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COUNTY COUNCIL
Wednesday, 11th May, 2016

SUPPLEMENTARY PACK

1.	MEMBERS' SALARIES, ALLOWANCES AND EXPENSES	CC56- 2016
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To consider the report of the Strategic Director – Resources on Members' salaries allowances and expenses.

(Pages 3 - 38)

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CYNGOR SIR POWYS COUNTY COUNCIL.

COUNTY COUNCIL ANNUAL MEETING

11th May 2016

REPORT AUTHOR: Strategic Director- Resources

SUBJECT: Members' Salaries, Allowances and Expenses

REPORT FOR: Decision

1. Purpose and Reason for Report

- 1.1 To consider and make decisions in connection with the salaries, allowances and fees that are payable to Members and Co-Opted Members of the Council in accordance with statute, regulations and annual report of the Independent Remuneration Panel for Wales (IRPW).

2. Background

- 2.1 Part 8 (sections 141 to 160) and schedules 2 & 3 of the Local Government (Wales) Measure 2011 (the Measure) set out the arrangements for the payments and pensions for Members of relevant authorities such as Powys County Council and the functions and responsibilities of the IRPW.
- 2.2 The IRPW produced its annual report for 2016/17 in February of this year (the IRPW Report) and this prescribes the actual level of payments to Members. The IRPW Report can be accessed at www.remunerationpanelwales.org.uk
- 2.3 Last year the IRPW Panel decided that given the continuing constraints on local government spending there would be no increase in remuneration in 2015/16. The IRPW Panel has taken the same approach this year and has decided that there will be no increase in remuneration in 2016/17.
- 2.4 The IRPW Regulations require all Councils to produce annually a Schedule of Member Remuneration (the Schedule of Member Remuneration) which in essence is a list setting out a Council's decisions in respect of payments to be made during the municipal year to all Members and Co-Opted Members of the Council.
- 2.5 The Schedule of Member Remuneration must be produced no later than 4 weeks following the annual meeting of the Council. The IRPW Regulations also requires that as soon as practicable after determining

its Schedule of Remuneration for the year and in any event no later than 31st July the Council must make arrangements for the schedule's publication.

- 2.6 The 2016/17 suggested Schedule of Member Remuneration is attached to this report at Appendix 1.
- 2.7 The following paragraphs of this report set out the main elements and details relating to the payment of prescribed salaries, allowances and fees to Members and Co-Opted Members of Powys County Council for the municipal year 2016/17 in accordance with statute, the IRPW Report and the IRPW Regulations and include details of what are effectively current arrangements arising out of decisions previously taken by Council which continue in force and which Council is asked to formally endorse. They form the basis for the production of the Schedule of Member Remuneration. Some matters however (such as senior salaries) require specific decisions by Council and these are highlighted in the following paragraphs of this report.

3. Basic Salary

- 3.1 The panel have determined that the basic salary level for Members of principal local authorities will remain unchanged at £13,300 per annum. The annual Basic Salary of £13,300 **MUST** be paid to all Councillors.
- 3.2 **However**, as with all three types of salaries (basic, senior and civic) a Member may elect to forego the whole or part of the Basic Salary. This is a decision for the individual Member and is not a matter for Council. To forego a salary a Member or Co-Opted Member must notify the Chief Finance Officer in writing.
- 3.3 This salary remains payable during a period of family absence (as defined in Part 2 of the Local Government (Wales) Measure, 2011). It will not be paid during any period of suspension.
- 3.4 Where the term of office of a Member begins or ends other than at the beginning or end of the municipal year, the entitlement of that Member will be pro-rated accordingly.
- 3.5 Accordingly there is **no specific decision** of Council required at this time in respect of the Basic Salary.

4. Senior Salary

- 4.1 The IRPW Report provides that Powys **may** pay a Senior Salary to a maximum of 18 councillors in the prescribed responsibility bands. The Council has a total discretion as to how many Senior Salaries it allocates but it **must not** allocate more than 18 in total and if it allocates a Senior Salary it **must** be paid at the rate set out below. **However** the maximum number of 18 can be exceeded for any period

in which a temporary office holder substitutes for the family absence of an appointed office holder.

- 4.2 A Member can only receive one Senior Salary. A Member in receipt of a Senior Salary as Leader or Cabinet Member may not receive a second salary as a member appointed to serve on a National Park authority or a Welsh fire and rescue authority.
- 4.3 Where a Member does not have, throughout the year, specific responsibilities that allow entitlement to a Senior Salary, that Member's payment will be pro-rated accordingly.
- 4.4 This salary remains payable during a period of family absence. It will not be paid during any period of suspension.
- 4.5 The Senior Salary comprises an amalgam of the Basic Salary and an additional amount for the relevant specific responsibility. It is not paid in addition to the Basic Salary.
- 4.6 If the Leader is allocated a Senior Salary he would receive a Band 1, LA Group B payment of £48,000 (inclusive of the basic salary). If the Deputy Leader is allocated a Senior Salary he would receive a Band 1, LA Group B payment of £33,500 (inclusive of the basic salary). Cabinet Members allocated a Senior Salary would receive a Band 2, LA group B payment of £29,000 (inclusive of the basic salary). If there are more than 1 Deputy Leader, the difference between the Cabinet Member Senior Salary and the Deputy Leader Senior Salary can be divided between the number of Deputy Leaders.
- 4.7 If the potential size of Cabinet (including Leader) remains at 9 that means that there would be 9 senior salaries remaining. The statutory maximum a Council may appoint to Cabinet (including Leader) is 10.
- 4.8 Previously, Council agreed that Senior Salaries be allocated to the chairs of the following committees:-
 - (a) Audit Committee
 - (b) People Scrutiny Committee
 - (c) Place Scrutiny Committee
 - (d) Planning, Taxi Licensing and Rights of Way Committee
 - (e) Employment and Appeals Committee
 - (f) Pensions and Investment Committee
 - (g) Democratic Services Committee
- 4.9. Council previously agreed that the Leader of the largest opposition group will receive a Senior Salary. It is a determination of the IRPW that the Council must pay a Senior Salary to the Leader of the largest opposition group, providing that group contains not less than 10% of all Council Members. The Leader of the largest opposition group would

receive a Band 4, LA group B payment of £22,000 (inclusive of basic salary).

4.10 If the Council wishes, senior salaries could be allocated to the following categories of post holder as per the prescribed responsibility bands:-

(a)	Deputy Leader (BAND 1 - LA GROUP B)	£33,500
(b)	Committee Chair (BAND 3)	£22,000
(c)	Leader of political groups not less than 10% of all council members (BAND 4)	£17,000

NB These salaries are inclusive of, and are not additional to, the basic salary of £13,300.

As with the basic salary the amount of a Senior Salary is a fixed absolute sum and is not a maximum.

4.11 The IRPW has determined that two levels of Senior Salary may be paid to Band 2 Executive Members and Band 3 Committee Chairs. On the 22 April 2016, Political Group Leaders unanimously agreed to continue with the existing remuneration levels for both Executive Members and Committee Chairs.

4.12 Council is requested **to decide** the allocation of up to 18 Senior Salaries.

5. Civic Salary

5.1 The IRPW has determined that three levels of Civic Salaries may be paid to the Chair and Vice Chair of Council. On the 22 April 2016, Political Group Leaders unanimously agreed to continue with the current Level 2 payments, these being £21,500 for Chair and £16,000 for Vice Chair. These payments are inclusive of the basic salary of £13,300.

5.2 A Councillor must not be paid a Senior Salary and a Civic Salary.

5.3 A Civic Salary will not be paid during any period of suspension.

5.4 There is no provision to pay an Assistant Vice Chair.

5.5 A Civic Salary will be apportioned on the same basis as a Senior Salary for part year service (see paragraph 4.3 above).

5.6 These 2 posts do not count towards the maximum number of 18 Senior Salaries which the Council may allocate.

5.7 Accordingly there is **no specific decision** of Council required at this time in respect of Civic Salaries.

6. Co-Opted Member Payment

6.1 The Council **must** pay the following daily fee/half daily fee to those Co-Opted members indicated below:-

Co-Opted Chair, Standards Committee Co-Opted Chair, Audit Committee	£256 daily fee (over 4 hours) (£128 for half a day – up to 4 hours)
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Co-Opted Member who Chairs the Standards Community Sub-Committee	£226 daily fee (over 4 hours) (£113 for half a day – up to 4 hours)
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Co-Opted Member of Standards Committee Co-Opted Member of Education Scrutiny Committee Co-Opted Member of Audit Committee	£198 daily fee (over 4 hours) (£99 for half a day – up to 4 hours)
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6.2 This fee is payable by claim but only paid to VOTING co-optees so the single Co-Opted Member on the Place Scrutiny Committee is not eligible to receive this fee as currently this position is non-voting.

6.3 County Council agreed the following on 24th October, 2013:

- (i) That the maximum number of days for which the Standards Committee Lay Members and Standards Sub-Committee Town and Community Council Representatives may be paid from the Council AGM 2014 be 10 days.
- (ii) That the maximum number of days for which the Standards Committee Lay Member who Chairs the Committee may be paid from the Council AGM 2014 be 12 days.
- (iii) That the maximum number of days for which the Church Representatives may be paid from the Council AGM 2015 be 15 days.
- (iv) That the maximum number of days for which the Parent Governor representatives may be paid from the Council AGM 2014 be 20 days.
- (v) That, following County Council agreement on 21st January 2015, the maximum number of days for which the Audit Committee Lay Member may be paid from the Council AGM 2015 be 25 days on an interim basis.

6.4 Payments can include a reasonable pre meeting preparation time as well as time travelling to and from meetings as well as authorised training events, conferences and pre-meetings with officers.

6.5 Accordingly there is **no specific decision** of Council required at this time in respect of the Co-Opted Member Payment.

7. Care Allowance

- 7.1 The Council **must** pay a care allowance to Members and Co-Opted Members who incur necessary expenses for the care of children and/or dependents whilst undertaking their official duties.
- 7.2 These payments must not exceed £403 per month (this cannot be annualised) and reimbursement will only be made on production of receipts from the carer.
- 7.3 Care Allowance payments must not be made:
- In respect of any child over the age of fifteen years or dependant unless the Member/Co-Opted Member satisfies the authority that the child or dependant required supervision which has caused the Member/Co-Opted Member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a Member or Co-Opted Member;
 - To more than one Member/Co-Opted Member in relation to the care of the same child or dependant;
 - Of more than one care allowance to a Member or Co-Opted Member of the authority who is unable to demonstrate to the satisfaction of the authority that the Member/Co-Opted Member has to make separate arrangements for the care of different children or dependants.
- 7.4 Members claiming a Care Allowance will be required to complete a declaration form prior to their first claim.
- 7.5 Care Allowances will be paid to Members and Co-Opted Members monthly in arrears **ONLY** where the Member or Co-Opted Member has submitted in writing a fully completed and signed Carer's Claim Form and has produced receipts from the carer in respect of which the claim is made **PROVIDED ALWAYS** that no such claim will be paid which is in respect of a month or months which 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.
- 7.6 Accordingly there is **no specific decision** of Council required at this time in respect of the Care Allowance.

8 Travel allowance

- 8.1 The IRPW prescribed Travel Allowance payments will be made to Members and Co-Opted Members in respect of costs incurred in the performance of the **official business** of the Council (see below).

- 8.2 The mileage rates which can be claimed for travel using the Member's own private vehicle are the current HMRC rates:-
- Private motor car up to 10,000 miles – 45p per mile
 - Private motor car over 10,000 miles – 25p per mile
 - Passenger supplement – 5p per passenger per mile
 - Private motor cycles – 24p per mile
 - Bicycles – 20p per mile
- 8.3 The payment of travel allowance based on these mileage rates is subject to the following:
- Claims must only be for the actual journey undertaken on Council business. Claimants are expected to use the shortest reasonably practicable route.
 - Where a friend or relative, who is not a Member, transports a non-driving Member the same scale of rates will apply to the journey as if it were the Member's own vehicle.
 - All mileage claims should be submitted with valid fuel VAT receipts. Where Members are submitting claims through iTrent Self Service and are declaring that a VAT receipt has been obtained, this must be retained by the Member and provided when requested.
- 8.4 From April 2016, travel expenses paid to Members by the Council are exempt from Income Tax and employee National Insurance Contributions.
- 8.5 All other claims for travel will be reimbursed on production of a receipt showing the actual expense. Members should always be mindful of choosing the most cost-effective method of travel:-
- Rail fare will be reimbursed up to a maximum of first class rates.
 - Air fares, where appropriate, will be reimbursed at the ordinary fare.
 - Taxi fares where suitable alternative public transport is not available.
- 8.6 **Official business** has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by Members and Co-Opted Members when:
- (a) Attending a meeting of the Authority or any committee of the Authority or any body to which the Authority makes appointments or nominations or of any committee of such a body;

- (b) Attending a meeting of any association of authorities of which the Authority is a member;
- (c) Attending a 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;
- (d) Attending any training or development event approved by the Authority or the Cabinet;
- (e) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended;
- (f) a duty undertaken in pursuance of a Standing Order which requires a Member or Members to be present when tender documents are opened;
- (g) A duty undertaken in connection with the discharge of any function of the Authority to inspect or authorise the inspection of premises;
- (h) A duty undertaken by Members in connection with constituency or ward responsibilities which arise from the discharge of local authority functions;
- (i) Any other duty approved by the Authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees.

8.7 In relation to (i) above in respect of the other duties approved by the Council the following decisions have been previously made:-

8.7.1 When a Councillor attends a meeting of a committee of which he/she is not a Member they would need to justify such attendance in order to qualify for the payment of travel allowance. Otherwise the expenditure on travel in attending the meeting will not be paid. Councillors should check with the Chief Finance Officer before attending so that they know before attending if they qualify to receive travelling.

8.7.2 Members will qualify for payment of travel allowance notwithstanding that the Councillor is attending a meeting of a committee of which he/she is not a Member:-

- (i) Where a Group Leader, Scrutiny Committee Chair and Vice Chair and Audit Committee Chair and Vice Chair attends a meeting of the Cabinet.

- (ii) Where a Councillor (who is not a Member of the Regulatory Committee) exercises the right as a Local Representative to attend and address the Regulatory Committee in accordance with the Council's Planning Protocol.
- (iii) Where a Councillor attends a meeting of a committee of which he/she is not a Member and is allowed to address the committee on an item of business before it.
- (iv) Where a Councillor attends a meeting of the Cabinet and is allowed to address the meeting with the consent of the Executive Member presiding.

8.7.3 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 Councillor to receive payments by way of travelling allowances in respect of attending such a meeting.

8.7.4 Where a travel allowances is recoverable by a Member from an outside organisation in respect of duties carried out by the Member in connection with that outside organisation, the Member is not eligible to also claim a travel allowance or subsistence allowance expenses from Powys County Council in respect of those duties.

8.7.5 A Travel Allowance will be paid to Members and Co-Opted Members monthly in arrears **ONLY** where the Member or Co-Opted Member has submitted in writing a fully completed and signed Travel Allowance Claim Form and has produced receipts for those journeys in respect of which the claim is made **PROVIDED ALWAYS** that no such claim will be paid which is in respect of a month or months which 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 Member or Co-Opted Member. The decision of the Standards Committee in this connection will be final.

9. Subsistence Allowance

9.1 A Subsistence Allowance **must** be payable when official business requires a Member or Co-Opted Member to travel beyond county boundaries when additional subsistence costs may be incurred. In this case, reimbursement of subsistence, subject to the limits set out below, is acceptable. All claims must be supported by receipts:

- A maximum of £28.00 per day, including breakfast if not included in overnight cost;
- Overnight costs to a maximum of £200 in London and £95 elsewhere,
- A maximum of £30 per night if staying with friends or relatives. (not payable in Powys according to the IRP document)

- 9.2 Wherever possible, overnight accommodation should be reserved and paid for by the Council itself. There may be circumstances where the authority deems it reasonable and cost effective to arrange overnight accommodation within the Council area.
- 9.3 A Subsistence Allowance is claimable for official business within the county by a Co-Opted Member who lives outside of the County.
- 9.4 Those provisions concerning “official business” in Sections 8.5 and 8.6 above relating to the Travel Allowance apply equally to the Subsistence Allowance subject to the overriding requirement of the performance of the official business being outside the boundaries of the county.
- 9.5 It is important to note that the maximum rates claimable, as stated in the IRPW document and outlined in paragraph 9.1 above, have in some cases increased in line with Welsh Government rates. The rates affected are the maximum overnight costs in London, which has increased from £150, and the maximum rate if staying with friends or relatives, which has increased from £25.
- 9.6 Accordingly there is **no specific decision** of Council required at this time in respect of the Subsistence Allowance.

10. Arrangements for the Payments of Salaries, Allowances and Fees

- 10.1 BASIC AND SENIOR SALARIES will be paid automatically in the current month and Members and (in respect of Senior Salaries) Co-Opted Members will not be required to submit any claim or demand.
- 10.2 CIVIC SALARIES will be paid automatically in the current month and neither the Chair nor the Vice-Chair of the Council will be required to submit any claim or demand.
- 10.3 CO-OPTED MEMBER PAYMENTS and TRAVEL AND SUBSISTENCE ALLOWANCE will be paid to Co-Opted Members monthly in arrears ONLY where the Co-Opted Member has submitted in writing or on line a fully completed Co –opted Member Claim Form.
- 10.4 CARE ALLOWANCES will be paid to Members and Co-Opted Members monthly in arrears ONLY where the Member or Co-Opted Member has submitted in writing or on line a fully completed Carer’s Claim Form and has produced receipts from the carer in respect of which the claim is made.
- 10.5 TRAVEL & SUBSISTENCE ALLOWANCES will be paid to Members monthly in arrears ONLY where the Member has submitted in writing or on line a fully completed Travel & Subsistence Allowance Claim Form

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

10.6 PROVIDED ALWAYS that no claim in respect of:-

- A Co-Opted member's Payment
- Care Allowance; or
- A Travel and/or Subsistence Claim

will be paid which is in respect of a month or months which 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.

10.7 No person other than the Member or Co-Opted Member submitting the claim may complete or amend a claim.

10.8 A paper based claim must be received by Heidi Crockett, Payroll Officer (Absence & Claims) (telephone 01597 826405, email heidi.crockett@powys.gov.uk) in Employment Services, County Hall by the 7th of the month following the month being claimed for (**Paper based claims must be made up to the end of the calendar month only and claims should be made monthly**) and will be paid with the basic/senior/civic salary at the end of the month in which the claim is received.

10.9 Claims made on-line via iTrent Self Service must be submitted no later than the 15th of the month, the claim can include expenses incurred up to and including the 15th, and will be paid with the basic/senior/civic salary at the end of the month in which the claim is submitted.

11. Office and Other Costs and Tax Relief

11.1 Where Members incur office and other costs they may claim tax relief.

11.2 Details of the arrangement reached with H.M. Revenues and Customs are available from Employment Services.

12. Arrangements for the Repayment of Salaries, Allowances and Fees

12.1 The IRPW require Councils to make specific provision in this regard and therefore the following arrangements comply in that regard.

12.2 Where such part of a Salary, Allowance or Fee which has been paid to a Member or Co-Opted Member was in respect of a period during which the Member or Co-Opted Member concerned was in any way not entitled to receive such Salary, Allowance or Fee (including when the Member or Co-Opted Member was suspended, partially suspended or

ceased to be a Member or Co-Opted Member of the Council) the Chief Finance Officer will serve written 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.

- 12.3 The Chief Finance Officer will serve such written 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.
- 12.4 Such written 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.
- 12.5 Such re-payment will in any event be concluded within 6 months of the date of such written notice by the Chief Finance Officer.
- 12.6 Any Member or Co-Opted Member who receives such written notice from the Chief Finance Officer may request that the matter be referred to the Council's Standards Committee whose decision will be final.

13. Foregoing Salaries, Allowances or Fees

- 13.1 Any Member or Co-Opted Member may serve written notice on the Chief Finance Officer electing to forgo any part of their entitlement to a Salary, Allowance or Fee 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.
- 13.2 A Member or Co-Opted Member who has served such written notice will receive confirmation in writing from the Chief Finance Officer setting out the details of the revised payments the Member or Co-Opted Member will receive as a result of such election to forgo and the Chief Finance Officer will amend the Schedule accordingly.

14. Withholding of Allowances – Suspension of Member

- 14.1 Where a Member/Co-Opted Member is suspended or partially suspended from being a Member/Co-Opted Member of the Council, the part of each salary and allowance payable to that Member/Co-Opted Member in respect of the responsibilities or duties from which that Member/Co-Opted Member is suspended or partially suspended will be withheld by the Authority. If the partial suspension relates only to the specific responsibility element of the Senior Salary payment, the Member may retain the Basic Salary.

15. Pensions

15.1 The Local Authorities (Allowances for Members of County and County Borough Councils) (Wales) Regulations 2003 allow Councils to enable their Councillors to join the local government pension scheme (LGPS).

15.2 Powys County Council has determined that its Members should be entitled to join the LGPS.

16. Decisions required at Annual Meeting

16.1 Council is required to take the following decisions in connection with the salaries, allowances and fees that are payable to Members and Co-Opted Members of the Council in accordance with statute and the regulations and annual report of the Independent Remuneration Panel for Wales (IRPW):-

- (a) the allocation of up to 18 Senior Salaries as detailed in section 4 of this report.
- (b) generally to endorse the contents of this report.
- (c) approve the Schedule of Member Remuneration based on this report subject to the inclusion of any amendments to the Chairs of Committees.

Recommendation:	Reason for Recommendation:
That Members consider the contents of this report and take the decisions referred to in paragraph 16 of this report.	To take decisions relating to Members' Salaries, Allowances and Expenses in accordance with statute and the annual report and regulations of the IRPW.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	
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Person(s) To Implement Decision:	Wyn Richards, Graham Evans
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
Graham Evans Wyn Richards	01597 826609 01597 826375	01597 826218 01597 82	graham.evans@powys.gov.uk wyn.richards@powys.gov.uk

Background Papers used to prepare Report:

IRPW Annual Report February 2016

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Powys County Council.

MEMBERS' SCHEDULE OF REMUNERATION

Relevant Year:	2016 - 2017
Approved by the County Council:	Version 1 - 11th May, 2016
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.

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.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forego Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Chief Finance Officer of the authority, personally elect to forego 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.
- 3.2 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 forego and the Chief Finance Officer or his / her nominee will amend the Schedule accordingly.

4. Suspension of a Member

- 4.1 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).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

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

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

- 5.2 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.

- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.

6. Payments

- 6.1 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.
- 6.2 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.
- 6.3 All payments are subject to the appropriate statutory and Non-Statutory deductions.

7. Care Allowance

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

8. Family Absence

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

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 *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:*

Audit Lay Member – 25 days.

Parent Governor Representatives (People Scrutiny Committee) – 20 days.

Church Representatives (People 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.

- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The 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.
- 9.5 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.

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

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 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.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from 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.

11. Travel by Private Vehicle

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

12. Travel by Public Transport

12.1 Rail/Coach Travel

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

12.1.2 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.

12.2 Taxi Fares

12.2.1 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-imbusement will be upon receipt only.

12.3 Air Fare

12.3.1 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.

12.4 Other Travel Expenses

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

13. Overnight Accommodation

13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable.

13.2 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.

13.3 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.

13.4 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**.

14 Subsistence Allowance

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

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

15. Arrangements for Claims and Payments

15.1 Arrangements for the payments of Basic, Senior and Civic Salaries to Members is set out in paragraph 6 above.

15.2 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:

15.2.1 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.

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

15.3 A claim for Care 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:

15.3.1 CARE ALLOWANCES will be paid to Members and Co-opted Members monthly as follows:

- (a) where an authorised claim for a Care 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
- (b) where an authorised claim for a Care Allowance 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 Care Allowance 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 Care Allowance 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 Care 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 concerned. The decision of the Standards Committee in this connection will be final.

15.3.2 Care Allowances will be paid into the bank account of the Member or Co-opted member

15.4 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:

15.4.1 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) 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
- (b) where an authorised claim for a Travel or Subsistence Allowance 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 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.

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

16. Pensions

16.1 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.

17. Compliance

17.1 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 2016-17

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
<p>The following named elected members of the authority</p> <p>Alexander, Myfanwy Catherine Ashton, Paul James Bailey, Dawn Banks, Garry Richard Bowker, Gemma-Jane Brown, Richard Graham Brunt, John Harold Corfield, Linda Veronica Curry, Kelvyn Watson Davies, Aled Wyn Davies, David Edward Davies, Elizabeth Rachel Davies, Leonard Roche Elvet Davies, Melanie Jade Brookes Davies, Sandra Christine Davies, Stephen Dorrance, Matthew James Evans, David Owen Evans, Viola Elizabeth</p>	<p>£13,300</p>

Evans, William John Fitzpatrick, William Aidan George, Russell Ian Gibson-Watt, Charles James Harris, Muriel Rosemarie Harris, Peter Hayes, Stephen Murray Holloway, Ann Florence Holmes, Jeffrey Charles Hopkins, Geraint George Jones, Arwel Evan Jones, David Charles Jones, David Richard Jones, Eldrydd Mary Jones, Evan Michael Jones, Graham Maurice Jones, Joy Rachel Jones, Michael John Jones, Wynne Thomas Jump, Francesca Helen Lewis, Hywel Lewis, Peter Edward Mackenzie, Maureen Curran Mayor, Darren James McNicholas, Susan Medlicott, Peter James Meredith, David William Mills, Robert Henry Morgan, Evan Thomas Morgan, Gareth Morris, John Gerwyn Powell, William Denston Powell, William John Thomas Price, David Rowland Price, Gary David Pritchard, Philip Charles Ratcliffe, Gareth William Roberts-Jones, Kathryn Mary Shearer, Joyce Gethin Silk, Kathryn Susan Tampin, Keith Francis Thomas, Anthony Graham Thomas, David Arnold Thomas, Dorothy Gillian Thomas, Robert Gwynfor Thomas, William Barry Turner, Tomos Glyn Van-Rees, Timothy John Vaughan, Gwilym Pughe Williams, David Huw Williams, Gwilym Ioan Snead Williams, John Michael	
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Williams, Sarah Louise York, Elizabeth Avril	
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	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Thomas, William Barry	£48,000 Leader elected to forego part of his salary and is paid £40,000
2.	Deputy Leader and Cabinet Member - Finance	Jones, Wynne Thomas	£31,250
3.	Deputy Leader and Cabinet Member – Commissioning, Procurement and Children’s Services	Brown, Richard Graham	£31,250
4.	Cabinet Member - Highways	Brunt, John Harold	£29,000
5.	Cabinet Member – Property, Buildings and Housing	Harris, Muriel Rosemarie	£29,000
6.	Cabinet Member – Environment and Sustainability	Powell, William John Thomas	£29,000
7.	Cabinet Member - Adult Services	Hayes, Stephen Murray	£29,000
8.	Cabinet Member - Education	Jones, Evan Arwel	£29,000
9.	Cabinet Member – Regeneration and Planning	York, Elizabeth Avril	£29,000
10.	Chair - People Scrutiny Committee	Jones, David Richard	£22,000
11.	Chair – Place Scrutiny Committee	Curry, Kelvyn Watson	£22,000
12.	Chair – Audit Committee	Morris, John Gerwyn	£22,000
13.	Chair – Planning, Taxi Licensing and Rights of Way Committee	Price, David Rowland	£22,000
14.	Chair – Employment and Appeals Committee	Williams, John Michael	£22,000
15.	Chair – Pensions and Investment Committee	Thomas, Anthony Graham	£22,000
16.	Chair – Democratic Services Committee	Davies,	£22,000

SENIOR SALARIES ENTITLEMENTS (includes basic salary)			ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
		Sandra Christine	
17.	Leader Of The Largest Opposition Group	Davies, Aled Wyn	£22,000
A maximum of 18 senior salaries for Powys County Council may be paid and this has not been exceeded.			

ENTITLEMENT TO CIVIC SALARIES (includes basic salary)			ANNUAL AMOUNT OF CIVIC SALARY
	ROLE	MEMBER	
	Civic Head (Chair)	Tampin, Keith Francis	£21,500
	Deputy Civic Head (Vice-Chair)	Davies, David Edward	£16,000

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chair - Standards Committee	Rhydderch-Roberts, Helen	£256 Daily Fee £128 ½ Day Fee
Chair - Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, People Scrutiny Committee (Dealing with Education Matters), Audit Committee, Environment, Infrastructure and Crime and Disorder Scrutiny Committee.	<u>Standards:</u> <ul style="list-style-type: none"> • Hays, Stephan • Jackson, Claire • Jarman, Susan • Evans, Jacqueline <u>Standards Community Sub-Committee:</u> <ul style="list-style-type: none"> • Evans, Clare • Pugh, Derrick • Patrick, Hugh <u>Scrutiny</u> <ul style="list-style-type: none"> • Davies, Angela (Parent Governor) • Jenkin, Lorraine (Parent Governor) • VACANCY (Parent Governor) • Evitts, Margaret (Church in Wales) 	£198 Daily Fee £99 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
	<ul style="list-style-type: none"> VACANCY (Roman Catholic Church) VACANCY (Crime and Disorder) 	<p>The co-opted Member for Crime and Disorder is non-voting and does not therefore receive an allowance</p>
	<p><u>Audit</u></p> <ul style="list-style-type: none"> Brautigam, John 	<p>£198 Daily Fee £99 ½ Day Fee</p>
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	<p>£226 Daily Fee £113 ½ Day Fee</p>

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All Members	Up to a maximum of £403 per month

SCHEDULE 2

Approved duties: -

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

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	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 13 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 PHRASES	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.
Care Allowance	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 .
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.
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 31 st March 2015 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 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 in respect of 2014/15 published in February 2014
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	<p>(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 in May 2012.</p> <p>(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.</p>

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 2015 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.
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.

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