from local member(s)

- 7.1 This matter has equal effect across the Council.

8. Integrated Impact Assessment

- 8.1 An Impact Assessment was completed for the HRA Thirty Year Business Plan 2023-2024, approved by Cabinet in March 2023. No substantive changes to the Impact Assessment will arise from the virements requested in this report.

9. Recommendation

- 9.1 Council is recommended to approve the virements, within the HRA Business Plan 2023-2024 as set out below in table 9.1.

Table 9.1: Virements within the HRA Business Plan 2023-2024 to Deliver 'Creating Area Focused Teams'.

From	Virement Amount	Current Budget for 2023-2024	Revised Budget for 2023-2024
Day to Day Repairs & Maintenance (Private Contractors)	-£759,800	£2,533,260	£1,773,460

Voids Repairs & Maintenance (Private Contractors)	-£577,250	£2,758,000	£2,180,750
Compliance Repairs & Maintenance (Private Contractors)	-£56,740	£1,449,350	£1,392,610
		Current	Revised
To	Virement	Budget for	Budget for
	Amount	2023-2024	2023-2024
Staffing Revenue	£778,240	£7,718,630	£8,496,870
Fleet and Associated Costs	£102,310	£361,430	£463,740
Materials	£441,540	£0	£441,540
Vehicle Replacement	£71,700	£215,120	£286,820
Total Virement	£1,393,790		

Contact Officer: Andy Thompson (Interim Head of Housing)
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Head of Service: Andy Thompson (Interim Head of Housing)

Corporate Director: Nina Davies (Interim Director – Social Services and Housing)

Appendix A: Financial Analysis of 'Creating Area Focused Teams

Table A1: Current Repairs and Maintenance Budgets for the Housing Revenue Account Business Plan 2023-2024

HRA Business Plan 2023-2024 Investment	2023-2024	2024-2025	2025-2026
Day to Day Repairs & Maintenance	£2,828,870	£2,673,870	£2,673,870
Voids Repairs & Maintenance	£2,888,000	£2,860,000	£2,860,000
Compliance Repairs & Maintenance	£1,449,350	£1,388,550	£1,388,550
Kitchen Replacement (WHQS)	£420,000	£400,000	£600,000
Bathroom Replacement (WHQS)	£200,000	£200,000	£0

Table A2: Efficiency Gains to be Achieved from 'Creating Area Focused Teams'

Gross Savings through Direct Provision					
Item	2023-2024	2024-2024	2025-2026	Data	Notes
Day-to-day Repairs & Maintenance	£209,085	£296,443	£296,443	33.26	Seven months for 2023-2024, full year for 2024-2025 and thereafter, calculated on savings of 33.26% on 33% of day-to-day currently outsourced (by value).
Void Works (excluding bathroom and kitchen replacements, decoration)	£416,238	£713,427	£713,427	33.26	Eight months for 2023-2024, full year for 2024-2025 and thereafter, calculated on savings of 33.26% on 70% of voids currently outsourced

Void Works - Kitchens	£441,667	£662,500	£662,500	Start WHQS 2024-2025 when current contract ends.
Void Works - Bathrooms	£159,000	£238,500	£238,500	Start WHQS 2024-2025 when current contract ends.
Kitchen Replacement (WHQS)	£0	£188,679	£283,600	Start 2024-2025 when current contract ends.
Bathroom Replacement (WHQS)	£0	£78,261	£0	Start 2024-2025 when current contract ends.
Compliance - Fixed Electrical Testing (FET)	£73,333	£110,000	£110,000	Eight months for 2023-2024, full year for 2024-2025 and thereafter - internalise all FET work
Void Rent Loss Reduction - Administration	£107,484	£161,226	£161,226	Eight months for 2023-2024, full year for 2024-2025 and thereafter
Void Rent Loss Reduction - Undertaking Multiple Works in One Property	£53,742	£80,613	£80,613	Eight months for 2023-2024, full year for 2024-2025 and thereafter
Total	£1,460,549	£2,529,649	£2,546,309	

Table A3: Invest to Save Investment for 'Creating Area Focused Teams'

Item	2023-2024	2024-2024	2025-2026	Notes
Personnel	£749,021	£1,123,532	£1,123,532	Eight months for 2023-2024, full year for 2024-2025 and
Material Costs	£282,887	£401,081	£401,081	
Material Costs - Decorating	£158,647	£237,970	£237,970	

Vehicle Running Costs	£102,312	£153,468	£153,468	thereafter
Vehicle Replacement Costs	£71,699	£107,548	£107,548	
Tools	£9,333	£14,000	£14,000	
Total	£1,373,899	£2,037,599	£2,037,599	

Table A4: Net Gains from 'Creating Area Focused Teams'

Item	2023-2024	2024-2024	2025-2026	Notes
Net Gains from 'Creating Area Focused Teams'	£86,650	£492,051	£508,711	Seven months for 2023-2024, full year for 2024-2025 and thereafter

Table A5: Startup Costs for 'Creating Area Focused Teams'

Item	Amount
Vehicles	£732,000
Tools and PPE	£56,000
	£788,000