

## County Council

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Meeting Venue  
**Council Chamber - County Hall,  
Llandrindod Wells**

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Meeting Date  
**Thursday, 17 May 2018**

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Meeting Time  
**10.30 am**

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For further information please contact  
**Stephen Boyd**  
01597 826374  
steve.boyd@powys.gov.uk



County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

11 May 2018

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The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

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### AGENDA

<b>1.</b>	<b>ELECTION OF CHAIR</b>
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To elect the Chair of Council for the ensuing year.

<b>2.</b>	<b>ELECTION OF VICE-CHAIR</b>
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To elect the Vice-Chair of Council for the ensuing year.

<b>3.</b>	<b>ELECTION ASSISTANT VICE-CHAIR</b>
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To elect the Assistant Vice-Chair of Council for the ensuing year.

<b>Council will adjourn for photographs to be taken</b>
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<b>4.</b>	<b>APOLOGIES</b>
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To receive apologies for absence.

<b>5.</b>	<b>DECLARATIONS OF INTEREST</b>
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To receive any declarations of interest from Members relating to items to be considered on the agenda.

<b>6.</b>	<b>SCRUTINY COMMITTEE STRUCTURE</b>
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To consider the recommendations of the Democratic Services Committee.  
(Pages 3 - 54)

<b>7.</b>	<b>MEMBERS' SALARIES, ALLOWANCES AND EXPENSES</b>
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To consider the report of the Section 151 Officer.  
(Pages 55 - 92)

<b>8.</b>	<b>ALLOCATIONS, ELECTIONS AND APPOINTMENTS REQUIRED TO BE MADE AT THE ANNUAL MEETING OF THE COUNCIL</b>
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To consider the report of the Solicitor to the Council.  
Appendix 6 Appointments of Councillors to Committees will follow.  
(Pages 93 - 140)

<b>9.</b>	<b>APPOINTMENT TO THE FOSTERING PANEL</b>
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To appoint a member to the Fostering Panel.

<b>10.</b>	<b>APPOINTMENT TO THE HEART OF WALES LINE FORUM</b>
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The Council has received a request from the Heart of Wales Line Forum for a representative from the Council. County Councillor Maureen Mackenzie was the previous representative. Radnorshire Members have been asked for nominations as this was determined originally by Radnorshire and the only nomination forthcoming is County Councillor Maureen Mackenzie.

The Council is asked to approve this nomination.

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**County Council**  
**17<sup>th</sup> May, 2018**

**REPORT AUTHOR: Democratic Services Committee**

**SUBJECT: Scrutiny Committee Structure**

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**REPORT FOR: Decision**

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## **1. Summary**

- 1.1 The report sets out recommendations for the future structure for recommendation to the County Council for approval.

## **2. Background**

- 2.1 As Members are aware the Council received a critical report from Care Inspectorate Wales (CIW) regarding Children's Services. The Council's scrutiny process was also criticised in this report.
- 2.2 Following the CIW report, the Joint Chairs and Vice-Chairs Steering Group has considered whether the scrutiny committee structure required revision. At its meeting in February 2018, the political group leaders were invited to discuss the issue and it was suggested that it would be appropriate for the scrutiny committees to reflect the priorities within the Council's Vision 2025 (i.e. the economy, health and care, learning and skills, residents and communities and making it happen), whilst also retaining the Audit Committee as currently. The Steering Group also asked that a range of options be presented for consideration at its meeting in April.
- 2.3 At the meeting on 10<sup>th</sup> April those options were considered together with the numbers of members to sit on the revised committees, frequency of meetings and whether the Council should continue to have scrutiny working groups under a new structure. Although there was an acceptance that the Audit Committee would remain, there was a discussion regarding the future of the Finance Scrutiny Panel and whether this should be retained, should become a sub-committee of the Audit Committee or amalgamated within the remit of the Audit Committee.
- 2.4 Other matters which were considered were whether scrutiny committees should meet in public, should be webcast and the future role of the Joint Chairs and Vice-Chairs Steering Group. It was acknowledged that one of the roles of the Joint Chairs and Vice-Chairs Steering Group was the co-ordination of scrutiny activity / work programmes for committees to ensure that there was sufficient resources available to support scrutiny reviews and especially where there was a cross over of responsibilities. If the scrutiny committees became thematic committees, there was still likely to be areas which were scrutinised where there would continue to be a cross over of responsibilities between committees and therefore joint working would be

required. Therefore there would be a continued requirement for the Joint Chairs and Vice-Chairs Steering Group.

2.5 Based on the evidence set out in Appendix 1, the recommendations of the Joint Chairs and Vice-Chairs Steering Group were as follows:

- (i) The Council should have 4 scrutiny committees as set out below:
- Audit Committee (to include Making It Happen);
  - Learning and Skills Scrutiny Committee;
  - Health and Care Scrutiny Committee;
  - Economy, Residents and Community Scrutiny Committee

## 2.6 Senior Salary.

2.6.1 The availability of a senior salary for any additional Chair of Scrutiny was also discussed by Democratic Services Committee and needs to be considered by Full Council. . The current posts which attract a Senior Salary are set out below:

	<b>ROLE</b>
1	Leader
2	Deputy Leader and Cabinet Member – Finance, Countryside and Transport
3	Cabinet Member – Young People and Culture
4	Cabinet Member – Highways, Recycling and Assets
5	Cabinet Member - Adult Social Care
6	Cabinet Member – Learning and Welsh Language
7	Cabinet Member – Economy and Planning
8	Cabinet Member – Corporate Governance, Housing and Public Protection
9	Chair - Scrutiny Committee A
10	Chair – Scrutiny Committee B
11	Chair – Audit Committee
12	Chair – Planning, Taxi Licensing and Rights of Way Committee
13	Chair – Employment and Appeals Committee
14	Chair – Pensions and Investment Committee
15	Chair – Democratic Services Committee
16	Leader Of The Largest Opposition Group

2.6.2 The Independent Remuneration Panel for Wales had determined that the Council is only able to pay a maximum of 18 senior salaries.

2.6.3 The options open to the Council are as follows:

- (a) There are currently 2 unpaid senior salaries due to recent Cabinet changes. The Leader has indicated that she is trialling a reduced number in the cabinet and wishes to retain the ability to increase the number of Cabinet members in future.
- (b) The Democratic Services Committee suggested that there needed to be a comparison of workloads between the various committees supported by a Chair with a senior salary. This would enable Council to take into account workloads when considering the future allocation of senior salaries. It was considered that some Committees have a heavier workload than others and this should be taken into account when making an informed decision whether or not to reallocate the payment of a senior salaries. This analysis is set out at Appendix 2.
- (c) The Annual Report of the Independent Remuneration Panel allows a payment to an Audit Committee Chair that is not a County Councillor i.e. an Independent / Lay Member. This would be a daily allowance as set out in the Annual Report. Accordingly, if the Chair of Audit were to be an Independent Member, this would release a senior salary which would then be available for reallocation.

However, the Council must note that the appointment of the Chair of the Audit Committee is a matter for the Committee itself and cannot be determined by Council. Therefore the Council could:

- (i) Recommend to the Audit Committee that the Independent / Lay Member be elected as the Chair of the Committee; or
- (ii) Amend the Constitution (Section 7 – Scrutiny Committees) to require that the Independent / Lay Member will always Chair the Audit Committee.

2.6.4 In the event that Council decides to increase the number of Scrutiny Committees, Council will need to decide which roles will warrant a senior salary.

## **2.7 Constitution.**

2.7.1 If the Council approves the changes to the scrutiny committee structure, then Section 7 (Scrutiny Committees) of the Council's Constitution will need to be amended. A draft amended version of Section 7 is attached to the report as Appendix 3. Council is asked to approve the amendments as set out on the Appendix 3.

2.7.2 Should any further consequential amendments to the Constitution be required as a result of the Council decision, the Council is asked to approve that the Solicitor to the Council be authorised to make such changes to this section of the Constitution in consultation with the Chair and Vice-Chair of the Democratic Services Committee.

## Preferred Option

2.8 Based on the evidence set out in Appendix 1, the recommendations of the Joint Chairs and Vice-Chairs Steering Group were as follows:

- (i) The Council should have 4 scrutiny committees as set out below:
  - Audit Committee (to include Making It Happen);
  - Learning and Skills Scrutiny Committee;
  - Health and Care Scrutiny Committee;
  - Economy, Residents and Community Scrutiny Committee

There is in addition a Public Service Board Scrutiny Committee which has been established under separate arrangements, comprising Members and representatives from other organisations.

- (ii) That the role of the Finance Scrutiny Panel be reviewed with external assistance to determine a way forward.
- (iii) That as a general principle all matters would be considered at a full meeting of a Scrutiny Committee. However it was accepted that there may be a need to have an occasional task and finish working group, for specific purposes, but they would operate on a time limited basis.
- (iv) That the Scrutiny Committees (excluding the PSB Scrutiny Committee) should comprise 9 County Councillors, together with statutory co-opted Members where required (i.e Learning and Skills, Economy, Residents and Community, and Audit Committees will have statutory co-optees).
- (v) That meetings of the Scrutiny Committees (excluding the PSB Scrutiny Committee) be held at least monthly (Except for August and December)
- (vi) That the role of the Joint Chairs and Vice-Chairs Steering Group be reviewed once the scrutiny committee structure had been agreed.
- (vii) That scrutiny meetings should generally be held in public unless confidential matters were being discussed.
- (viii) That the Council should investigate the possibility of webcasting scrutiny committee meetings in future.

## 3 Comments from Other Services.

### 3.1 Legal.

The recommendations can be supported from a Legal point of view.

### 3.2 Finance.

The budget has been set for a maximum of 18 senior salaries so the recommendations made above would not have any detrimental budgetary impact as it would be cost neutral.

#### 4 Statutory Officers' Comments

##### 4.1 Section 151

The view of the Section 151 Officer is as follows:

The Head of Financial Services Deputy Section 151 Officer notes the comment from finance that the proposal is within budget.

##### 4.2 Monitoring Officer

The view of the Monitoring Officer is as follows:

I note the Legal comments and have nothing to add to this report.

#### 5. RECOMMENDATION.

<b>Recommended to the County Council:</b>	<b>Reason for Recommendation:</b>
(i) That the recommendations of the Joint Chairs and Vice-Chairs Steering Group set out in paragraph 2.8 (items (i) to (viii) above) be approved.	<b>To complete the review of the Scrutiny Committee Structure.</b>
(ii) That the Constitution be amended in accordance with Appendix 3 attached to the report. Any further changes to the draft Constitution in Appendix 3 required as a result of the debate in Full Council be delegated to the Solicitor to the Council in consultation with the Chair and Vice-Chair of the Democratic Services	
(iii) That the Council determines the payment of the additional senior salary from the options set out in Paragraph 2.6 above.	

<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Relevant Local Member(s):</b>	
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<b>Person(s) To Implement Decision:</b>	<b>Wyn Richards, Head of Democratic Services</b>
<b>Date By When Decision To Be Implemented:</b>	<b>May 2018.</b>

Contact Officer:	Wyn Richards, Scrutiny Manager and Head of Democratic Services.
Tel:	01597-826375
Email:	wyn.richards@powys.gov.uk

**Background Papers used to prepare Report:**



## Appendix 1

**Number of Working Group meetings from May 2016 to April 2018 where the subject matters fall within the remit of the proposed new committees:**

Learning and Skills	33
Health and Care	53
Economy, Residents and Communities	22
Audit	8

Number of Meetings to which the Chair of Committees would be invited to attend.

The Committees shown are only those where the Chair receives a Senior Salary:

Committee / Working Group	Meetings April 2016 – March 2017	Meetings April 2017 - date	Total
<b>Employment / Appeals</b>	4	4	
Appointments Sub-Cttee	2	3	
Shortlisting Sub-Cttee	1	5	
Appeals Sub-Committees	2	4	
	9	16	<b>25</b>
<b>Planning</b>	16	21	<b>37</b>
<b>Audit</b>	6	8	
Finance Scrutiny Panel	14	9	
Internal Audit WG	3	1	
Joint with Adult Social Care WG	7	0	
Joint with Education WG	0	4	
Joint Chairs Steering Group	8	9	
Finance and Performance WG	0	1	
	38	32	<b>70</b>
<b>Scrutiny Committee A / Place Scrutiny Cttee</b>	5	4	
Finance Scrutiny Panel	14	9	
Joint Audit / Adult Social Care WG	7	0	
Joint Chairs	8	9	
A1 WG	0	3	
A2 WG	0	2	
Adult Social Care WG	9	16	
HWRC WG	0	1	
Joint Scrutiny	0	1	
Place Group 1	2	0	
Place Group 2	1	0	
Place Group 3	1	0	
	47	45	<b>92</b>
<b>Scrutiny Committee B / People Scrutiny Cttee</b>	4	3	
Finance Scrutiny Panel	14	9	
Joint Audit / Education WG	0	4	
Joint Chairs	8	9	
Children's WG	0	7	
Education WG	19	8	
Joint Children / Education WG	0	1	

Leisure / Culture WG	0	1	
	45	42	<b>87</b>
<b>Democratic Services</b>	4	4	
Member Development WG	4	3	
Chair's Role WG	0	1	
	8	8	<b>16</b>
<b>Pensions and Investment</b>	5	6	<b>11</b>

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## SECTION 7 – SCRUTINY COMMITTEES

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### Introduction

- 7.1 The Council is required by Law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. The Scrutiny Committees should be powerful committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.
- 7.2 Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

### Scrutiny Committees

- 7.3 In order to achieve this, the Council ~~have~~will appointed ~~three~~four Scrutiny Committees (and in addition the Council will participate in a PSB Scrutiny Committee) which between them will:
- 7.3.1 review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council’s functions whether by the Cabinet or another part of the Council;
  - 7.3.2 make reports or recommendations to the Cabinet or the Council in connection with the discharge of any functions;
  - 7.3.3 consider any matter which affects the Council’s area or its inhabitants; and
  - 7.3.4 exercise the right to call in for reconsideration decisions made, but not yet implemented, by the Cabinet and Officers.

### Role, Scope and Membership

- 7.4 The role, scope and Membership of the Scrutiny Committees are described in the table below:

Committee and Membership	Terms of Reference / Areas of Responsibility
<p style="text-align: center;">Audit</p> <p><del>14</del><u>X</u> Councillors – Politically Balanced</p> <p>At least 1 Co-opted Lay Member with voting rights (See Rule 7.5.2 below)</p>	<ul style="list-style-type: none"> <li>• Approve statement of accounts, income and expenditure and balance sheet;</li> <li>• <del>Commissioning and Procurement Working Group (Joint Working Group with the People Scrutiny Committee)</del></li> <li>• External Audit Reports;</li> <li>• Finance Monitoring – Council wide;</li> <li>• Internal Audit Reports;</li> <li>• Oversee the authority's internal and external audit arrangements;</li> <li>• Performance Monitoring – Council wide, including workforce;</li> <li>• Review and assess risk management, internal control and corporate governance</li> </ul>

## SECTION 7 – SCRUTINY COMMITTEES

	<p>arrangements and make reports and recommendations on the adequacy and effectiveness of those arrangements;</p> <ul style="list-style-type: none"> <li>• Review and scrutinise the authority's financial affairs and make reports and recommendations on the authority's financial affairs;</li> <li>• Review the financial statements prepared by the authority.</li> </ul> <p><b>Commissioning</b></p> <p><b>Procurement</b></p> <p><u>Central / Corporate Support Services</u></p> <p><u>Catering and Cleaning</u></p> <p><u>Finance Scrutiny Panel (Functions as set out in Rules 7.42)</u></p> <p><u>Making It Happen (Vision 2025)</u></p>
<p><del>Scrutiny Committee A</del> <u>Economy, Residents and Community</u></p> <p><del>14</del> <u>X</u> Councillors – Politically Balanced</p> <p>1 Non-Voting Co-optee for crime and disorder functions</p>	<p><b><u>Planning</u></b></p> <p><u>Development Management and Planning Control.</u></p> <p><u>Enhancement of Conservation Areas.</u></p> <p><u>Listed Building control and advice.</u></p> <p><u>Built Heritage Conservation grants.</u></p> <p><u>Designation and safeguarding of trees the subject of Tree Preservation Orders.</u></p> <p><u>Planning Enforcement.</u></p> <p><u>Building Control, including health and safety of buildings, dangerous structures.</u></p> <p><u>Street naming and numbering service</u></p> <p><u>Development and Planning Policy, input into regional planning policy development.</u></p> <p><u>Minerals and Waste Planning.</u></p> <p><u>Designation</u></p> <p><u>Land Drainage associated with planning and land use</u></p> <p><b><u>Regeneration</u></b></p> <p><b><u>Community Regeneration</u></b></p> <p><u>Community Enablement Fund/Welsh Church Acts</u></p> <p><u>Communities First</u></p> <p><u>Business Services</u></p> <p><u>Business Grants</u></p>

## SECTION 7 – SCRUTINY COMMITTEES

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Business Advice.  
Opportunity Wales and other contracts  
Tourism  
Tourist Information Service

Europe  
European funds  
Powys Regeneration Partnership  
European policy  
External funding

**Economic Development**

**Land Charges**

**County Farms Estate**

**Property and Assets**

**Workshops**

**Building Design**

**Sustainability**  
Climate Change & Sustainable Development  
Sustainability, Green Dragon and Carbon  
Management  
Sustainability Strategy

**Affordable Housing**

**Welsh Housing Quality Standard**

**Housing**  
Public Sector Housing (landlord function)  
Supporting People  
Homelessness  
Private Sector Housing

**Village Halls**

**Highways**  
Transport Planning and Policy  
Traffic management  
Road safety  
Development Control  
Transport Co-ordination  
Highway asset Management

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	<p><u>Network management</u>  <u>TRACC</u>  <u>Highways Engineering Design – Contract, Procurement, Administration &amp; Supervision</u>  <u>Highways Maintenance (Technical Advice).</u>  <u>Highways Maintenance Operations (e.g. Winter Maintenance).</u>  <u>Fleet Management (including Fuel Management).</u>  <u>Car parks</u>  <u>Trunk Road Agency</u></p> <p><u>Statutory Compliance</u>  <u>Building Maintenance Operations</u>  <u>Servicing Contracts and testing</u>  <u>Street Cleaning</u>  <u>Public Conveniences</u>  <u>Grounds Maintenance</u>  <u>Markets</u>  <u>Land Drainage</u></p> <p><b><u>Waste Management</u></b></p> <p><b><u>Refuse Collection</u></b></p> <p><b><u>Environmental Health</u></b></p> <p><b><u>Trading Standards</u></b></p> <p><b><u>Emergency Planning</u></b></p> <p><b><u>Community Safety</u></b></p> <p><b><u>Gypsies &amp; Travellers</u></b></p>
<p><del>Scrutiny Committee B</del> <u>Learning and Skills</u>  Membership:  <b>14</b> <b>X</b> Councillors – Politically Balanced;  3 parent governor representatives;  1 Church in Wales Diocese representative;  1 Roman Catholic Church Diocese representative,</p>	<p><b><u>Education</u></b>  <u>Special Educational Needs</u>  <u>Exclusions</u>  <u>Attendance</u>  <u>Education other than at school</u>  <u>Looked after children</u>  <u>English as an additional language</u>  <u>Migrant and Traveller Children</u>  <u>Admissions</u>  <u>Behaviour management</u>  <u>Complementary education</u>  <u>Education Psychology</u></p>



## SECTION 7 – SCRUTINY COMMITTEES

	<p><u>Monitoring, challenging and supporting schools and providing intervention when necessary</u>  <u>Support for teaching and learning</u>  <u>Support for leadership and management including governance</u>  <u>Provision of and support for use of data</u>  <u>Early years education</u>  <u>Welsh Medium/ Bilingual Education</u>  <u>Welsh Education scheme</u>  <u>14-19 Learning Pathways</u>  <u>Basic skills strategic intervention programme</u>  <u>Workforce remodelling</u>  <u>School Organisation Review</u>  <u>Post 16 Education</u>  <u>School Transport Policy</u>  <u>Lifelong Learning (adult continuing education incl. Welsh for Adults)</u></p> <p><b><u>Welsh Language</u></b></p> <p><b><u>Libraries</u></b></p> <p><b><u>Culture</u></b>  <u>Libraries (Public Library Service &amp; Schools Library Service)</u></p> <p><u>Arts and Culture (Theatres, Galleries, Museums, Arts Strategy, Arts Development, Theatr Powys / Powys Dance)</u></p> <p><u>Youth Service</u></p> <p><u>YFC</u></p> <p><b><u>Archives</u></b></p>
<p><u>Health and Care</u>  <u>X Councillors – Politically</u>  <u>Balanced;</u></p>	<p><b><u>Adult Social Care</u></b></p> <p><u>Lead on Strategic Social Services</u></p> <p><u>Mental Health</u>  <u>Older People</u>  <u>Disabled People</u>  <u>Learning Disabilities</u>  <u>Carers Services</u>  <u>Substance Misuse</u></p>

## SECTION 7 – SCRUTINY COMMITTEES

	<p><u>(Operational services covers both care management and provider services)</u> <u>Commissioning and Contracting</u> <u>Adult Social Services Policy Interpretation and Development.</u> <u>Domiciliary Care</u> <u>Health and Well Being</u> <u>Health Intervention Programme, Exercise on Prescription, Cardiac Rehabilitation).</u></p> <p><u>Health, Social Care and Well-Being Partnership</u></p> <p><b><u>Older Persons Champion</u></b></p> <p><b><u>Children’s Services</u></b> <u>Lead Member for Children</u> <u>Partnership Coordination</u> <u>Youth Offending Service</u> <u>Child Protection</u> <u>Commissioning and Policy for Children’s Services</u> <u>Powys Executive Safeguarding Group</u> <u>Safeguarding</u> <u>Children with Disabilities including Residential Respite Unit</u> <u>Family Placement Teams</u> <u>Children’s Social Work Teams</u> <u>Children and Young People’s Partnership</u> <u>Childcare</u> <u>Adoption</u> <u>Fostering</u> <u>Leaving Care</u> <u>Out of Hours Service</u> <u>Corporate Parenting</u> <u>Looked after Children</u></p> <p><b><u>Leisure</u></b> <u>Leisure (Recreation and Leisure policy, Leisure and Sports Centres, Outdoor Pursuits Centres, Indoor Bowling Centre, Sports Development (Generic Sports Development, Sports Specific Sports Development – Football, Rugby, Cricket, Netball, Hockey, Disability Sport) Outdoor Recreation (Parks and Open Spaces, Playgrounds, Sports Pitches – Bowls, Football, Rugby</u></p> <p><b><u>Countryside Services (Countryside Rights of</u></b></p>
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## SECTION 7 – SCRUTINY COMMITTEES

	<u>Way, Maintenance, Open Access, Biodiversity, Village Greens, Commons Registration, National Trails).</u>
Joint Chairs and Vice-Chairs Steering Group Membership:	One Powys Plan Partnership Management  Functions specified under Rule 7.40
<u>Public Service Board Scrutiny Committee</u>	<u>As set out in Rules 7.43 to 7.45</u>

### Membership of the Audit Committee.

7.5.1 The Audit Committee will comprise ~~14~~ X Councillors, appointed to achieve as far as reasonably practicable a political balance on the committee plus 1 voting Lay Member plus such other co-optees as may be appointed by the Council (subject to the total number of co-optees being less than one third of the total membership).<sup>1</sup>

7.5.2 In accordance with Section 82 of The Measure:

7.5.2.1 At least one member of the Audit Committee must be a voting Lay Member;

7.5.2.2 An act of the Audit Committee will be invalid if the membership of the committee breaches any of the membership requirements set out in Rules 7.5.1 and 7.5.2.1.

7.5.2.3 The Chair of the Audit Committee is appointed by the Committee at the first meeting following the Council's Annual Meeting and the Chair:

- cannot be a member of the Cabinet;
- can be a Lay Member or a Co-Opted Member;
- can only be a member of an executive group if there are no opposition groups. (See Rule 7.5.4 below);

7.5.2.4 The Measure does not require a Cabinet Member to be a member of the Audit Committee but a maximum of one member of Cabinet (but not the Leader) may be a member of the Audit Committee;

7.5.2.5 The Chair of the Audit Committee may be removed from office by a motion to remove which is put on the agenda of the Audit Committee pursuant to Rule 4.38.1

7.5.3.A The Vice-Chair of the Audit Committee will be appointed annually by the Committee at the first meeting following the Council's Annual Meeting who may appoint a Councillor, the Lay Member or a Co-Opted Member. (see Rule 7.5.4 below)

7.5.3B The Vice-Chair of the Audit Committee may be removed from office by a

<sup>1</sup> See Section 82 of The Measure.

## SECTION 7 – SCRUTINY COMMITTEES

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motion to remove which is put on the agenda of the Audit Committee pursuant to Rule 4.38.1

7.5.4 A person presiding at an Audit Committee can only be a member of an executive group if there are no opposition groups.

### General Functions

7.6 Within their terms of reference, Scrutiny Committees will:

- 7.6.1 review and / or scrutinise decisions made, or other action taken in connection with the discharge of any function of the authority;
- 7.6.2 make reports and / or recommendations to the Full Council and / or the Cabinet, and / or any joint committee or Area (Shire) Committee in connection with the discharge of any function of the authority;
- 7.6.3 consider any matter affecting the area or its inhabitants;
- 7.6.4 exercise the right to call-in, for reconsideration, decisions made but not yet implemented, by the Cabinet, a committee of the Cabinet, a member of the Cabinet, an officer exercising functions delegated by the Cabinet, and / or any Area (Shire) Committee exercising functions delegated by the Cabinet.(See Call-In Procedure – Rule 7.37);

### Specific Functions

#### Policy Development and Review

7.7 The Scrutiny Committees may:

- 7.7.1 assist the Council and the Cabinet in the development of its Budget and Policy Framework by in depth analysis of policy issues, including pre-scrutiny of draft or amended policies;
- 7.7.2 conduct research, site visits, community and other consultation in the analysis of policy issues and possible options;
- 7.7.3 question members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;
- 7.7.4 liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working;
- 7.7.5 consider the impact of policies to assess if they have made a difference;
- 7.7.6 consider and implement mechanisms to encourage and enhance community participation in the scrutiny of the development of policy options; and
- 7.7.7 investigate or review a particular matter in depth, reporting their conclusions and making any recommendations to the Council or Cabinet as appropriate.

#### Scrutiny

7.8 Scrutiny Committees may:

## SECTION 7 – SCRUTINY COMMITTEES

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- 7.8.1 review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- 7.8.2 review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- 7.8.3 question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;
- 7.8.4 make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- 7.8.5 review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance;
- 7.8.6 question and gather evidence from any person (with their consent);
- 7.8.7 review and scrutinise the budget setting process;
- 7.8.8 conduct research, site visits, community (and other) consultation for the purposes of analysing issues and developing where appropriate; possible options, through liaison with the area/community partnerships; and
- 7.8.9 consider and report on mechanisms to encourage and enhance community participation in the development of service delivery options.

### **Finance**

- 7.9 Scrutiny Committees may exercise overall responsibility for the finances made available to them.

### **Annual Report**

- 7.10 The Scrutiny Committees may report annually to the Full Council on their workings.

### **Head of Democratic Services**

- 7.11 One of the roles of the Head of Democratic Services under section 8 of The Measure is to promote the role of the Council's Scrutiny Committees and to promote support and guidance to members and Officers generally about the functions of the Scrutiny Committees .

### **Who May Sit on Scrutiny Committees ?**

- 7.12.1 Subject to Rule 7.12.2. below all Councillors (except members of the Cabinet) may be members of the Scrutiny Committees. However, no Member may be involved in scrutinising on decisions in which s/he has been directly involved.
- 7.12.2 In accordance with Section 82 of The Measure no more than one member of the Cabinet may be a member of the Audit Committee (but there is no requirement for Full Council to appoint a member of the Cabinet to the Audit Committee ). The Leader cannot be a member of the Audit Committee.

### **Co-Optees**

## SECTION 7 – SCRUTINY COMMITTEES

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- 7.13.1 ~~Scrutiny Committee B~~ The Learning and Skills Scrutiny Committee shall include in its membership the following voting representatives:
- 7.13.1.1 One Church in Wales diocese representative;
  - 7.13.1.2 One Roman Catholic diocese representative; and
  - 7.13.1.3 Three parent governor representatives (covering so far as practicable the primary, secondary and special needs sectors)
- 7.13.2 When matters which are not education matters, which are the responsibility of the Cabinet, fall to be considered by ~~Scrutiny Committee B~~ the Learning and Skills Scrutiny Committee, the co-opted representatives specified in rule 7.13.1 shall not vote, although they may stay in the meeting and speak.
- 7.13.3 ~~Scrutiny Committee A~~ The Economy, Residents and Community Scrutiny Committee shall include in its membership in a non-voting capacity 1 representative from the Police and Crime Panel (or from such other body which replaces the Panel), subject to that representative not being a Powys County Council representative on the Police and Crime Panel.
- 7.13.4 In addition to co-optees appointed under rules 7.13.1.1 to 7.13.1.3 above, Scrutiny Committees may recommend to Full Council the co-option of other persons as voting or non-voting representatives. In exercising or deciding whether to exercise a co-option, the Authority must, under section 76 of The Measure, have regard to guidance given by the Welsh Ministers and comply with directions given by them
- 7.13.5 The total number of co-optees on each Scrutiny Committee may not exceed more than one third the membership of the committee.<sup>2</sup>

### **Who Chairs Scrutiny Committees (other than the Chair of the Audit Committee)?**

- 7.14 The arrangements included in sections 66-75 of The Measure will be followed for appointing persons to chair Scrutiny Committees as set out in Rule 4.6.6 (other than the Chair of the Audit Committee who will be appointed in accordance with Rule 7.5.2.3)<sup>3</sup>.

### **Role of the Chair of Scrutiny Committees**

- 7.15.1 The chairs of the Scrutiny Committees will liaise with the Cabinet and the Head of Paid Service and will supervise the work programme for their Scrutiny Committee and identify cross cutting themes arising from the various Scrutiny Committees .
- 7.15.2 In summary, therefore, the Chair will:
- 7.15.2.1 be accountable for delivering effective scrutiny;
  - 7.15.2.2 will regularly monitor the work programmes for their Scrutiny Committee; and
  - 7.15.2.3 will liaise with the Cabinet on issues affecting the scrutiny work programme.

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<sup>2</sup> Paragraph 8.19 Statutory Guidance from the Local Government Measure 2011 (issued by Welsh Government June 2012)

<sup>3</sup> For provisions relating to the Chair of the Audit Committee See Rule 7.3.2(b)(ii) above.

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### Work Programme

7.16 The Joint Chairs Steering Group will be responsible for setting the work programme for each scrutiny committee and in doing so they should take into account the Cabinet Forward Work Programme and focus on strategic and important issues. Any requests from scrutiny members for matters to be scrutinised should be sent to the Joint Chairs Steering Group for consideration.

### Joint Scrutiny Committees

7.17 Under section 58 of The Measure, regulations may be made to permit two or more local authorities to appoint a joint Scrutiny Committee. This is set out in the Local Authority (Joint Overview and Scrutiny) (Wales) Regulations 2012.

### Rules of Procedure and Debate (“Scrutiny Procedure Rules”)

7.18 Rules 7.18 to 7.37 (inclusive) shall be known as the Scrutiny Procedure Rules and will apply to meetings of the Scrutiny Committees.

### What will be the Number and Arrangements for Scrutiny Committees ?

- 7.19.1 Subject to Rules 7.43 to 7.45 the Council will have ~~three~~ four Scrutiny Committees set out in the table in Rule 7.3 and will appoint to them as it considers appropriate from time to time. The Chair of a Scrutiny Committees may appoint smaller groups (Member and Officer Working Groups) to carry out detailed examination of particular topics for report back to the committee. Such groups may be appointed for a fixed period on the expiry of which they shall cease to exist or may be appointed on a task and finish basis. Such Member and Officer Working Groups should work on a non-political basis and wherever possible should comprise as many political groups as practicable.
- 7.19.2 The terms of reference / areas of responsibility of the various Scrutiny Committees will be as set out in Rule 7.4 above.
- 7.19.3 Each Scrutiny Committee (with the exception of the Audit Committee and the Local-Public Service Board Scrutiny Committee) will be Chaired by a chair appointed by the Full Council from the membership of that Scrutiny Committee and there will be cross party membership of all Scrutiny Committees.

### Meetings of the Scrutiny Committees

- 7.20.1 **The four Scrutiny Committees will meet twice a month (except for August and December).**
- 7.20.2 The Audit Committee must also meet if:
- (a) the Full Council resolves that the Committee should meet; or
  - (b) at least one third of the members of the Audit Committee requisition a meeting by one or more notices in writing to the chair.
- 7.20.3 In addition, extraordinary meetings may be called from time to time by:
- 7.20.3.1 the Full Council by resolution; or
  - 7.20.3.2 the relevant Scrutiny Committee by resolution; or
  - 7.20.3.3 the chair of the relevant Scrutiny Committee; or
  - 7.20.3.4 any 5 members of the relevant Scrutiny Committee; or



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- 7.20.3.5 the Head of Paid Service; or
- 7.20.3.6 the Monitoring Officer; or
- 7.20.3.7 the Section 151 Officer;

as s/he / they considers necessary or appropriate.

### Quorum

- 7.21 The quorum of a meeting will be 25% of the number of members of that Scrutiny Committee. During any meeting, if the chair declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the chair. If s/he does not fix a date, the remaining business will be considered at the next ordinary meeting of the Scrutiny Committee..

### Business at First Meeting Following the Annual Meeting of the County Council

- 7.22 The first meeting of a scrutiny committee following the Annual Meeting of the County Council will (as may be appropriate):
- 7.22.1 elect a chair of the Audit Committee and the PSB Scrutiny Committee;
  - 7.22.2 elect a person to preside if the chair of the Committee is not present;
  - 7.22.3 elect the vice-chair of the Committee
  - 7.22.4 (unless the committee decides unanimously to dis-apply the political balance requirements) allocate seats to political groups on sub-committees authorised by the Full Council.
  - 7.22.5 make appointments to sub-committees authorised by Full Council (see Rules 4.6.1; 4.6.7; 4.15.7; and 4.18.6); such appointments to be in accordance with the wishes of the groups unless the committee decides unanimously to dis-apply the political balance requirements;
  - 7.22.6 establish or re-establish Member and Officer Task and Finish Working Groups and make appointments thereto as appropriate;
  - 7.22.7 to approve the committee's work programme for the forthcoming year;
  - 7.22.8 deal with those items of business listed in Rule 7.24 below as may be appropriate.

The order of business, with the exception of items 7.22.1 and 7.22.2 may be altered by the chair.

### Business at Other Meetings

- 7.23 At all other meetings of committee, the committee will (as may be appropriate)
- 7.23.1 elect a person to preside if the chair and vice-chair of the Committee are not present;
  - 7.23.2 elect the chair of the Audit Committee or the PSB Scrutiny Committee in the event of there being a vacancy
  - 7.23.3 elect a vice-chair of the Committee in the event of there being a vacancy;



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- 7.23.4 receive declarations of interest (including whipping declarations);
- 7.23.5 make appointments to sub-committees and Member and Officer Task and Finish Groups in the event of there being a vacancy;
- 7.23.6 receive apologies for absence;
- 7.23.7 approve the minutes of the last meeting;
- 7.23.8 receive any announcements from the chair;
- 7.23.9 receive reports from the Cabinet and / or from any other committees, and / or from officers;
- 7.23.10 make recommendations to the Cabinet or Full Council;
- 7.23.11 deal with any business outstanding from the last meeting;
- 7.23.12 (where the Leader or a Cabinet member attends a meeting of the committee) to receive a presentation from the Leader or a Cabinet member and / or to put questions to, and to receive responses from the Leader or a Cabinet member;
- 7.23.13 put questions to the chair or relevant officers of the Council where appropriate on items of business before the committee and to receive responses.
- 7.23.14 receive reports from sub-committees and Member and Officer Task and Finish Groups;
- 7.23.15 to consider requests from members of the committee for items of business to be considered at a future meeting or at the meeting when the request is made if the chair is satisfied that the matter is urgent (the reason for the urgency being recorded in the minutes), and that the committee is able to have the necessary professional advice of officers;
- 7.23.16 consider motions without notice as set out in the Full Council Procedure Rules in Section 4 of this Constitution;
- 7.23.17 review the Committee's Work Programme for the forthcoming year and make such ~~alterations~~ recommendations to the Joint Chairs and Vice-Chairs Steering Group as are necessary;
- 7.23.18 consider such other business specified in the summons to the meeting;
- 7.23.19 consider other business, not specified in the summons as the chair considers urgent, subject to the nature of the urgency being specified in the minutes;
- 7.23.20 to exclude the public for the consideration of any item in accordance with the Access to Information Procedure Rules;
- 7.23.21 receive notes of meetings of the Joint Chairs and Vice-Chairs Steering Group.

The order of business, with the exception of items 7.23.1 to 7.23.4 may be altered by the chair.

### Agenda Items

- 7.24.1 Any member of a Scrutiny Committee shall be entitled to give notice to the chair of the Scrutiny Committee that s/he wishes an item relevant to the functions of that Scrutiny Committee to be included on the agenda for the next available meeting. The chair will decide in his / her absolute discretion whether or not the matter will be placed on the agenda for the next meeting.

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- 7.24.2 Scrutiny Committees shall also respond, as soon as their work programme permits, to requests from the Full Council and/or the Cabinet to review particular areas of Council activity. Where they do so, the particular Scrutiny Committee shall report their findings and any recommendations back to the Cabinet and/or Council as appropriate. The Council and/or the Cabinet shall consider the report of the Scrutiny Committee and respond (if appropriate) within 6 weeks of its consideration

### **Policy Review and Development**

- 7.25.1 The role of Scrutiny Committees in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules in Section 15.
- 7.25.2 In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, Scrutiny Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- 7.25.3 Scrutiny Committees may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

### **Reports from Scrutiny Committees**

- 7.26.1 All formal reports from Scrutiny Committees will be submitted to the Monitoring Officer for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- 7.26.2 If a Scrutiny Committee cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by Full Council or Cabinet with the majority report.
- 7.26.3 A Scrutiny Committee may publish any non-confidential report.

### **Making sure that Scrutiny Reports are considered by Full Council or Cabinet**

- 7.27.1 The reports of Scrutiny Committees shall be referred to the Cabinet (as determined by the Scrutiny Committee) within one month or to the next meeting of Full Council (where applicable). Where an item is not considered by Full Council or Cabinet within the period specified above, the Chair of Council or the Leader will give an explanation of the reasons to the chair of the relevant Scrutiny Committee as soon as practicable.
- 7.27.2 Where a scrutiny report is referred to the Cabinet the relevant Portfolio Holder(s) and senior officers will attend the meeting of the Cabinet wherever possible. The Cabinet will prepare a written response to the scrutiny report, including an action plan where appropriate, within 2 months. The Portfolio Holder(s) and senior officers if requested to do so will attend a future

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meeting of that Scrutiny Committee to present the Cabinet's response.

### **Rights of Members of Scrutiny Committees to Documents**

- 7.28.1 Members of Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Section 14 of this Constitution.
- 7.28.2 Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Scrutiny Committees as appropriate depending on the particular matter under consideration.

### **Members and Senior Officers Giving Account**

- 7.29.1 Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions within its remit. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any member of the Cabinet, the Chief Executive and/or any senior Officer to attend before it to explain the following matters within their remit:
- 7.29.1.1 any particular decision or series of decisions; and / or
  - 7.29.1.2 the extent to which the actions taken implement Council policy; and/or
  - 7.29.1.3 the implementation of decision(s) and or Council policy

and it is the duty of those persons to attend if so required.

- 7.29.2 Where there are concerns about the appropriateness of the Officer who should attend, the relevant chief Officer shall discuss this with the appropriate Scrutiny Chair or Vice Chair with a view to achieving consensus.
- 7.29.3 Where any Member or Officer is required to attend Scrutiny Committees under this provision, the Chair of that Committee will inform the Monitoring Officer. The Monitoring Officer (or officers nominated by him / her) shall inform the Member or Officer, if necessary in writing, giving at least 5 working days' notice of the meeting at which s/he is required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.
- 7.29.4 For the purposes of attendances of members or Officers at the Audit Committee only, in accordance with Section 83(6) of The Measure, a person is not obliged to answer any question which the person would be entitled to refuse to answer in, or for the purposes of, proceedings in a court in England and Wales.
- 7.29.5 Where the account to be given to a Scrutiny Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for its preparation.
- 7.29.6 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Scrutiny Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

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### Attendance by Others

#### Attendance of Leader or Cabinet Member

7.30 Subject to the Members' Code of Conduct, the Leader or a Cabinet member in the role of the Leader's representative may attend and speak but not vote at meetings of Scrutiny Committees where the Leader has a specific issue to raise with the committee. The attendance of a Cabinet member in all other cases will be at the invitation of the chair or the Scrutiny Committee.

#### Attendance of Members at Committee Meetings

- 7.31.1 In addition to their right to attend all meetings of committees of which they are members, Members (with the exception of Cabinet members) shall have the right to attend any meeting of a Scrutiny Committee and to remain present notwithstanding the passing of a resolution to exclude the public.
- 7.31.2 Such attendance shall be as observer only, with no right to vote, the attendance not being included in the relevant quorum, and no right to speak, provided that the chair in his / her discretion may permit the member to speak on a particular issue.
- 7.31.3 Such right of attendance is subject to the Councillor not having a Prejudicial Interest in the matter under discussion under the Members' Code of Conduct and subject to any legal provisions and any limitations or restrictions within this Constitution.

#### Others

7.32 Scrutiny Committees may invite people other than those people referred to in Rules 7.29 and 7.30 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders, members and officers in other parts of the public sector and shall invite such people to attend.

#### The Party Whip in Scrutiny

7.33 If a member of a Scrutiny Committee is subject to a party whip in respect of an issue to be considered by it, that member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting. The member declaring the existence of a whip may speak at the meeting but is not entitled to vote on the question.<sup>4</sup>

#### Procedure at Scrutiny Committee Meetings

- 7.34.1 The Rules of Procedure at Scrutiny Committees will be the same as the Full Council Procedure Rules set out in Section 4 of this Constitution except that the chair of the meeting may allow the rules of debate to be relaxed to enable a full contribution by those attending the meeting whether members of a Scrutiny Committee or in any other capacity which allows them to contribute to the worth of the meeting.
- 7.34.2 Scrutiny Committees may ask people to attend to give evidence or answer

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<sup>4</sup> Section 78(1) of the Local Government (Wales) Measure 2011.

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questions about any items on their agenda. Meetings should be conducted in accordance with the following principles:

- 7.34.2.1 that the business be conducted fairly and all members of the Scrutiny Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
  - 7.34.2.2 that those assisting by giving evidence be treated with respect and courtesy;
  - 7.34.2.3 that the business be conducted as efficiently as possible.
- 7.34.3 Following any investigation or review, a Scrutiny Committee shall prepare a report, for submission to the Cabinet and/or Full Council as appropriate and shall make its report and findings public.

### **Matters within the Remit of more than one Scrutiny Committee**

7.35 Where a matter for consideration by Scrutiny Committees falls within the remit of more than one Scrutiny Committee the decision as to which Scrutiny Committee is to consider the matter will be resolved by the respective Chairs or, the Joint Chairs and Vice-Chairs Steering Group, or if they fail to agree, the decision will be made by Monitoring Officer.

### **Call-In Procedure Rules**

- 7.36 The Call-In Procedure Rules set out in this Rule 7.36 do not apply to the ~~Local~~Public Services Board Scrutiny Committee. For the sake of clarity the ~~Local~~Public Service Board Scrutiny Committee does not have the ability to call-in decisions / recommendations made by the ~~Local~~Public Service Board.
- 7.36.1 Where a decision is made by the Cabinet or an individual member of the Cabinet or a Committee of the Cabinet or under joint arrangements with other public bodies, the decision shall be published by the Monitoring Officer, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 working days of it being made. All Councillors will be sent copies of the records of all such decisions within the same time scale.
- 7.36.2 The communication to Councillors sending them the decision will (a) bear the date on which the decision is published and (b) will specify the date when the decision will come into force (subject to Rule 7.37.3) and may then be implemented, on the expiry of five clear days (the “Call-in Period”) after the date of publication of the decision, unless the appropriate Scrutiny Committee objects to it and calls it in for review within the Call-in Period.
- 7.36.3 During the Call-in Period the Monitoring Officer shall call-in a decision for scrutiny by the relevant Scrutiny Committee if so requested in the specified format (“the Call-In Request”<sup>5</sup>) by the chair or 4 members of a Scrutiny Committee PROVIDED THAT the Monitoring Officer and / or the Chief Finance Officer are satisfied that the following conditions are met:

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<sup>5</sup> See Appendix 1 to this Section.

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- 7.36.3.1 the decision or action was contrary to the policy framework or budget, or fell outside the functions of the Cabinet; or
- 7.36.3.2 the Cabinet or decision maker had not followed agreed procedures or failed to consult (where required) before reaching its decision; or
- 7.36.3.3 the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council's actions, or other guidance adopted by the Council.
- 7.36.4 Where the Monitoring Officer and / or the Chief Finance Officer are satisfied that one or more of the conditions set out in rule 7.36.3 above have been met, they shall produce a written report setting out the reasons for coming to this conclusion and the Monitoring Officer will then arrange for a "Call-In Notice"<sup>6</sup> to be issued in accordance with Rule 7.36.5 below.
- 7.36.5 A Call-In Notice must contain the following:
- 7.36.5.1 details of the condition set out in rule 7.36.3 above being relied upon;
- 7.36.5.2 the reasons why it is believed one or more of the conditions are satisfied;
- 7.36.6 The Monitoring Officer shall call a meeting of that Scrutiny Committee on such a date as s/he may determine, where possible after consultation with the chair or vice chair of that the appropriate Scrutiny Committee, and usually within 10 clear days of the receipt of the Call-In Request (the "Scrutiny Period") (only in exceptional circumstances will the chair of the Scrutiny Committee consider extending this time limit and the period of extension cannot in any circumstances exceed a further 5 clear days).
- 7.36.7 If, having considered the decision, the Scrutiny Committee remains concerned about the decision, then the Committee may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns or refer the matter to Full Council for review. If the decision is referred back to the decision maker, the decision maker shall then reconsider the decision within 10 clear days of the date of the reference. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. The final decision cannot be the subject of a further call-in.
- 7.36.8 If a Scrutiny Committee does not meet within the Scrutiny Period the decision shall take effect and be implemented on the next day following the expiry of the Scrutiny Period (as extended pursuant to Rule 7.36.6 as the case may be).
- 7.36.9 If following an objection to the decision, a Scrutiny Committee does not refer the matter back to the decision making person or body or to Full Council, the decision shall take effect on the date of the Scrutiny Committee meeting.
- 7.36.10 If a Scrutiny Committee refers the matter to Full Council, the Monitoring Officer shall call a meeting of the Full Council on such a date as s/he may

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<sup>6</sup> See Appendix 2 to this Section.



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determine, where possible after consultation with the chair or vice chair of the Full Council, and usually within 10 clear days of the receipt of the referral (the “Council Scrutiny Period”) (only in exceptional circumstances will the chair of the Full Council consider extending this time limit and the period of extension cannot in any circumstances exceed a further 5 clear days).

- 7.36.11 If, having considered the decision, the Full Council remains concerned about the decision, then the Full Council may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns. If the decision is referred back to the decision maker, the decision maker shall then reconsider the decision within 10 clear days of the date of the reference. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. The final decision cannot be the subject of a further call-in.
- 7.36.12 If the Full Council does not meet within 10 clear days of the date of the reference (“the Council Scrutiny Period”), the decision shall take effect on the day after the expiry of the Council Scrutiny Period.
- 7.36.13 If the Full Council does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Full Council meeting.
- 7.36.14 In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:
- 7.36.14.1 each Scrutiny Committee may only call-in a total of five decisions per year;
  - 7.36.14.2 where a Call-in Request has been made by ~~five~~4 members of a Scrutiny Committee in accordance with Rule 7.376.3 those ~~five~~4 members must come from at least two political groups, or one political group and / or one or more non-aligned Councillor(s);
  - 7.36.14.3 once a Member (the chair of the Scrutiny Committee excepted) has signed a Call-in Request s/he may not do so again until the period of six months has expired.
  - 7.36.14.4 no Education Co-opted members may request a decision be called in.
  - 7.36.14.5 only decisions involving expenditure or reduction in service over the threshold value for tenders set out in Section 17 of this Constitution may be called-in.
  - 7.36.14.6 the decision being called-in, or broadly the same decision, has been called in during the last 6 months.
  - 7.36.14.7 the provisions of Rule 7.37.1 apply (Urgency)
- 7.36.15 The Monitoring Officer and / or the Chief Finance Officer may veto any request for call-in if it falls outside the remit of this scheme.
- 7.36.16 Save in exceptional circumstances all members of a Scrutiny Committee requesting a matter be called in must attend the meeting at which the matter is being considered.
- 7.36.17 For the avoidance of doubt a Call-In remains valid even if one or more of the members who have signed the Call-in Request do not attend the Scrutiny Meeting at which the Call-in is debated.

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### Call-In and Urgency

7.37.1 The call-in procedure set out in Rule 7.36 above shall not apply where the decision being taken is urgent. A decision will be urgent if:

- 7.37.1.1 any delay likely to be caused by the call-in process would seriously prejudice the Council's or other public interests; and
- 7.37.1.2 the Head of Paid Service and / or the Monitoring Officer and / or the Chief Finance Officer certifies in writing that any delay likely to be caused by the call-in process could seriously prejudice the Council, or the public interest; and
- 7.37.1.3 the chair of the relevant Scrutiny Committee agrees in writing to the decision being treated as a matter of urgency. In the absence of the Scrutiny chair then either the Scrutiny vice chair or the chair of Council may agree to the decision being treated as a matter of urgency; and
- 7.37.1.4 the record of the decision, and notice by which it is made public, shall state that the decision is an urgent one, and that the urgency of the matter has been approved by the Head of Paid Service and / or the Monitoring Officer and / or the Chief Finance Officer and by the chair of the relevant Scrutiny Committee or Scrutiny vice-chair or the chair of Council.

7.37.2 Decisions taken as a matter of urgency can be implemented forthwith but must be reported at the next available meeting of the relevant Scrutiny Committee, together with the reasons for urgency.

### Joint Chairs and Vice-Chairs Steering Group – Scrutiny Committees (“the Steering Group”).

#### Role, Scope and Membership.

7.38

7.38.1 Membership: Chairs and Vice-Chairs of the following committees:  
~~Scrutiny Committee A~~ Economy, Residents and Community Scrutiny Committee;  
~~Scrutiny Committee B~~ Health and Care Scrutiny Committee;  
Learning and Skills Scrutiny Committee;  
Audit Committee;

For the sake of clarity the Chair of the Public Service Board Scrutiny Committee will not be a member of the Joint Chairs Steering Group.

7.38.2 Chair : Elected annually in rotation by the Steering Group from the Chairs of the Committees detailed in “Membership” above.

7.38.3 Vice-Chair: Elected annually in rotation by the Steering Group from the Chairs of the Committees detailed in “Membership” above.



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- 7.38.4 Meetings: Meetings of the Steering Group will be held bi-monthly. Additional meetings of the Steering Group can be called with the consent of the Chair.
- 7.38.5 Notes of Meetings: Notes of the meetings of the Steering Group will be considered by the Scrutiny Committees.

### **Terms of Reference:**

7.39 The Steering Group will:

- 7.39.1 co-ordinate the work programmes of the Scrutiny Committees;
- 7.39.2 assess potential items for their suitability for a scrutiny review, and allocate those items if suitable to the appropriate scrutiny committee for review;
- 7.39.3 consider items referred from the Scrutiny Committees;
- 7.39.4 ensure the co-ordination of the Scrutiny Committees' Work Programmes with the Cabinet Work Programme;
- 7.39.5 receive a summary report on the progress being made by scrutiny working groups in relation to their reviews;
- 7.39.6 discuss with the Chief Executive and Strategic Directors / Directors any items for inclusion on Scrutiny Committees' Work programmes;
- 7.39.7 undertake an annual review of the Draft One Powys Plan and make recommendations to the Cabinet;
- 7.39.8 undertake an annual review of the draft budget proposals and make recommendations to the Cabinet;
- 7.39.9 review the Cabinet's Statement of Intent and make recommendations to the Cabinet;
- 7.39.10 review the draft Annual Governance Statement and make recommendations;
- 7.39.11 review as appropriate the performance evaluation grids which form the basis of the draft Annual Improvement Report;
- 7.39.12 review the draft Annual Improvement Report and make recommendations to the Cabinet;
- 7.39.13 consider the Wales Audit Office Annual Improvement Report and consider any matters for inclusion in the Scrutiny Committees' Work Programmes;
- 7.39.14 to ensure in conjunction with the Public Service Board Scrutiny Committee that there is no duplication of work between the County Council scrutiny committees, the Public Service Board Scrutiny Committee and any other joint scrutiny arrangements with other authorities;
- 7.39.15 such other matters which relate to or affect the operation of the Scrutiny Committees.

## SECTION 7 – SCRUTINY COMMITTEES

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### Finance Scrutiny Panel.

#### Role, Scope and Membership.

##### 7.40

- 7.40.1 Membership: The Panel should be no larger than 10 Members to include the following:
- Chairs of the scrutiny committees (excluding the PSB Scrutiny Committee).
- Leaders of the Opposition groups i.e. those political groups which are not represented on the Cabinet.
- Representatives from the Audit Committee one of which should be the Independent “Lay” Member.
- 7.40.2 Chair : The Chair of the Audit Committee will chair the Panel.
- 7.40.3 Vice-Chair: The Vice-Chair of the Audit Committee will be the Vice-Chair of the Panel.
- 7.40.4 Meetings: Meetings of the Panel will be held monthly. Additional meetings of the Panel can be called with the consent of the Chair.
- 7.40.5 Reports by the Panel: The Panel will make reports on its findings to the Cabinet and where necessary Full Council.

#### Terms of Reference:

##### 7.41 The Panel will:

- 7.41.1 assist with the delivery of the plans to support change and the Medium Term Financial Strategy to inform policy changes, and providing robust challenge and accountability;
- 7.41.2 assist the managed transition between the current spread of service provision and the services most likely to be provided by the Council in the medium to long term;
- 7.41.3 analyse the relationship between performance and spend with emphasis on the outcomes intended to be achieved by a particular service in the context of what may be considered affordable;
- 7.41.4 consider the robustness of the evidence base upon which programmes of change are predicated;
- 7.41.5 provide a constructive environment for reasoned, detailed discussions about changes in an independent and impartial setting;
- 7.41.6 review and scrutinise:
- Assumptions underlying the budget strategy;
  - The Medium Terms Financial Strategy / Finance Resource Model;
  - Budget Assumptions;

## SECTION 7 – SCRUTINY COMMITTEES

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- Annual Local Government Settlement and any legislative changes affecting local government;
  - Draft Budget and Impact Assessments;
  - Risk Register;
  - Financial Monitoring;
- 7.41.7 review and scrutinise where appropriate change plans by individual services particularly where those plans relate to high cost / risk areas of service;
- 7.41.8 provide evidence based recommendations to the Cabinet on its findings;
- 7.41.9 develop a forward work programme based on the budget timetable and the Council’s medium term financial strategy;

### Public Service Board Scrutiny Committee.

7.42 The Joint Chairs and Vice-Chairs Steering Group shall ~~each~~ appoint ~~a single~~ two Members to act as ~~a~~ representatives of the Council on the Public Service Board Scrutiny Committee.

7.43 In addition the Joint Chairs and Vice-Chairs Steering Group shall appoint a substitute for each of the two Members of the Public Service Board Scrutiny Committee appointed under Rule 7.43 above, such substitute shall not be a member of the Public Service Board.

7.44 The Terms of Reference and Membership of the Public Service Board Scrutiny Committee are set out in the “Arrangements for the Scrutiny of the Public Service Board in Powys” document approved by Full Council from time to time.

### Councillor Call for Action

- 7.45.1 The Councillor Call for Action is a mechanism for enabling Councillors to bring matters of local concern to the attention of the Council via the Scrutiny process. It should be an option of “last resort”.
- 7.45.2 Any Councillor may request that an item is placed on the agenda of the relevant Scrutiny Committee for consideration.
- 7.45.3 The procedure for dealing with a Call for Action is set out in the Councillor Call for Action - Guidance for Councillors attached to this section of the Rules at 7.46 to 7.51

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## Councillor Call for Action - Guidance for Councillors

### Introduction

7.46.1. The Local Government Wales Measure 2011 introduced a number of new provisions aimed at strengthening local democracy. Section 63 of the Measure introduced a provision for “Councillor Calls for Action” (CCfA) which enables Councillors to refer issues of local importance to Scrutiny

## SECTION 7 – SCRUTINY COMMITTEES

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Committees .

- 7.46.2 CCfAs are intended to enable local Councillors and their electors to obtain a response from their Council Leadership on issues of local importance. CCfAs should be regarded as one of a series of tools which Councillors have at their disposal to resolve local issues and make a positive difference in their community. Previously in Wales, only local Crime and Disorder issues could be referred by the local Councillor to the designated ~~Scrutiny Committee~~ A Economy, Residents and Community Scrutiny Committee for action and it should be noted that these local crime and disorder referrals will remain in place under separate legislation.
- 7.46.3 As part of their community leadership role, Councillors have always attempted to resolve issues on behalf of their local residents and CCfAs provide an additional avenue for Councillors to follow if the normal ways of resolving an issue have not been successful and the issue meets the criteria for a referral. It should be noted that a referral under this process should be seen as a last resort after all other avenues have been exhausted.
- 7.46.4 CCfAs have been introduced alongside other powers for scrutiny, including powers to scrutinise a wide range of bodies not previously subject to local authority scrutiny. CCfAs are intended to enable any Councillor to refer to a Scrutiny Committee, “a local government matter” which falls within the Scrutiny Committee’s remit.

### **How Should I Normally Attempt to Resolve a Local Issue in My Area?**

- 7.46.5 Local issues can be resolved in a number of ways by Councillors on behalf of their residents as listed in the Welsh Government’s Statutory Guidance from the Local Government Measure 2011:
- 7.46.5.1 informal discussions with Officers or other Councillors;
  - 7.46.5.2 informal discussions with partner representatives;
  - 7.46.5.3 referral to other “scrutiny” bodies such as Community Health Councils or internal audit committee;
  - 7.46.5.4 formal discussions with Officers and Councillors;
  - 7.46.5.5 formal letters to the Cabinet members;
  - 7.46.5.6 asking questions at Full Council;
  - 7.46.5.7 submitting a motion to Full Council;
  - 7.46.5.8 organising public meetings;
  - 7.46.5.9 use of petitions;
  - 7.46.5.10 making a complaint;
  - 7.46.5.11 freedom of information requests;
  - 7.46.5.12 communication with local AMs or MPs;
  - 7.46.5.13 use of social media or email based campaigns.
- 7.46.6 This is not an exhaustive list and Councillors may choose different routes for specific issues. If an issue has not been resolved after exhausting all possible alternative routes, then a local Councillor can refer it to the appropriate Scrutiny Committee as a CCfA.

## SECTION 7 – SCRUTINY COMMITTEES

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### What is a Councillor Call For Action?

- 7.46.7.1 In order for a Scrutiny Committee to accept a CCfA as an agenda item for discussion at one of their meetings, the issue must affect either all or part of a Councillor's electoral area or it must affect someone who lives or works in that area and come within that Scrutiny Committee's remit.
- 7.46.7.2 A Councillor does not however need a referral from a constituent in order to start the process. It is important to recognise that a CCfA is not guaranteed to solve a given problem, though it can provide a method for discussing such problems and, through discussion, attempt to overcome them.

### How and When Should I Make a CCfA?

- 7.46.8.1 A flowchart showing the process is provided at Rule 7.45. A Councillor may initiate the process by completing the form at Rule 7.46. Further copies are available from the Scrutiny Manager. It is important that the local Councillor specifies what outcome is expected from the referral. After completion the form should be returned to the Scrutiny Manager who will log and acknowledge the referral within five working days, to track its progress and forward a copy of the form to the Monitoring Officer.
- 7.46.8.2 The Monitoring Officer will confirm whether or not the referral satisfies the requirements outlined in Rule 7.42.9 below to enable it to be placed on the agenda for discussion at a meeting of the relevant Scrutiny Committee. The Monitoring Officer reserves the right to exclude from the agenda any matter which is vexatious, discriminatory or otherwise potentially unlawful; and the Councillor will be informed of this outcome as soon as practicable.

### Criteria To Be Followed By A Scrutiny Committee Dealing With CCfAs

- 7.46.9 It is up to the chair of a Scrutiny Committee in consultation with the Monitoring Officer to decide whether, and in what form, to take the matter further. The chair will use the following criteria to decide whether or not the referral is appropriate to be considered by its Scrutiny Committee :
- 7.46.9.1 does the matter fall within the remit of that Scrutiny Committee?  
NB: Crime and Disorder referrals should be directed to ~~Scrutiny Committee~~ the Economy, Residents and Community Scrutiny Committee.
- 7.46.9.2 is that Scrutiny Committee satisfied that all reasonable attempts have been made to resolve the issue by the local Councillor? Do the responses received by the referring Councillor demonstrate that the matter is not being progressed?
- 7.46.9.3 has that Scrutiny Committee considered a similar issue recently? If so, have the circumstances or evidence changed?
- 7.46.9.4 is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate CCfA hearing. Relevant time pressures on resolving the CCfA should be taken into account.
- 7.46.9.5 have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What

## SECTION 7 – SCRUTINY COMMITTEES

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- response has the Councillor received?
- 7.46.9.6 is this a case that is being or should be pursued via the Council's corporate complaints procedure?
  - 7.46.9.7 is it relating to a "quasi-judicial" matter or decision such as planning or licensing?
  - 7.46.9.8 is the matter an issue of genuine local concern which impacts on the local community rather than a personal matter?
  - 7.46.9.9 is this an issue currently being looked at by another form of external scrutiny?
  - 7.46.9.10 and, as with all scrutiny, does the matter have the potential for scrutiny to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the Councillor's electoral division?
- 7.46.10 If a Scrutiny Committee decides not to accept the CCfA it must inform the Councillor of the decision and the reasons for it.
- 7.46.11 If a Scrutiny Committee decides to accept the CCfA the Councillor will be informed and advised of the agreed Protocol, e.g. the Councillor will be given adequate notice (a minimum of 10 clear days) of the date of the Scrutiny Committee's meeting. The Councillor will be requested to attend the Scrutiny Committee and informed that s/he will have five minutes in which to address the Scrutiny Committee. The Scrutiny Committee may then wish to question the Councillor further before deciding how it intends to take the matter forward. This could include:
- 7.46.11.1 asking the relevant responsible authorities to respond to the CCfA;
  - 7.46.11.2 setting up a research or task and finish group to undertake a more in-depth review;
  - 7.46.11.3 asking for further evidence and/or witnesses to be brought to a future meeting. The Scrutiny Committee has the power to request "designated persons"<sup>7</sup> such as representatives from other public bodies/agencies to attend, where relevant, and to request information.

### Potential Outcomes From a CCfA

- 7.47.1 A Scrutiny Committee could:
- 7.47.1.1 determine that it is a complex issue that requires further investigation and commission a scrutiny review of the issue;
  - 7.47.1.2 write a response and make recommendations on the CCfA to a relevant responsible authority;
  - 7.47.1.3 decide that further action is not appropriate giving its reasons.
- 7.47.2 Once a Scrutiny Committee has completed its work, the Councillor who made the referral will receive a copy of any response or recommendations made.

### Timescales for Dealing With a CCfA

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<sup>7</sup> The Welsh Government have yet to publish a list of "designated persons".

## SECTION 7 – SCRUTINY COMMITTEES

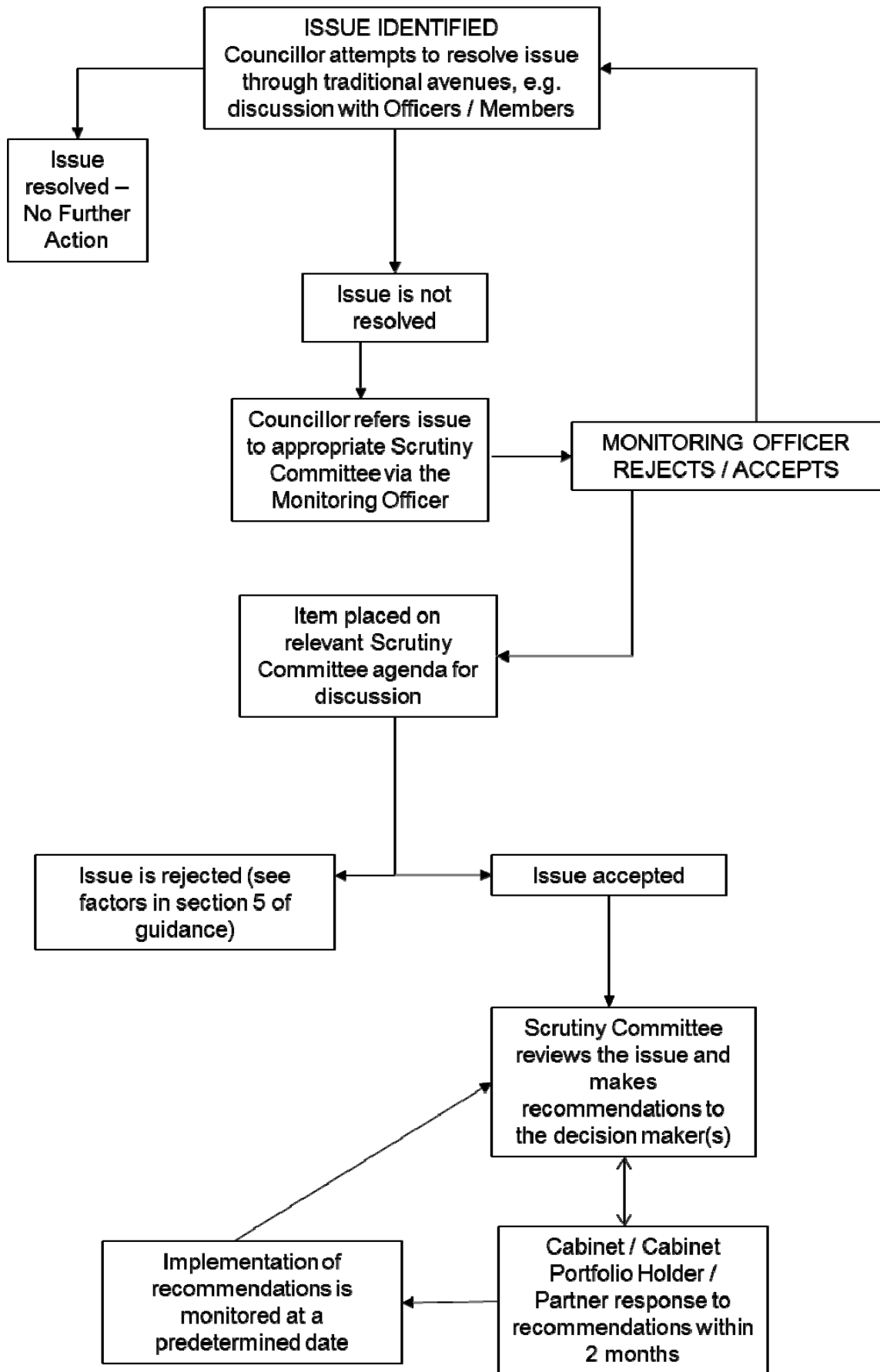
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- 7.48.1 Within 10 working days of receipt of a CCfA the chair of the relevant Scrutiny Committee will consult with the Monitoring Officer to determine if the criteria set out in Rule 7.46.9 above have been met so as to ensure that it is appropriate for the CCfA to be dealt with at the next meeting of the Scrutiny Committee.
- 7.48.2 In exceptional circumstances, for example where there are unavoidable time constraints, the chair may convene a special meeting of the Scrutiny Committee.
- 7.48.3 Should a CCfA result in recommendations to the Cabinet or other responsible authorities, they will be requested to make a response to the recommendations within 28 days and two months respectively.
- 7.48.4 The Scrutiny Committee will monitor implementation of any recommendations as part of its Forward Work Programme.
- 7.49



## SECTION 7 – SCRUTINY COMMITTEES

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## SECTION 7 – SCRUTINY COMMITTEES

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### Councillor Call for Action Referral Form

7.50

<b>Name of Scrutiny Committee</b>	
<b>Date given to the Monitoring Officer</b>	
<b>Name of Councillor making CCfA</b>	Councillor .....
<b>Councillor's Electoral Division</b>	
<b>Councillor's Address</b>	
<b>Councillor's Telephone</b>	
<b>Councillor's E-mail</b>	
<b>SUBJECT of CCfA</b>	
<b>Details</b> Please briefly explain what the issue is and how it affects either all or part of your electoral area, or how it affects someone who lives or works in your electoral division.	
<b>Action taken to date</b> Please explain what steps you or others have taken, and with whom, to try to resolve the issue (please tick the actions you or others have taken to date) or add additional actions.	<input type="checkbox"/> Informal discussions with Officers or other councillors <input type="checkbox"/> Informal discussions with partner representatives <input type="checkbox"/> Referral to other "scrutiny" bodies such as Community Health Councils or internal audit committee <input type="checkbox"/> Formal discussions with Officers and councillors <input type="checkbox"/> Formal letters to the Cabinet members <input type="checkbox"/> Asking questions at Full Council <input type="checkbox"/> Submitting a motion to Full Council <input type="checkbox"/> Organising public meetings <input type="checkbox"/> Use of petitions <input type="checkbox"/> Making a complaint <input type="checkbox"/> Freedom of Information requests <input type="checkbox"/> Communication with local AMs or MPs <input type="checkbox"/> Use of social media or email based campaigns

## SECTION 7 – SCRUTINY COMMITTEES

	Other Actions (Please Specify).
<b>Expected Outcome</b> Please describe the outcome you hope to gain via this referral.	
<b>Papers attached</b> Please list documents attached which should evidence the impact of the issue, the steps taken and any responses received.	1. 2. 3. 4. 5. 6.

**Administration only.**

<b>Date received by Monitoring Officer</b>	
<b>Date CCfA accepted by Monitoring Officer</b>	
<b>Date of Next Scrutiny Committee Meeting</b>	

**Notes for Councillors:**

- 7.51.1 The following criteria will be taken into consideration when a Scrutiny Committee decide whether to progress with your CCfA:
- 7.51.1.1 have all reasonable attempts been made to resolve the issue? Do the responses received by you demonstrate that the matter is not being progressed?
  - 7.51.1.2 has the committee considered a similar issue recently – if yes have the circumstances or evidence changed?
  - 7.51.1.3 is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate CCfA hearing. Relevant time pressures on resolving the CCfA should be taken into account.

## SECTION 7 – SCRUTINY COMMITTEES

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- 7.51.1.4 have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response have you received?
  - 7.51.1.5 is this a case that is being or should be pursued via the Council’s corporate complaints procedure?
  - 7.51.1.6 is it relating to a “quasi-judicial” matter or decision such as planning or licensing?
  - 7.51.1.7 is the matter an issue of genuine local concern, which impacts on the local community rather than a personal matter?
  - 7.51.1.8 is this an issue currently being looked at by another form of external scrutiny?
  - 7.51.1.9 and, as with all scrutiny, does the matter referred have the potential for scrutiny to produce recommendations, which could realistically be implemented and lead to improvements for anyone living or working in your electoral division.
- 
- 7.51.2.1 Consider whether your referral might be considered premature by the Scrutiny Committee .
  - 7.51.2.2 Consider whether other potential remedies have been exhausted, before a referral is made.
  - 7.51.3 Members should be aware that if a premature referral is made, the Committee is likely to refuse to deal with the issue, based on the criteria outlined above. If the Monitoring Officer believes that the referral is premature, s/he will advise you accordingly.

## SECTION 7 – SCRUTINY COMMITTEES

### Appendix 1 – "Call-In Request"

## CALL-IN OF LEADER / CABINET / CABINET COMMITTEE / PORTFOLIO HOLDER DECISION - REQUEST FORM.

### CALL-IN REQUEST FOR A MATTER TO BE CALLED-IN BY A SCRUTINY COMMITTEE.

**TO:** The Monitoring Officer.

I County Councillor \_\_\_\_\_ Chair of the

<del>Scrutiny Committee A.</del> <u>Economy, Residents and Community Scrutiny Committee</u>	YES / NO
<del>Scrutiny Committee B.</del> <u>Health and Care Scrutiny Committee</u>	YES / NO
<u>Learning and Skills Scrutiny Committee</u>	<u>YES / NO</u>
<u>Audit Committee</u>	<u>YES / NO</u>

We 4 County Councillors being Members of the

<u>Economy, Residents and Community Scrutiny Committee</u>	<u>YES / NO</u>
<u>Health and Care Scrutiny Committee</u>	<u>YES / NO</u>
<u>Learning and Skills Scrutiny Committee</u>	<u>YES / NO</u>
<u>Audit Committee</u>	<u>YES / NO</u>
<del>Scrutiny Committee A.</del>	<del>YES / NO</del>
<del>Scrutiny Committee B.</del>	<del>YES / NO</del>

Request the call in of the decision referred to in Schedule 1 (Attached) to be reviewed by the Committee of which [ I am Chair] [ We are Members].

I / We confirm that the matter is one which falls within the remit of the Committee of which [I am Chair] / [We are Members].

I / We make this request on the ground(s) following written advice from the Monitoring Officer and / or Chief Finance Officer (Attached at Schedule 2):

- (i) that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or
- (ii) that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or
- (iii) that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council's actions, or other guidance adopted by the Council.

Date: \_\_\_\_\_

Name:	Signature:

## SECTION 7 – SCRUTINY COMMITTEES

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## SECTION 7 – SCRUTINY COMMITTEES

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### **IMPORTANT NOTE TO CHAIRS AND MEMBERS OF A SCRUTINY COMMITTEE:**

If you consider that a Cabinet decision falls within one or more of the categories set out above it is **your** responsibility to obtain from the Monitoring Officer and / or the Chief Finance Officer their written confirmation that he / she / they agree with your view and that their written advice is appended to this request for a Call-In.

This form must be wholly completed – including Schedules 1 and 2 and must be received by the Monitoring Officer **by no later than 5 p.m. on the 5<sup>th</sup> Working Day following publication of the Cabinet decision.**

Thus by way of example where (as is usually the case) a Cabinet decision is published on a Thursday this completed form must be received by the Monitoring Officer by no later than 5 p.m. on Thursday of the following week. Where a bank holiday Monday intervenes then this deadline will be extended to 5 p.m. on the Friday of the following week.

Chairs / Members are particularly asked to note that incomplete forms **WILL NOT** be accepted nor will those received after 5 p.m. on the 5<sup>th</sup> day. No exception whatsoever will be made to this rule.

This process applies to all decisions relating to “Cabinet Functions” and so applies equally to decisions of the Leader, the Cabinet a Cabinet Committee or any decision by an individual Portfolio Holder.

**PLEASE NOTE** the following exceptions which apply to a Call-In Request:

In order to ensure that call-in is not abused or causes undue delay, certain limitations are to be placed on its use. These are:

- (i) that a scrutiny committee may only call-in 5 decisions per year.
- (ii) only decisions involving expenditure or reduction in service over a value of £25,000 may be called-in.
- (iii) four members of a scrutiny committee are needed for a decision to be called-in.
- (iv) once a member has signed a request for a call-in s/he may not do so again until a period of 6 months has expired.
- (v) the decision has not been determined to be urgent and not subject to a Call-In.

## SECTION 7 – SCRUTINY COMMITTEES

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### SCHEDULE 1.

#### TO BE COMPLETED BY THE CHAIR OR 4 MEMBERS REQUESTING THE CALL-IN.

<b>1.</b>	<b>Leader / Cabinet / Cabinet Committee / Individual Portfolio Holder Decision To Be Called-In</b> ( <i>Please include Date of Meeting and Agenda Reference Number</i> ):

**2. Reason for Call-In:**

**2.1 What is the reason for the Call-In Request. Please tick which of the conditions which you believe apply:**

(i)	that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or	
(ii)	that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or	
(iii)	that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council's actions, or other guidance adopted by the Council.	

**2.2 Please provide an explanation in the box below as to why you believe that the conditions in 2.1 above apply.**

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*(Please continue on a separate sheet if necessary)*



**SECTION 7 – SCRUTINY COMMITTEES**

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**SCHEDULE 2.**

**TO BE COMPLETED BY THE MONITORING OFFICER AND CHIEF FINANCE OFFICER.**

**1. Chief Finance Officer’s Advice.**

**Chief Finance Officer’s Advice on the Call-In Request.**

*(Please continue on a separate sheet if necessary)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## SECTION 7 – SCRUTINY COMMITTEES

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### 2. Monitoring Officer's Advice.

#### Monitoring Officer's Advice on the Call-In Request.

*(Please continue on a separate sheet if necessary)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## SECTION 7 – SCRUTINY COMMITTEES

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### FOR INTERNAL USE ONLY:

(a)	Date of Request to Call-In Decision (as above):	
(b)	Date of Cabinet Decision:	
(c)	Is Date of Request within 5 Working Days of Cabinet Decision:	YES / NO
(d)	Does the matter fall within the remit of the Scrutiny Committee?	YES / NO
(e)	Does the Chief Finance Officer's advice support a Call-In Request:	YES / NO
(f)	Does the Monitoring Officer's advice support a Call-In Request:	YES / NO
(g)	Signature(s) of Chair or 4 Members of Relevant Committee included:	YES / NO
(h)	Call-In Notice to be Issued:	YES / NO

(i)	Date of Committee Meeting to consider Call-In (within 10 working days of issue of notice):	
(j)	Name(s) of Relevant Cabinet Portfolio Holders to be Invited to Attend Meeting:	
(k)	Details of Strategic Directors / Heads of Service to be Invited to Attend Committee:	
(l)	Cabinet Portfolio Holders / and Strategic Directors / Heads of Service Advised of Committee Meeting ( <i>insert date</i> ):	YES / NO
(m)	Questions and Checklist prepared for the Committee:	YES / NO

## SECTION 7 – SCRUTINY COMMITTEES

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### Appendix 2 – “Call-In Notice”

#### TO BE COMPLETED BY THE MONITORING OFFICER AND CHIEF FINANCE OFFICER.

**1. Chief Finance Officer.**

**1.1 Please tick which of the conditions which you believe apply for a “Call-In Notice” to be issued:**

(i)	that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or	
(ii)	that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or	
(iii)	that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council’s actions, or other guidance adopted by the Council.	

**Please set out the reasons why it is believed that one or more of the conditions are satisfied:**

*(Please continue on a separate sheet if necessary)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## SECTION 7 – SCRUTINY COMMITTEES

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### 2. Monitoring Officer.

#### 2.1 Please tick which of the conditions which you believe apply for a “Call-In Notice” to be issued:

(i)	that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or	
(ii)	that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or	
(iii)	that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council’s actions, or other guidance adopted by the Council.	

**Please set out the reasons why it is believed that one or more of the conditions are satisfied:**

*(Please continue on a separate sheet if necessary)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**CYNGOR SIR POWYS COUNTY COUNCIL.****COUNTY COUNCIL ANNUAL MEETING****17<sup>th</sup> May 2018****REPORT AUTHOR: Chief Finance Officer (Section 151 Officer)****SUBJECT: Members' Salaries, Allowances and Expenses**

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**REPORT FOR: Decision**

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**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 2018/19 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](http://www.remunerationpanelwales.org.uk)
- 2.3 Following the 2017/18 modest uplift to the basic salary of £100, (0.75%), effective from 9<sup>th</sup> May 2017, the IRPW Panel has this year decided to award a further uplift to the basic salary of £200 (1.5%), effective from Council's AGM on 17<sup>th</sup> May 2018.
- 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 31<sup>st</sup> July the Council must make arrangements for the schedule's publication.

2.6 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 2018/19 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 be uplifted by £200 per annum to £13,600 per annum, effective from the Council AGM on 17<sup>th</sup> May 2018. The annual Basic Salary of £13,600 **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 or she would receive a Band 1, LA Group B payment of £48,300 (inclusive of the basic salary). If the Deputy Leader is allocated a Senior Salary he or she would receive a Band 1, LA Group B payment of £33,800 (inclusive of the basic salary). Cabinet Members allocated a Senior Salary would receive a Band 2, LA group B payment of £29,300 (inclusive of the basic salary). If there is 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 The statutory maximum a Council may appoint to Cabinet (including Leader) is 10. The remaining allocation of Senior Salaries can be allocated accordingly up to a maximum of 18.
- 4.8 Previously, Council agreed that Senior Salaries be allocated to the chairs of the following committees:-
- (a) Audit Committee
  - (b) Scrutiny Committee B
  - (c) Scrutiny Committee A
  - (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 £22,300 (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)	£33,800
(b)	Committee Chair (BAND 3)	£22,300
(c)	Leader of political groups not less than 10% of all council members (BAND 4)	£17,300

**NB** These salaries are inclusive of, and are not additional to, the basic salary of £13,600.

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

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

## **5. Sickness Absence for Senior Salary Holders**

5.1 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 if 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.

## 6. Civic Salary

- 6.1 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 £21,800 for Chair and £16,300 for Vice Chair. These payments are inclusive of the basic salary of £13,600.
- 6.2 A Councillor must not be paid a Senior Salary and a Civic Salary.
- 6.3 A Civic Salary will not be paid during any period of suspension.
- 6.4 There is no provision to pay an Assistant Vice-Chair.
- 6.5 A Civic Salary will be apportioned on the same basis as a Senior Salary for part year service (see paragraph 4.3 above).
- 6.6 These 2 posts do not count towards the maximum number of 18 Senior Salaries which the Council may allocate.
- 6.7 Accordingly there is **no specific decision** of Council required at this time in respect of Civic Salaries.

## 7. Co-Opted Member Payment

- 7.1 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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- 7.2 This fee is payable by claim but only paid to VOTING co-optees so the single Co-Opted Member on Scrutiny Committee A is not eligible to receive this fee as currently this position is non-voting.
- 7.3 County Council agreed the following on 24<sup>th</sup> 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 21<sup>st</sup> 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.
- 7.4 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.
- 7.5 Accordingly there is **no specific decision** of Council required at this time in respect of the Co-Opted Member Payment.

## **8. Care Allowance**

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 Members claiming a Care Allowance will be required to complete a declaration form prior to their first claim.
- 8.5 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.
- 8.6 Accordingly there is **no specific decision** of Council required at this time in respect of the Care Allowance.

## **9 Travel allowance**

- 9.1 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).
- 9.2 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
- 9.3 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. Members submitting claims through iTrent Self Service and are declaring that a VAT receipt has been obtained, **this must be retained for 6 years by the Member and provided when requested (or submitted to the Council at the end of their Councillor term).**
- 9.4 From April 2016, travel expenses paid to Members by the Council are exempt from Income Tax and employee National Insurance Contributions.
- 9.5 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.
- 9.6 **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.

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

9.7.1 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.

9.7.2 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.

9.7.3 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.

- 9.7.4 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.
- 9.7.5 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.

## **10. Subsistence Allowance**

- 10.1 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 IRPW document)
- 10.2 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.
- 10.3 A Subsistence Allowance is claimable for official business within the county by a Co-Opted Member who lives outside of the County.
- 10.4 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.
- 10.5 The rates prescribed are in-line with Welsh Government rates.



10.6 Accordingly there is **no specific decision** of Council required at this time in respect of the Subsistence Allowance.

**11. Arrangements for the Payments of Salaries, Allowances and Fees**

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 TRAVEL & SUBSISTENCE ALLOWANCES will be paid to Members ONLY where the Member has submitted an on-line fully completed Travel & Subsistence Allowance Claim Form and has produced and retains receipts for those journeys and or subsistence in respect of which the claim is made. Paper claims forms will not be accepted.

11.6 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 3 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.

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

11.8 All on-line claims input via iTrent Self Service must be submitted no later than the 15<sup>th</sup> of the month, the claim can include expenses incurred up to and including the 15<sup>th</sup>, and will be paid with the

basic/senior/civic salary at the end of the month in which the claim is submitted. Any amendments to this date will be communicated accordingly.

- 11.9 Queries relating to pay should be directed to Dai Davies, Payroll Team Manager, Employment Services, County Hall.  
(telephone 01597 826313, email [david.davies@powys.gov.uk](mailto:david.davies@powys.gov.uk))

## **12. Office and Other Costs and Tax Relief**

- 12.1 Where Members incur office and other costs they may claim tax relief.
- 12.2 Details of the arrangement reached with H.M. Revenues and Customs are available from Employment Services.

## **13. Arrangements for the Repayment of Salaries, Allowances and Fees**

- 13.1 The IRPW require Councils to make specific provision in this regard and therefore the following arrangements comply in that regard.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 Such re-payment will in any event be concluded within 6 months of the date of such written notice by the Chief Finance Officer.
- 13.6 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.

#### **14. Foregoing Salaries, Allowances or Fees**

- 14.1 Any Member or Co-Opted Member may serve written notice on the Chief Finance Officer electing to forego 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.
- 14.2 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 forego and the Chief Finance Officer will amend the Schedule accordingly.

#### **15. Withholding of Allowances – Suspension of Member**

- 15.1 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.

#### **16. Pensions**

- 16.1 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).
- 16.2 Powys County Council has determined that its Members should be entitled to join the LGPS.

#### **17. Decisions required at Annual Meeting**

- 17.1 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 (attached as an Appendix to this report).

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>That Members:</b> (i) approve the allocation of up to 18 Senior Salaries as detailed in section 4 of this report. (ii) generally endorse the contents of this report. (iii) approve the Schedule of Member Remuneration based on this report subject to the inclusion of any amendments to the Chairs of Committees (attached as an Appendix to this report).	<b>To take decisions relating to Members' Salaries, Allowances and Expenses in accordance with statute and the annual report and regulations of the IRPW.</b>

<b>Relevant Policy (ies):</b>	
<b>Within Policy:</b>	<b>Y / N</b>
<b>Within Budget:</b>	<b>Y / N</b>

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

<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Graham Evans Wyn Richards	01597 826609 01597 826375		<a href="mailto:graham.evans@powys.gov.uk">graham.evans@powys.gov.uk</a> <a href="mailto:wyn.richards@powys.gov.uk">wyn.richards@powys.gov.uk</a>

**Background Papers used to prepare Report:**

**IRPW Annual Report February 2018**

# Powys County Council.

## MEMBERS' SCHEDULE OF REMUNERATION

<b>Relevant Year:</b>	<b>2018 - 2019</b>
<b>Approved by the County Council:</b>	<b>17<sup>th</sup> May, 2018</b>
<b>In Year Amendments:</b>	

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. 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 if 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. Care Allowance**

- 8.1 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.
- 8.2 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.
- 8.3 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.

## **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:*

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.

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.
- 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 appropriate insurance must be provided to the Authority on request.

## **13. Travel by Public Transport**

### **13.1 Rail/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-imbusement 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 7<sup>th</sup> 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 7<sup>th</sup> 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 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:

16.3.1 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 7<sup>th</sup> 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 7<sup>th</sup> 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.

16.3.2 Care Allowances 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 15<sup>th</sup> 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 7<sup>th</sup> 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.

## **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 2017-18**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
The following named elected members of the authority  Alexander, Myfanwy Catherine Barnes, Mark Antony Baynham, Beverley Jane Breeze, Graham Charles Charlton, Jackie Corfield, Linda Curry, Kelvyn Watson Davies, Aled Davies, Bryn Peryddon Davies, Dai Davies, Phyl Davies, Sandra Christine Dorrance, Matthew James Durrant, Emily Victoria	£13,600

Evans, David  
Evans, James  
Fitzpatrick, Liam  
George, Les  
Gibson-Watt, James  
Harris, Rosemarie  
Hayes, Stephen Murray  
Hulme, Heulwen Doreen  
Jenner, Amanda  
Jones, David Richard  
Jones, Emyr  
Jones, Evan Arwel  
Jones, Gareth David  
Jones, Joy Rachel  
Jones, Michael  
Jones, Michael  
Jones-Poston, Diane  
Jump, Francesca Helen  
Laurie-Parry, Karen  
Lewis, Robert Karl  
Lewis, Hywel  
Lewis, Peter  
Lewis, Sarah Rachel  
McIntosh, Iain Charles  
Mackenzie, Maureen  
McNicholas, Susan  
Meredith, David William  
Mills, Claire Victoria  
Morgan, Gareth  
Morris, John  
Morrison, Alan Neil  
Powell, Rachel  
Powell, William Denston  
Price, David Rowland  
Price, Gary David  
Pritchard, Philip Charles  
Pugh, Gareth Michael  
Pugh, Jeremy  
Ratcliffe, Gareth  
Roberts, Lucy Margaret  
Roberts, Peter David  
Roberts-Jones, Kath  
Roderick, Edwin  
Rowlands, Daniel Mark  
Selby, David Mark  
Silk, Kathryn Susan  
Thomas, David Arnold  
Thomas, Robert Gwynfor  
Van-Rees, Tim  
Vaughan, Elwyn Graham  
Weale, Martin Jonathan  
Wilkinson, Jonathan

[\*SEE NOTE BELOW]

Williams, Ange Williams, David Huw Williams, Gwilym Ioan Snead Williams, Jon Williams, Mike Williams, Roger Hugh Williams, Sarah Louise  [* NOTE: The Councillor(s) indicated above have elected to forego the £200 increase in salary]	
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	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1	Leader	Harris, Rosemarie	£48,300
2	Deputy Leader and Cabinet Member – Finance, Countryside and Transport	Davies, Aled	£33,800
3	Cabinet Member – Young People and Culture	Powell, Rachel	£29,300
4	Cabinet Member – Highways, Recycling and Assets	Davies, Phyl	£29,300
5	Cabinet Member - Adult Social Care	Hayes, Stephen Murray	£29,300
6	Cabinet Member – Learning and Welsh Language	Alexander, Myfanwy Catherine	£29,300
7	Cabinet Member – Economy and Planning	Weale, Martin Jonathan	£29,300
8	Cabinet Member – Corporate Governance, Housing and Public Protection	Evans, James	£29,300
9	Chair - Scrutiny Committee A	Williams, Gwilym Ioan Snead	£22,300
10	Chair – Scrutiny Committee B	Roberts, Peter David	£22,300
11	Chair – Audit Committee	Morris, John	£22,300
12	Chair – Planning, Taxi Licensing and Rights of Way Committee	Price, David Rowland	£22,300
13	Chair – Employment and Appeals Committee	Barnes, Mark Antony	£22,300
14	Chair – Pensions and Investment Committee	Lewis, Peter	£22,300
15	Chair – Democratic Services Committee	Dorrance, Matthew James	£22,300



<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>			<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
16	Leader Of The Largest Opposition Group	Gibson-Watt, James	£22,300
17	Not Used		
18	Not Used		

A maximum of 18 senior salaries for Powys County Council may be paid and this has not been exceeded.

<b>ENTITLEMENT TO CIVIC SALARIES (includes basic salary)</b>			<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
	Civic Head (Chair)	Meredith, David William	£21,800
	Deputy Civic Head (Vice-Chair)	Baynham, Beverley Jane	£16,300

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>			<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
	<b>ROLE</b>	<b>MEMBER</b>	
	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, Scrutiny Committee B (Dealing with Education Matters), Audit Committee, r Scrutiny Committee A (dealing with Crime and Disorder matters).	<u>Standards:</u> <ul style="list-style-type: none"> <li>• Hays, Stephan</li> <li>• Jackson, Claire</li> <li>• Jarman, Susan</li> <li>• Evans, Jacqueline</li> <li>• Mulholland, Christine</li> </ul>	£198 Daily Fee £99 ½ Day Fee
		<u>Standards Community Sub-Committee:</u> <ul style="list-style-type: none"> <li>• Shearer, Joy</li> <li>• Morris, Margaret</li> <li>• Patrick, Hugh</li> </ul>	£198 Daily Fee £99 ½ Day Fee
		<u>Scrutiny</u> <ul style="list-style-type: none"> <li>• Davies, Angela (Parent Governor)</li> </ul>	£198 Daily Fee £99 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTÉES		AMOUNT OF CO-OPTÉES ALLOWANCES
ROLE	MEMBER	
	<ul style="list-style-type: none"> <li>• Davies, Sara (Parent Governor)</li> <li>• Bufton, Nigel (Parent Governor)</li> <li>• Evitts, Margaret (Church in Wales)</li> <li>• Organisation decided not to appoint (Roman Catholic Church)</li> <li>• VACANCY (Crime and Disorder)</li> </ul>	The co-opted Member for Crime and Disorder is non-voting and does not therefore receive an allowance
	<u>Audit</u> <ul style="list-style-type: none"> <li>• Brautigam, John</li> </ul>	£198 Daily Fee £99 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£226 Daily Fee £113 ½ Day Fee

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

Members Support – what is provided in terms of telephone, internet or email	
Telephone support for Executive Members	Mobile phones offered to all members
Telephone Support for Chairs of Committees	Mobile phones offered to all members
Telephone Support for all other Members	Mobile phones offered to all members
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 <sup>th</sup> 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 <sup>th</sup> 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 all other Members	Full Council on 13 <sup>th</sup> 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**

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)
<b>WORDS AND PHRASES</b>	<b>MEANINGS</b>
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 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 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	<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.</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 <sup>st</sup> 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.
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 <sup>st</sup> March or the “calendar year” being the period of 12 months ending on the 31 <sup>st</sup> 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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## CYNGOR SIR POWYS COUNTY COUNCIL.

## COUNTY COUNCIL ANNUAL MEETING

17<sup>th</sup> May, 2018

**REPORT BY:** Solicitor to the Council

**SUBJECT:** Allocations, elections and appointments required to be made at the Annual Meeting of the Council

**REPORT FOR:** Decision and Information

## 1. INTRODUCTION

- 1.1 This report addresses the various requirements, procedures and processes concerning allocations / elections / appointments which the Council / political groups are required to make at or in connection with the Annual Meeting in accordance with legislation and the Council's own Constitution

### FOR INFORMATION.

## 2. POLITICALLY BALANCED APPOINTMENTS GENERALLY

- 2.1 In accordance with the Local Government and Housing Act 1989 ("the 1989 Act") groups of 2 or more Councillors can elect to be considered as a "political group".
- 2.2 **Appendix 1** contains the details received by officers of which County Councillors belong to which Group and the identity of the Group Leaders and other representatives.
- 2.3 The existence of political groupings means that the Council must comply with the political balance regime contained in section 15 of the 1989 Act and the Local Government (Committees and Political Groups) Regulations 1990 (as amended).
- 2.4 To assist Members in understanding the statutory political balance requirements the following are attached as background information:
- (i) **Appendix 2** briefly outlines how political groups are established; the process for carrying out a review and determining the allocation of seats on committees and relevant outside bodies to groups; the principles and methodology to be applied to the allocations / appointments processes and the requirement to appoint in accordance with the wishes of groups in so far as their members are concerned.
  - (ii) **Appendix 3** outlines the overall entitlement to seats by political groups and entitlement to individual committee seats.
    - Appendix 3A sets out the position if the committee structure remains as currently.
    - Appendix 3B sets out the position if the scrutiny committee structure as recommended by the Democratic Services Committee is amended by the Council.

- (iii) **Appendix 4** - The Ready Reckoner used in (ii) above to establish the entitlement to seats.

2.5 The major requirements of the 1989 Act and the related legislation concerning the political balance regime are that:

- (i) The Council's main Committees and Sub-Committees (**except the Standards Committee**) have to be constituted so that they are politically balanced so far as is reasonably practicable. The main committees in this context and which must be politically balanced are:

**Option A – if the Council decides to retain the current committee structure:**

1. Scrutiny Committee A (14 Councillors plus co-opted Member)
2. Scrutiny Committee B (14 Councillors plus co-optees)
3. Audit Committee (14 Councillors plus co-opted lay member) [in accordance with rule 61 of the Local Government Democracy (Wales) Act 2013].
4. Democratic Services Committee (14 Councillors)
5. Planning, Taxi Licensing and Rights of Way Committee (21 Councillors)
6. Licensing Act 2003 Committee (14 Councillors)
7. Employment & Appeals Committee (14 Councillors)
8. Pensions and Investment Committee (5 Councillors plus Co-Opted Members and Portfolio Holder for Finance)

The total number of seats (excluding co-optees) on all committees is therefore 110

**Option B – if the Council decides to amend the scrutiny committee structure as recommended by the Democratic Services Committee:**

1. Economy, Residents and Community Scrutiny Committee (9 Councillors plus co-opted Member)
2. Learning and Skills Scrutiny Committee (9 Councillors plus co-optees)
3. Health and Care Scrutiny Committee (9 Councillors)
4. Audit Committee (9 Councillors plus co-opted lay member) [in accordance with rule 61 of the Local Government Democracy (Wales) Act 2013].
5. Democratic Services Committee (14 Councillors)
6. Planning, Taxi Licensing and Rights of Way Committee (21 Councillors)
7. Licensing Act 2003 Committee (14 Councillors)
8. Employment & Appeals Committee (14 Councillors)
9. Pensions and Investment Committee (5 Councillors plus Co-Opted Members and Portfolio Holder for Finance)

The total number of seats (excluding co-optees) on all committees is therefore 104

- (ii) The appointments to the following outside bodies also have to comply with the 1989 Act political balance regime:
  - (a) Mid and West Wales Fire and Rescue Service (MWWFRS),
  - (b) Police and Crime Panel (PCP)
  - (c) Brecon Beacons National Park Authority (BBNPA).

However, it is only the BBNPA appointments which are required to be undertaken annually. The appointments to the MWWFRS and PCP are for the period from the first Annual Meeting after the ordinary Council elections in 2017 until the next ordinary council elections in 2022.

### **3. POSITION OF SUB-COMMITTEES**

- 3.1 The political balance regime does also apply to the sub-committees of those committees to which the regime applies (i.e. any sub-committee of a Committee referred to above in Paragraph 2.5(i).
- 3.2 As such, the political balance requirements do not apply to a sub-committee of the Standards Committee.
- 3.3 Additionally the only other sub-committees / panels of committees which exist deal with regulatory and licensing matters and staffing appeals and either the Full Council or the Committee have resolved to exclude them from the requirement to be politically balanced on grounds of impracticability e.g. the licensing panels can only comprise 3 members and there can be difficulties around member availability.

### **4. APPOINTMENTS OF CHAIRS AND THE POSITION OF VICE-CHAIRS**

#### **Chairs of Committees**

- 4.1 The Chairs of the Scrutiny Committees (excluding the Audit Committee and the PSB Scrutiny Committee) and the Democratic Services Committee must be appointed by Full Council.

#### **Audit Committee.**

- 4.2 The Local Government (Wales) Measure 2011 stipulates that the Audit Committee (and not Full Council) is to appoint its Chair who must not be a member of the Executive Group.

#### **Chairs of Non-Scrutiny Committees (except the Democratic Services Committee)**

- 4.3 There are no other statutory provisions relating to the process for the appointment of chairs of the other committees and in particular there is no statutory requirement for such appointments to be politically balanced. The Council since 2011 has left it to each individual non-scrutiny committee to appoint its own Chair.

#### **Vice-Chairs of All Committees.**

- 4.4 Similarly the appointment of Vice-Chairs of all Committees (including Scrutiny Committees) is not required to be politically balanced or subjected to any particular

appointment process and the Council's convention has been to leave it to each individual Committee to appoint its Vice-Chair.

**FOR DECISION.**

**5. POLITICALLY BALANCED APPOINTMENTS TO COUNCIL COMMITTEES**

5.1 The effect of the political balance regime is that at certain prescribed times / occasions the Council must REVIEW the representation by each of the political groups on the main Council Committees listed in 2.5 (i) above and then DETERMINE the allocation of seats on those committees to which each political group is entitled. One such occasion is the Council's Annual Meeting.

5.2 This exercise will be undertaken having regard to the principles and the Methodology referred to in **Appendix 2**. Discussion normally also takes place with the Group Leaders. The final adjusted proposals for the allocation of seats to the groups on committees is set out in **Appendices 5A and 5B**.

- Appendix 5A sets out the position if the committee structure remains as currently.
- Appendix 5B sets out the position if the scrutiny committee structure as recommended by the Democratic Services Committee is amended by the Council.

**5.3 Council will be required to approve the proposals set out in either Appendix 5A or 5B. This will require a proposer and seconder.**

Recommendation:	Reason for Recommendation:
To review and determine the allocation of seats on Council Committees to the different Political Groups in accordance with Appendix 5A or 5B	To comply with statutory requirements (including those concerning the need for political balance) and the Council's Constitution in relation to the allocation and appointment of committee seats and Chairs.

5.4 In appointing Councillors to seats on committees allocated to the Groups in accordance with **Appendix 5A or 5B** the Council must give effect to the wishes of the political groups.

5.5 The wishes of the political groups as to those Councillors from the respective groups to be appointed to committees is set out in **Appendix 6A and 6B (TO FOLLOW)**.

- Appendix 6A sets out the position if the committee structure remains as currently. (TO FOLLOW)
- Appendix 6B sets out the position if the scrutiny committee structure as recommended by the Democratic Services Committee is amended by the Council. (TO FOLLOW)

**5.6 Council will be required to appoint councillors to committees in accordance with the wishes of the groups as recorded in Appendix 6A or 6B. This will require a proposer and seconder.**



<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To make appointments to Committees in accordance with the wishes of the different Political Groups as set out in Appendix 6A or 6B (TO FOLLOW)</b>	<b>To comply with statutory requirements (including those concerning the need for political balance) and the Council’s Constitution in relation to the allocation and appointment of committee seats and Chairs.</b>

## **6. APPOINTMENTS TO CHAIRS OF SCRUTINY COMMITTEES**

- 6.1 The appointment of the Chairs of the 2 or 3 Scrutiny Committees needs to be in accordance with the Local Government (Wales) Measure 2011 (the Measure)
- 6.2 Without oversimplifying the position the legislation provides that in situations such as those which exist in Powys in terms of the number of groups and scrutiny committees the allocation of scrutiny committee chairs is based firstly on working out the proportion of chairs which go to the “Executive” group(s) based on the proportion which the members of the Executive group(s) bear to the overall membership of the council.
- 6.3 The chairs left over after this first exercise are allocated to the “Opposition” group(s). A possible alternative under the Measure would be for both chairs to be allocated to the “Opposition” groups provided this had cross group support.
- 6.4 The position is set out in **Appendices 7A and 7B**.
- Appendix 7A sets out the position if the committee structure remains as currently.
  - Appendix 7B sets out the position if the scrutiny committee structure as recommended by the Democratic Services Committee is amended by the Council.
- 6.5 **The Council is required to allocate the 2 or 3 scrutiny chairs to the political groups as indicated above and to note the appointment of Chairs by those groups as below. This will require a proposer and seconder.**

**Option A (Appendix 7A) – where the committee structure remains as currently:**

<b>Scrutiny Committee A</b>	County Councillor
<b>Scrutiny Committee B</b>	County Councillor

**Option B (Appendix 7B) – where the scrutiny committee structure is amended as recommended by the Democratic Services Committee:**

<b>Economy, Residents and Community Scrutiny Committee</b>	County Councillor
<b>Health and Care Scrutiny Committee</b>	County Councillor

<b>Learning and Skills Scrutiny Committee</b>	County Councillor
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<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To allocate the 2 or 3 Scrutiny Committee Chairs to the Political Groups as set out in paragraph 6.5 – Option A (Appendix 7A) or Option B (Appendix 7B), and to note the political groups’ appointments in respect of Chairs.</b>	<b>To comply with statutory requirements (including those concerning the need for political balance) and the Council’s Constitution in relation to the allocation and appointment of committee seats and Chairs.</b>

**7. APPOINTMENTS OF CHAIRS TO OTHER COMMITTEES AND THE POSITION OF VICE-CHAIRS**

**Democratic Services Committee.**

- 7.1 The Chair of the Democratic Services Committee is required to be appointed by the County Council. The Chair of the Democratic Services Committee cannot be a member from an Executive group.
- 7.2 **The Council is required to appoint the Chair of the Democratic Services Committee. This will require a proposer and seconder.**

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To appoint the Chair of the Democratic Services Committee.</b>	<b>To make appointments in accordance with statute and the Constitution.</b>

**8. POLITICALLY BALANCED APPOINTMENTS TO RELEVANT OUTSIDE BODIES**

**Brecon Beacons National Park Authority (BBNPA)**

- 8.1 **Appendix 8** sets out details relating to the background to the proposed appointments to the BBNPA.
- 8.2 The allocation of the 8 seats on the BBNPA to the Political Groups in order to satisfy the political balance requirements has to be undertaken as though the allocation were in respect of an 8 Member committee. However the Council should note that it is the intention of Welsh Government to reduce the National Park membership from 24 Members to 18 which will reduce the Council’s representation to 6. The Order confirming this change is awaited from Welsh Government.
- 8.3 The Members currently nominated to sit on the BBNPA by their respective Groups is set out below:

Independent Group	County Councillors: Michael J. Jones Karen Laurie-Parry Phil Pritchard Edwin Roderick
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Welsh Conservatives	County Councillor: VACANCY
Welsh Liberal Democrats	County Councillors: Gareth Ratcliffe Emily Durrant
Welsh Labour	County Councillor: David Meredith

8.4 The political groups will need to confirm or amend their representation set out in 8.3 above.

**8.5 The Council is required to make appointments to the BBNPA in accordance with groups' nominations as set out in paragraph 8.3 above (or as amended). This will require a proposer and seconder.**

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To make appointments to the Brecon Beacons National Park Authority in accordance with the nominations of the political groups.</b>	<b>To make appointments in accordance with statute and the Constitution.</b>

## **9. NON-POLITICALLY BALANCED APPOINTMENTS TO OUTSIDE BODIES**

### **Welsh Local Government Association (WLGA)**

9.1 Powys County Council is a full member of the WLGA and under the constitution of that body is entitled to appoint 3 Members to the WLGA Council.

9.2 The appointments continue from one WLGA Annual Meeting to the next and, therefore, the County Council is required to undertake this appointments process at its own Annual Meeting each year.

9.3 The Council in past years has always appointed the Leader of Council as one of its representatives to the WLGA.

9.4 The Members currently representing the Council are as follows:

The Independent Group	County Councillor Rosemarie Harris County Councillor Stephen Hayes
Welsh Conservatives	County Councillor Aled Davies

9.5 It is open to political groups to amend their current nominations above or make additional nominations at the meeting.

**9.6 The Council is required to make these appointments to the WLGA. This will require a proposer and seconder.**

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To make 3 appointments to the Welsh Local Government Association.</b>	<b>To secure the Council's representative role.</b>

**Welsh Local Government Association (WLGA) Executive Board.**

9.7 The Council is entitled to appoint one of its 3 representatives to serve on the WLGA Executive Board (previously known as the WLGA Co-ordinating Committee). The Council in past years has appointed the Leader of the Council to this position.

**9.8 Council is required to appoint 1 of its representatives to the WLGA Executive Board. This will require a proposer and seconder.**

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
To appoint one of the Council's appointments to the WLGA as the Council's appointment to the WLGA Executive Board.	To secure the Council's representative role.

<b>Person(s) To Action Decision:</b>	Steve Boyd, Cabinet Manager		
<b>Date By When Decision To Be Actioned:</b>	18 <sup>th</sup> May, 2017		
<b>Relevant Policy (ies):</b>	Council's Constitution.		
<b>Within Policy:</b>	Y	<b>Within Budget:</b>	Y

<b>Contact Officer:</b>	Wyn Richards, Scrutiny Manager and Head of Democratic Services.
<b>Tel:</b>	01597-826375
<b>Email:</b>	wyn.richards@powys.gov.uk

## Political Group Information – June 2017

### Summary:

	No.	%
Independent Group	30	41.10
Welsh Liberal Democrats	13	17.81
Welsh Labour Group	7	9.59
Welsh Conservatives	20	27.40
Plaid Cymru / Green	3	4.11
Non-Aligned Members	0	0
Vacancy	0	0
<b>Total</b>	<b>73</b>	<b>100.01</b>

### Group Information:

<b>Independent Group</b>	<b>Members:30</b>
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<b>Group Leader and Chairman:</b>	County Councillor Rosemarie Harris
<b>Group Deputy Leader(s):</b>	
<b>Group Administrator:</b>	

### County Councillors:

Myfanwy Alexander	Beverley Baynham
Graham Breeze	Linda Corfield
Dai Davies	David Evans
Liam Fitzpatrick	Rosemarie Harris
Stephen Hayes	Heulwen Hulme
David Jones	Emyr Jones
Arwel Jones	Gareth Jones
Joy Jones	E. Michael Jones
Michael J. Jones	Karen Laurie-Parry
Hywel Lewis	Rachel Powell
David Price	Phil Pritchard
Jeremy Pugh	Kath Roberts-Jones
Edwin Roderick	Tim Van-Rees
Martin Weale	Ange Williams
Jon Williams	Mike Williams

<b>Welsh Liberal Democrats Democratiaid Rhyddfrydol Cymru</b>	<b>Members:13</b>
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<b>Group Leader:</b>	County Councillor James Gibson-Watt
<b>Group Deputy Leader(s):</b>	County Councillor William Powell County Councillor Francesca Jump
<b>Group Secretary:</b>	County Councillor David Selby
<b>Group Party Whip:</b>	County Councillor Roger Williams

## Political Group Information – June 2017

County Councillors:

Jackie Charlton	Kelvyn Curry
James Gibson-Watt	Francesca Jump
Maureen Mackenzie	Gareth Morgan
John Morris	William Powell
Gareth Ratcliffe	Peter Roberts
David Selby	Kathryn Silk
Roger Williams	

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<b>Grŵp Llafur Cymru Welsh Labour Group</b>	<b>Members:7</b>
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<b>Group Leader:</b>	County Councillor Matthew Dorrance
<b>Group Deputy Leader:</b>	County Councillor
<b>Group Chairman:</b>	County Councillor
<b>Group Secretary:</b>	County Councillor
<b>Group Party Whip:</b>	County Councillor

County Councillors:

Sandra Davies	Matthew Dorrance
Susan McNicholas	David Meredith
David Thomas	Huw Williams
Sarah Williams	

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<b>Welsh Conservatives Ceidwadwyr Cymreig</b>	<b>Members:20</b>
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<b>Group Leader:</b>	County Councillor Aled Davies
<b>Deputy Leader:</b>	County Councillor Gwilym Williams
<b>Group Secretary:</b>	County Councillor

County Councillors:

Mark Barnes	Aled Davies
Phyl Davies	James Evans
Les George	Amanda Jenner
Diane Jones-Poston	Karl Lewis
Peter Lewis	Sarah Lewis
Iain McIntosh	Claire Mills
Neil Morrison	Gary Price
Gareth Pugh	Lucy Roberts
Daniel Rowlands	Gwynfor Thomas
Jonathan Wilkinson	Gwilym Williams

## Political Group Information – June 2017

<b>Plaid Cymru / Green Group</b>	<b>Members:3</b>
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<b>Group Leader:</b>	Y Cynghorydd Sir Elwyn Vaughan
<b>Deputy Leader:</b>	County Councillor
<b>Group Secretary:</b>	County Councillor

County Councillors:

Bryn Davies	Emily Durrant
Elwyn Vaughan	

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**Non-Aligned:**

<b>Non-Aligned Members</b>	<b>Members:0</b>
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County Councillors:

**Dated: 10 May 2018**

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This paper seeks to assist Members in understanding the statutory political balance requirements by briefly setting out how political groups are established; how Councillors become members of a political group; the process for carrying out a review and determining the allocation of committee seats to groups; the principles and methodology to be applied to the allocations/appointments processes and the requirement to appoint in accordance with the wishes of groups.

### IMPLICATIONS OF MEMBERS DIVIDED INTO POLITICAL GROUPS

#### Where political groups exist:-

- (a) **All Committees** including the **Scrutiny** Committees have to be **constituted** so as to be **politically balanced** e.g. a political group composed of **one third of the whole membership** of the Council would be entitled to **one third of the seats** on a committee. In the case of a committee of **15** this would give the group **5** seats. **Sub-Committees** would **also** have to be politically balanced.

NB – The Cabinet is not a committee of the Council and the political balance requirements do not apply to it.

- (b) Each **Political Group** (and not the Council) **selects** (in relation to the seats allocated to that group) which councillors **sit on which committee/Sub-Committee** (save for those members **not** in a group).
- (c) Those members **not in a Group** receive a **proportionate allocation** of seats on each Committee/Sub-Committee and the **Council** determines the **appointment** of those independent members to Committees/Sub-Committees in whatever method it deems appropriate.
- (d) **Only** the **Standards Committee**, the **3 Shire Committees**, Sub-Committees / Panels which exist to deal with regulatory and licensing matters and staffing matters, and Member/Officer **Working Groups** are **exempt** from the political balance requirements.
- (e) Appointments to the relevant outside bodies i.e. **Brecon Beacons National Park Authority**, **Dyfed Powys Police and Crime Panel** and **Mid and West Wales Fire and Rescue Authority** are required to be **politically balanced** (appointments to other outside bodies are not required to be politically balanced)

To look at some points in slightly more detail.

A “**political group**” comes in to existence when at least **two** Councillors deliver to the Proper Officer, a notice in writing stating that they wish to be treated as a “**political group**”, stating the **name of the group** and the **name of its leader** and (optional) the name of one other authorised to act in place of the leader (the representative). By **signing** the notice Councillors **become members** of that Group. Only **one** political group need declare for the political balance regime to apply.

If one or more **political groups** are formed then the **Full County Council** must as soon as reasonably practical **REVIEW** the representation of political groups on the Council’s committees, and those relevant **outside** bodies referred to above. Where a **committee** has power to appoint to a **sub-committee** (or appoint to a relevant **outside** body) the

## Appendix 2

**Committee** similarly must conduct a review. It is an **annual requirement to review** the representation of the different political groups at the Annual Meeting. There is also a requirement to undertake this exercise whenever a Member forms a Group.

Once the review exercise is completed the Council/Committee must **DETERMINE** the **allocation of seats** on committees and sub-committees and appointments on relevant outside bodies **to the different political groups**. That **determination** must be carried out in a way which, **so far as reasonably practicable**, gives effect to the **PRINCIPLES** set out in the Local Government and Housing Act 1989, namely:-

- (a) that not all the seats on the Council's committees and sub-committees are allocated to the same political group (**no one-party committees/sub-committees**).
- (b) that if there is a majority group/party (**i.e. in the case of Powys a group with 37 or more members**) it should have a **majority of all the seats** on the Council's committees and sub-committees.
- (c) subject to (a) and (b) that the total **aggregate** number of seats on **all the committees** allocated to a particular political group reflect that group's **proportion** of the membership of the Council.
- (d) subject to (a) to (c) that the number of seats on each **individual** committee/sub-committee/outside body are allocated to a particular political group to reflect that group's **proportion** of the membership of the Council.

Once a determination has been made, it becomes the duty of the Council (or committee) to **exercise** the power to **MAKE APPOINTMENTS** as soon as practicable and to give effect to the **wishes of the political groups** as to **WHO** is to be appointed to the **individual seats** allocated to those groups. Similar arrangements apply to the appointment to the **relevant outside bodies**.

Theoretically the Council could, **if all 73 members agreed**, put in place **different arrangements**, in part or in whole, to those outlined in this paper in relation to allocating seats on Committees (and similarly Committees can put different arrangements in place for their Sub-Committees).

<b>Committee Allocations</b>	<b>19/04/2018</b>		
<b>Scrutiny Cttees</b>			
	<b>Seats</b>		
Scrutiny Committee A	14		
Scrutiny Committee B	14		
<b>Total</b>		<b>28</b>	
<b>Regulatory &amp; Other Cttees</b>			
	<b>Seats</b>		
Planning, Taxi Licensing, Rights of Way	21		
Employment Appeals	14		
Audit	14		
Democratic Services	14		
Pensions and Investment	5		
Licensing Act 2003	14		
<b>Total</b>		<b>82</b>	
	<b>Total</b>	<b>110</b>	
<b>Individual Group Multiplier</b>	<b>Group Number</b>	<b>Multiplier (Note 1)</b>	
Independents	30	0.41096	
Welsh Conservatives	20	0.27397	
Welsh Liberal Democrats	13	0.17808	
Welsh Labour	7	0.09589	
Plaid Cymru - Green	3	0.04110	
Other Group	0	0.00000	
Non Aligned 1	0	0.00000	
Non Aligned 2	0	0.00000	
Non Aligned 3	0	0.00000	
Non Aligned 4	0	0.00000	
<b>Totals</b>	<b>73</b>		

<b>Aggregate Seats Entitlement (110 seats)</b>			
	<b>Group Number</b>	<b>Aggregate Seats (Note 2)</b>	<b>Rounded Up</b>
Independents	30	45.205	45
Welsh Conservatives	20	30.137	30
Welsh Liberal Democrats	13	19.589	20
Welsh Labour	7	10.548	11
Plaid Cymru - Green	3	4.521	5
Other Group	0	0.000	0
Non Aligned 1	0	0.000	0
Non Aligned 2	0	0.000	0
Non Aligned 3	0	0.000	0
Non Aligned 4	0	0.000	0
<b>Totals</b>	<b>73</b>	<b>110.000</b>	<b>111</b>
<b>Note 1.</b>			
Multiplier = No of Members on group divided by the Number of Members on the Council			
<b>Note 2.</b>			
Aggregate seats = number of seats on all committees allocated to the political groups to reflect that group's proportion of the membership of the Council. This is based on a total of 110 maximum number of seats on all committees. The seats are calculated by multiplying the multiplier for each group by the total number of seats.			

Individual Committee Allocations Based on the Ready Reckoner						19/04/2018
<b>Committee of 21</b>						
Group	Group Number	Multiplier from Ready Reckoner	Seats (Note 1)	Rounded Up	Differential	Differential Ranking
Independents	30	0.4110	8.63	9	0.37	8
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	5.75	6	0.25	6
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	3.74	4	0.26	7
Welsh Labour / Llafur Cymru	7	0.0959	2.01	2	0.99	9
Plaid Cymru - Green	3	0.0411	0.86	1	0.14	5
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>22</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>-1</b>		
<b>Total Seats on Committee</b>				<b>21</b>		
<b>Committee of 14</b>						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded Up	Differential	Differential Ranking
Independents	30	0.4110	5.75	6	0.25	6
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	3.84	4	0.16	5
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	2.49	2	0.51	8
Welsh Labour / Llafur Cymru	7	0.0959	1.34	1	0.66	9
Plaid Cymru - Green	3	0.0411	0.58	1	0.42	7
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>14</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>0</b>		
<b>Total Seats on Committee</b>				<b>14</b>		

<b>Committee of 5 (Pensions and Investment Committee)</b>						
<b>Group</b>	<b>Group Number</b>	<b>Multiplier from Ready Reckoner</b>	<b>Seats</b>	<b>Rounded Up</b>	<b>Differential</b>	<b>Differential Ranking</b>
Independents	30	0.4110	2.05	2	0.95	9
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	1.37	1	0.63	7
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	0.89	1	0.11	5
Welsh Labour / Llafur Cymru	7	0.0959	0.48	0	0.52	6
Plaid Cymru - Green	3	0.0411	0.21	0	0.79	8
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>4</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>1</b>		
<b>Total Seats on Committee</b>				<b>5</b>		
<b>Committee of 8 (Brecon Beacons National Park)</b>						
<b>Group</b>	<b>Group Number</b>	<b>Multiplier from Ready Reckoner</b>	<b>Seats</b>	<b>Rounded Up</b>	<b>Differential</b>	<b>Differential Ranking</b>
Independents	30	0.4110	3.29	3	0.71	8
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	2.19	2	0.81	9
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	1.42	1	0.58	6
Welsh Labour / Llafur Cymru	7	0.0959	0.77	1	0.23	5
Plaid Cymru - Green	3	0.0411	0.33	0	0.67	7
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>7</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>1</b>		
<b>Total Seats on Committee</b>				<b>8</b>		
<b>Note 1.</b>						
Seats = Multiplier for each group x seats on a committee						

<b>Committee Allocations</b>	<b>19/04/2018</b>		
<b>Scrutiny Cttees</b>			
	<b>Seats</b>		
Economy, Residents and Community	9		
Health and Care	9		
Learning and Skills	9		
<b>Total</b>		<b>27</b>	
<b>Regulatory &amp; Other Cttees</b>			
	<b>Seats</b>		
Planning, Taxi Licensing, Rights of Way	21		
Employment Appeals	14		
Audit	9		
Democratic Services	14		
Pensions and Investment	5		
Licensing Act 2003	14		
<b>Total</b>		<b>77</b>	
	<b>Total</b>	<b>104</b>	
<b>Individual Group Multiplier</b>	<b>Group Number</b>	<b>Multiplier (Note 1)</b>	
Independents	30	0.41096	
Welsh Conservatives	20	0.27397	
Welsh Liberal Democrats	13	0.17808	
Welsh Labour	7	0.09589	
Plaid Cymru - Green	3	0.04110	
Other Group	0	0.00000	
Non Aligned 1	0	0.00000	
Non Aligned 2	0	0.00000	
Non Aligned 3	0	0.00000	
Non Aligned 4	0	0.00000	
<b>Totals</b>	<b>73</b>		

<b>Aggregate Seats Entitlement (104 seats)</b>			
	<b>Group Number</b>	<b>Aggregate Seats (Note 2)</b>	<b>Rounded Up</b>
Independents	30	42.740	43
Welsh Conservatives	20	28.493	28
Welsh Liberal Democrats	13	18.521	19
Welsh Labour	7	9.973	10
Plaid Cymru - Green	3	4.274	4
Other Group	0	0.000	0
Non Aligned 1	0	0.000	0
Non Aligned 2	0	0.000	0
Non Aligned 3	0	0.000	0
Non Aligned 4	0	0.000	0
<b>Totals</b>	<b>73</b>	<b>104.000</b>	<b>104</b>
<b>Note 1.</b>			
Multiplier = No of Members on group divided by the Number of Members on the Council			
<b>Note 2.</b>			
Aggregate seats = number of seats on all committees allocated to the political groups to reflect that group's proportion of the membership of the Council. This is based on a total of 110 maximum number of seats on all committees. The seats are calculated by multiplying the multiplier for each group by the total number of seats.			



Individual Committee Allocations Based on the Ready Reckoner						19/04/2018
<b>Committee of 21</b>						
Group	Group Number	Multiplier from Ready Reckoner	Seats (Note 1)	Rounded Up	Differential	Differential Ranking
Independents	30	0.4110	8.63	9	0.37	8
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	5.75	6	0.25	6
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	3.74	4	0.26	7
Welsh Labour / Llafur Cymru	7	0.0959	2.01	2	0.99	9
Plaid Cymru - Green	3	0.0411	0.86	1	0.14	5
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>22</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>-1</b>		
<b>Total Seats on Committee</b>				<b>21</b>		
<b>Committee of 14</b>						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded Up	Differential	Differential Ranking
Independents	30	0.4110	5.75	6	0.25	6
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	3.84	4	0.16	5
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	2.49	2	0.51	8
Welsh Labour / Llafur Cymru	7	0.0959	1.34	1	0.66	9
Plaid Cymru - Green	3	0.0411	0.58	1	0.42	7
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>14</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>0</b>		
<b>Total Seats on Committee</b>				<b>14</b>		

<b>Committee of 5 (Pensions and Investment Committee)</b>						
<b>Group</b>	<b>Group Number</b>	<b>Multiplier from Ready Reckoner</b>	<b>Seats</b>	<b>Rounded Up</b>	<b>Differential</b>	<b>Differential Ranking</b>
Independents	30	0.4110	2.05	2	0.95	9
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	1.37	1	0.63	7
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	0.89	1	0.11	5
Welsh Labour / Llafur Cymru	7	0.0959	0.48	0	0.52	6
Plaid Cymru - Green	3	0.0411	0.21	0	0.79	8
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>4</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>1</b>		
<b>Total Seats on Committee</b>				<b>5</b>		
<b>Committee of 9 (Scrutiny Committee)</b>						
<b>Group</b>	<b>Group Number</b>	<b>Multiplier from Ready Reckoner</b>	<b>Seats</b>	<b>Rounded Up</b>	<b>Differential</b>	<b>Differential Ranking</b>
Independents	30	0.4110	3.70	4	0.30	6
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	2.47	2	0.53	8
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	1.60	2	0.40	7
Welsh Labour / Llafur Cymru	7	0.0959	0.86	1	0.14	5
Plaid Cymru - Green	3	0.0411	0.37	0	0.63	9
Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>9</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>0</b>		
<b>Total Seats on Committee</b>				<b>9</b>		
<b>Committee of 8 (Brecon Beacons National Park)</b>						
<b>Group</b>	<b>Group Number</b>	<b>Multiplier from Ready Reckoner</b>	<b>Seats</b>	<b>Rounded Up</b>	<b>Differential</b>	<b>Differential Ranking</b>
Independents	30	0.4110	3.29	3	0.71	8
Welsh Conservatives / Ceidwadwyr Cymreig	20	0.2740	2.19	2	0.81	9
Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru	13	0.1781	1.42	1	0.58	6
Welsh Labour / Llafur Cymru	7	0.0959	0.77	1	0.23	5
Plaid Cymru - Green	3	0.0411	0.33	0	0.67	7

Other Group	0	0.0000	0.00	0	0.00	1
Non Aligned 1	0	0.0000	0.00	0	0.00	1
Non Aligned 2	0	0.0000	0.00	0	0.00	1
Non Aligned 3	0	0.0000	0.00	0	0.00	1
Non Aligned 4	0	0.0000	0.00	0	0.00	1
				<b>7</b>		
<b>Vacant Seats to be allocated by Group Leaders</b>				<b>1</b>		
<b>Total Seats on Committee</b>				<b>8</b>		
<b>Note 1.</b>						
Seats = Multiplier for each group x seats on a committee						

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Political Group Ready Reckoner

No of Members of Group	No of Members on Council	% of Council	Committee of 15	Proportion on Cttee of 15	Act no of seats on cttee 15	Committee of 14	Proportion on Cttee of 14	Act no on cttee 14	Committee of 13	Proportion on cttee 13	Act no of cttee 13	Committee 12	Proportion on Cttee 12	Act no of seats on Cttee 12	Committee 11	Proportion on Committee 11	Act no of seats on Cttee 11	Committee of 10	Proportion on Cttee 10	Act no of seats on Cttee 10	Committee of 9	Proportion on Cttee 9	Act no of seats on Cttee 9	Committee of 8	Proportion on Cttee 8	Act no of seats on Cttee 8	Committee of 7	Proportion on Cttee 7	Act no of seats on Cttee (7)	Committee of 6	Proportion on Cttee 6	Act no on Cttee 6
1	73	1.37	15	0.21	0	14	0.19	0	13	0.18	0	12	0.16	0	11	0.15	0	10	0.14	0	9	0.12	0	8	0.11	0	7	0.10	0	6	0.08	0
2	73	2.74	15	0.41	0	14	0.38	0	13	0.36	0	12	0.33	0	11	0.30	0	10	0.27	0	9	0.25	0	8	0.22	0	7	0.19	0	6	0.16	0
3	73	4.11	15	0.62	1	14	0.58	1	13	0.53	1	12	0.49	0	11	0.45	0	10	0.41	0	9	0.37	0	8	0.33	0	7	0.29	0	6	0.25	0
4	73	5.48	15	0.82	1	14	0.77	1	13	0.71	1	12	0.66	1	11	0.60	1	10	0.55	1	9	0.49	0	8	0.44	0	7	0.38	0	6	0.33	0
5	73	6.85	15	1.03	1	14	0.96	1	13	0.89	1	12	0.82	1	11	0.75	1	10	0.68	1	9	0.62	1	8	0.55	1	7	0.48	0	6	0.41	0
6	73	8.22	15	1.23	1	14	1.15	1	13	1.07	1	12	0.99	1	11	0.90	1	10	0.82	1	9	0.74	1	8	0.66	1	7	0.58	1	6	0.49	0
7	73	9.59	15	1.44	1	14	1.34	1	13	1.25	1	12	1.15	1	11	1.05	1	10	0.96	1	9	0.86	1	8	0.77	1	7	0.67	1	6	0.58	1
8	73	10.96	15	1.64	2	14	1.53	2	13	1.42	1	12	1.32	1	11	1.21	1	10	1.10	1	9	0.99	1	8	0.88	1	7	0.77	1	6	0.66	1
9	73	12.33	15	1.85	2	14	1.73	2	13	1.60	2	12	1.48	1	11	1.36	1	10	1.23	1	9	1.11	1	8	0.99	1	7	0.86	1	6	0.74	1
10	73	13.70	15	2.05	2	14	1.92	2	13	1.78	2	12	1.64	2	11	1.51	2	10	1.37	1	9	1.23	1	8	1.10	1	7	0.96	1	6	0.82	1
11	73	15.07	15	2.26	2	14	2.11	2	13	1.96	2	12	1.81	2	11	1.66	2	10	1.51	2	9	1.36	1	8	1.21	1	7	1.05	1	6	0.90	1
12	73	16.44	15	2.47	2	14	2.30	2	13	2.14	2	12	1.97	2	11	1.81	2	10	1.64	2	9	1.48	1	8	1.32	1	7	1.15	1	6	0.99	1
13	73	17.81	15	2.67	3	14	2.49	2	13	2.32	2	12	2.14	2	11	1.96	2	10	1.78	2	9	1.60	2	8	1.42	1	7	1.25	1	6	1.07	1
14	73	19.18	15	2.88	3	14	2.68	3	13	2.49	2	12	2.30	2	11	2.11	2	10	1.92	2	9	1.73	2	8	1.53	2	7	1.34	1	6	1.15	1
15	73	20.55	15	3.08	3	14	2.88	3	13	2.67	3	12	2.47	2	11	2.26	2	10	2.05	2	9	1.85	2	8	1.64	2	7	1.44	1	6	1.23	1
16	73	21.92	15	3.29	3	14	3.07	3	13	2.85	3	12	2.63	3	11	2.41	2	10	2.19	2	9	1.97	2	8	1.75	2	7	1.53	2	6	1.32	1
17	73	23.29	15	3.49	3	14	3.26	3	13	3.03	3	12	2.79	3	11	2.56	3	10	2.33	2	9	2.10	2	8	1.86	2	7	1.63	2	6	1.40	1
18	73	24.66	15	3.70	4	14	3.45	3	13	3.21	3	12	2.96	3	11	2.71	3	10	2.47	2	9	2.22	2	8	1.97	2	7	1.73	2	6	1.48	1
19	73	26.03	15	3.90	4	14	3.64	4	13	3.38	3	12	3.12	3	11	2.86	3	10	2.60	3	9	2.34	2	8	2.08	2	7	1.82	2	6	1.56	2
20	73	27.40	15	4.11	4	14	3.84	4	13	3.56	4	12	3.29	3	11	3.01	3	10	2.74	3	9	2.47	2	8	2.19	2	7	1.92	2	6	1.64	2
21	73	28.77	15	4.32	4	14	4.03	4	13	3.74	4	12	3.45	3	11	3.16	3	10	2.88	3	9	2.59	3	8	2.30	2	7	2.01	2	6	1.73	2
22	73	30.14	15	4.52	5	14	4.22	4	13	3.92	4	12	3.62	4	11	3.32	3	10	3.01	3	9	2.71	3	8	2.41	2	7	2.11	2	6	1.81	2
23	73	31.51	15	4.73	5	14	4.41	4	13	4.10	4	12	3.78	4	11	3.47	3	10	3.15	3	9	2.84	3	8	2.52	3	7	2.21	2	6	1.89	2
24	73	32.88	15	4.93	5	14	4.60	5	13	4.27	4	12	3.95	4	11	3.62	4	10	3.29	3	9	2.96	3	8	2.63	3	7	2.30	2	6	1.97	2
25	73	34.25	15	5.14	5	14	4.79	5	13	4.45	4	12	4.11	4	11	3.77	4	10	3.42	3	9	3.08	3	8	2.74	3	7	2.40	2	6	2.05	2
26	73	35.62	15	5.34	5	14	4.99	5	13	4.63	5	12	4.27	4	11	3.92	4	10	3.56	4	9	3.21	3	8	2.85	3	7	2.49	2	6	2.14	2
27	73	36.99	15	5.55	6	14	5.18	5	13	4.81	5	12	4.44	4	11	4.07	4	10	3.70	4	9	3.33	3	8	2.96	3	7	2.59	3	6	2.22	2
28	73	38.36	15	5.75	6	14	5.37	5	13	4.99	5	12	4.60	5	11	4.22	4	10	3.84	4	9	3.45	3	8	3.07	3	7	2.68	3	6	2.30	2
29	73	39.73	15	5.96	6	14	5.56	6	13	5.16	5	12	4.77	5	11	4.37	4	10	3.97	4	9	3.58	4	8	3.18	3	7	2.78	3	6	2.38	2
30	73	41.10	15	6.16	6	14	5.75	6	13	5.34	5	12	4.93	5	11	4.52	5	10	4.11	4	9	3.70	4	8	3.29	3	7	2.88	3	6	2.47	2
31	73	42.47	15	6.37	6	14	5.95	6	13	5.52	6	12	5.10	5	11	4.67	5	10	4.25	4	9	3.82	4	8	3.40	3	7	2.97	3	6	2.55	3
32	73	43.84	15	6.58	7	14	6.14	6	13	5.70	6	12	5.26	5	11	4.82	5	10	4.38	4	9	3.95	4	8	3.51	4	7	3.07	3	6	2.63	3
33	73	45.21	15	6.78	7	14	6.33	6	13	5.88	6	12	5.42	5	11	4.97	5	10	4.52	5	9	4.07	4	8	3.62	4	7	3.16	3	6	2.71	3
34	73	46.58	15	6.99	7	14	6.52	7	13	6.05	6	12	5.59	6	11	5.12	5	10	4.66	5	9	4.19	4	8	3.73	4	7	3.26	3	6	2.79	3
35	73	47.95	15	7.19	7	14	6.71	7	13	6.23	6	12	5.75	6	11	5.27	5	10	4.79	5	9	4.32	4	8	3.84	4	7	3.36	3	6	2.88	3
36	73	49.32	15	7.40	7	14	6.90	7	13	6.41	6	12	5.92	6	11	5.42	5	10	4.93	5	9	4.44	4	8	3.95	4	7	3.45	3	6	2.96	3
37	73	50.68	15	7.60	8	14	7.10	7	13	6.59	7	12	6.08	6	11	5.58	6	10	5.07	5	9	4.56	5	8	4.05	4	7	3.55	4	6	3.04	3
38	73	52.05	15	7.81	8	14	7.29	7	13	6.77	7	12	6.25	6	11	5.73	6	10	5.21	5	9	4.68	5	8	4.16	4	7	3.64	4	6	3.12	3
39	73	53.42	15	8.01	8	14	7.48	7	13	6.95	7	12	6.41	6	11	5.88	6	10	5.34	5	9	4.81	5	8	4.27	4	7	3.74	4	6	3.21	3
40	73	54.79	15	8.22	8	14	7.67	8	13	7.12	7	12	6.58	7	11	6.03	6	10	5.48	5	9	4.93	5	8	4.38	4	7	3.84	4	6	3.29	3
41	73	56.16	15	8.42	8	14	7.86	8	13	7.30	7	12	6.74	7	11	6.18	6	10	5.62	6	9	5.05	5	8	4.49	4	7	3.93	4	6	3.37	3
42	73	57.53	15	8.63	9	14	8.05	8	13	7.48	7	12	6.90	7	11	6.33	6	10	5.75	6	9	5.18	5	8	4.60	5	7	4.03	4	6	3.45	3
43	73	58.90	15	8.84	9	14	8.25	8	13	7.66	8	12	7.07	7	11	6.48	6	10	5.89	6	9	5.30	5	8	4.71	5	7	4.12	4	6	3.53	4
44	73	60.27	15	9.04	9	14	8.44	8	13	7.84	8	12	7.23	7	11	6.63	7	10	6.03	6	9	5.42	5	8	4.82	5	7	4.22	4	6	3.62	4

**Political Group Ready Reckoner**

No of Members of Group	No of Members on Council	% of Council	Committee of 15	Proportion on Cttee of 15	Act no of seats on cttee 15	Committee of 14	Proportion on Cttee of 14	Act no on cttee 14	Committee of 13	Proportion on cttee 13	Act no of cttee 13	Committee 12	Proportion on Cttee 12	Act no of seats on Cttee 12	Committee 11	Proportion on Committee 11	Act no of seats on Cttee 11	Committee of 10	Proportion on Cttee 10	Act no of seats on Cttee 10	Committee of 9	Proportion on Cttee 9	Act no of seats on Cttee 9	Committee of 8	Proportion on Cttee 8	Act no of seats on Cttee 8	Committee of 7	Proportion on Cttee 7	Act no of seats on Cttee (7)	Committee of 6	Proportion on Cttee 6	Act no on Cttee 6
45	73	61.64	15	9.25	9	14	8.63	9	13	8.01	8	12	7.40	7	11	6.78	7	10	6.16	6	9	5.55	6	8	4.93	5	7	4.32	4	6	3.70	4
46	73	63.01	15	9.45	9	14	8.82	9	13	8.19	8	12	7.56	8	11	6.93	7	10	6.30	6	9	5.67	6	8	5.04	5	7	4.41	4	6	3.78	4
47	73	64.38	15	9.66	10	14	9.01	9	13	8.37	8	12	7.73	8	11	7.08	7	10	6.44	6	9	5.79	6	8	5.15	5	7	4.51	5	6	3.86	4
48	73	65.75	15	9.86	10	14	9.21	9	13	8.55	9	12	7.89	8	11	7.23	7	10	6.58	7	9	5.92	6	8	5.26	5	7	4.60	5	6	3.95	4
49	73	67.12	15	10.07	10	14	9.40	9	13	8.73	9	12	8.05	8	11	7.38	7	10	6.71	7	9	6.04	6	8	5.37	5	7	4.70	5	6	4.03	4
50	73	68.49	15	10.27	10	14	9.59	10	13	8.90	9	12	8.22	8	11	7.53	8	10	6.85	7	9	6.16	6	8	5.48	5	7	4.79	5	6	4.11	4
51	73	69.86	15	10.48	10	14	9.78	10	13	9.08	9	12	8.38	8	11	7.68	8	10	6.99	7	9	6.29	6	8	5.59	6	7	4.89	5	6	4.19	4
52	73	71.23	15	10.68	11	14	9.97	10	13	9.26	9	12	8.55	9	11	7.84	8	10	7.12	7	9	6.41	6	8	5.70	6	7	4.99	5	6	4.27	4
53	73	72.60	15	10.89	11	14	10.16	10	13	9.44	9	12	8.71	9	11	7.99	8	10	7.26	7	9	6.53	7	8	5.81	6	7	5.08	5	6	4.36	4
54	73	73.97	15	11.10	11	14	10.36	10	13	9.62	10	12	8.88	9	11	8.14	8	10	7.40	7	9	6.66	7	8	5.92	6	7	5.18	5	6	4.44	4
55	73	75.34	15	11.30	11	14	10.55	11	13	9.79	10	12	9.04	9	11	8.29	8	10	7.53	8	9	6.78	7	8	6.03	6	7	5.27	5	6	4.52	5
56	73	76.71	15	11.51	12	14	10.74	11	13	9.97	10	12	9.21	9	11	8.44	8	10	7.67	8	9	6.90	7	8	6.14	6	7	5.37	5	6	4.60	5
57	73	78.08	15	11.71	12	14	10.93	11	13	10.15	10	12	9.37	9	11	8.59	9	10	7.81	8	9	7.03	7	8	6.25	6	7	5.47	5	6	4.68	5
58	73	79.45	15	11.92	12	14	11.12	11	13	10.33	10	12	9.53	10	11	8.74	9	10	7.95	8	9	7.15	7	8	6.36	6	7	5.56	6	6	4.77	5
59	73	80.82	15	12.12	12	14	11.32	11	13	10.51	11	12	9.70	10	11	8.89	9	10	8.08	8	9	7.27	7	8	6.47	6	7	5.66	6	6	4.85	5
60	73	82.19	15	12.33	12	14	11.51	12	13	10.68	11	12	9.86	10	11	9.04	9	10	8.22	8	9	7.40	7	8	6.58	7	7	5.75	6	6	4.93	5
61	73	83.56	15	12.53	13	14	11.70	12	13	10.86	11	12	10.03	10	11	9.19	9	10	8.36	8	9	7.52	8	8	6.68	7	7	5.85	6	6	5.01	5
62	73	84.93	15	12.74	13	14	11.89	12	13	11.04	11	12	10.19	10	11	9.34	9	10	8.49	8	9	7.64	8	8	6.79	7	7	5.95	6	6	5.10	5
63	73	86.30	15	12.95	13	14	12.08	12	13	11.22	11	12	10.36	10	11	9.49	9	10	8.63	9	9	7.77	8	8	6.90	7	7	6.04	6	6	5.18	5
64	73	87.67	15	13.15	13	14	12.27	12	13	11.40	11	12	10.52	11	11	9.64	10	10	8.77	9	9	7.89	8	8	7.01	7	7	6.14	6	6	5.26	5
65	73	89.04	15	13.36	13	14	12.47	12	13	11.58	12	12	10.68	11	11	9.79	10	10	8.90	9	9	8.01	8	8	7.12	7	7	6.23	6	6	5.34	5
66	73	90.41	15	13.56	14	14	12.66	13	13	11.75	12	12	10.85	11	11	9.95	10	10	9.04	9	9	8.14	8	8	7.23	7	7	6.33	6	6	5.42	5
67	73	91.78	15	13.77	14	14	12.85	13	13	11.93	12	12	11.01	11	11	10.10	10	10	9.18	9	9	8.26	8	8	7.34	7	7	6.42	6	6	5.51	6
68	73	93.15	15	13.97	14	14	13.04	13	13	12.11	12	12	11.18	11	11	10.25	10	10	9.32	9	9	8.38	8	8	7.45	7	7	6.52	7	6	5.59	6
69	73	94.52	15	14.18	14	14	13.23	13	13	12.29	12	12	11.34	11	11	10.40	10	10	9.45	9	9	8.51	9	8	7.56	8	7	6.62	7	6	5.67	6
70	73	95.89	15	14.38	14	14	13.42	13	13	12.47	12	12	11.51	12	11	10.55	11	10	9.59	10	9	8.63	9	8	7.67	8	7	6.71	7	6	5.75	6
71	73	97.26	15	14.59	15	14	13.62	14	13	12.64	13	12	11.67	12	11	10.70	11	10	9.73	10	9	8.75	9	8	7.78	8	7	6.81	7	6	5.84	6
72	73	98.63	15	14.79	15	14	13.81	14	13	12.82	13	12	11.84	12	11	10.85	11	10	9.86	10	9	8.88	9	8	7.89	8	7	6.90	7	6	5.92	6
73	73	100.00	15	15.00	15	14	14.00	14	13	13.00	13	12	12.00	12	11	11.00	11	10	10.00	10	9	9.00	9	8	8.00	8	7	7.00	7	6	6.00	6

**Political Group Ready Reckoner - Committees of 3 - 15**

No of Members of Group	No of Members on Council	% of Council	No of Members of Group	No of Members on Council	% of Council	Committee of 5	Proportion of seats on Cttee 5	Act no of seats on Cttee 5	Committee of 4	Proportion on Cttee 4	Act no of seats on Cttee 4	committee of 3	Proportion on cttee 3	Act no on cttee 3
1	73	1.37	1	73	1.37	5	0.07	0	4	0.05	0	3	0.04	0
2	73	2.74	2	73	2.74	5	0.14	0	4	0.11	0	3	0.08	0
3	73	4.11	3	73	4.11	5	0.21	0	4	0.16	0	3	0.12	0
4	73	5.48	4	73	5.48	5	0.27	0	4	0.22	0	3	0.16	0
5	73	6.85	5	73	6.85	5	0.34	0	4	0.27	0	3	0.21	0
6	73	8.22	6	73	8.22	5	0.41	0	4	0.33	0	3	0.25	0
7	73	9.59	7	73	9.59	5	0.48	0	4	0.38	0	3	0.29	0
8	73	10.96	8	73	10.96	5	0.55	1	4	0.44	0	3	0.33	0
9	73	12.33	9	73	12.33	5	0.62	1	4	0.49	0	3	0.37	0
10	73	13.70	10	73	13.70	5	0.68	1	4	0.55	1	3	0.41	0
11	73	15.07	11	73	15.07	5	0.75	1	4	0.60	1	3	0.45	0
12	73	16.44	12	73	16.44	5	0.82	1	4	0.66	1	3	0.49	0
13	73	17.81	13	73	17.81	5	0.89	1	4	0.71	1	3	0.53	1
14	73	19.18	14	73	19.18	5	0.96	1	4	0.77	1	3	0.58	1
15	73	20.55	15	73	20.55	5	1.03	1	4	0.82	1	3	0.62	1
16	73	21.92	16	73	21.92	5	1.10	1	4	0.88	1	3	0.66	1
17	73	23.29	17	73	23.29	5	1.16	1	4	0.93	1	3	0.70	1
18	73	24.66	18	73	24.66	5	1.23	1	4	0.99	1	3	0.74	1
19	73	26.03	19	73	26.03	5	1.30	1	4	1.04	1	3	0.78	1
20	73	27.40	20	73	27.40	5	1.37	1	4	1.10	1	3	0.82	1
21	73	28.77	21	73	28.77	5	1.44	1	4	1.15	1	3	0.86	1
22	73	30.14	22	73	30.14	5	1.51	2	4	1.21	1	3	0.90	1
23	73	31.51	23	73	31.51	5	1.58	2	4	1.26	1	3	0.95	1
24	73	32.88	24	73	32.88	5	1.64	2	4	1.32	1	3	0.99	1
25	73	34.25	25	73	34.25	5	1.71	2	4	1.37	1	3	1.03	1
26	73	35.62	26	73	35.62	5	1.78	2	4	1.42	1	3	1.07	1
27	73	36.99	27	73	36.99	5	1.85	2	4	1.48	1	3	1.11	1
28	73	38.36	28	73	38.36	5	1.92	2	4	1.53	2	3	1.15	1
29	73	39.73	29	73	39.73	5	1.99	2	4	1.59	2	3	1.19	1
30	73	41.10	30	73	41.10	5	2.05	2	4	1.64	2	3	1.23	1
31	73	42.47	31	73	42.47	5	2.12	2	4	1.70	2	3	1.27	1
32	73	43.84	32	73	43.84	5	2.19	2	4	1.75	2	3	1.32	1
33	73	45.21	33	73	45.21	5	2.26	2	4	1.81	2	3	1.36	1
34	73	46.58	34	73	46.58	5	2.33	2	4	1.86	2	3	1.40	1
35	73	47.95	35	73	47.95	5	2.40	2	4	1.92	2	3	1.44	1
36	73	49.32	36	73	49.32	5	2.47	2	4	1.97	2	3	1.48	1
37	73	50.68	37	73	50.68	5	2.53	3	4	2.03	2	3	1.52	2
38	73	52.05	38	73	52.05	5	2.60	3	4	2.08	2	3	1.56	2
39	73	53.42	39	73	53.42	5	2.67	3	4	2.14	2	3	1.60	2
40	73	54.79	40	73	54.79	5	2.74	3	4	2.19	2	3	1.64	2
41	73	56.16	41	73	56.16	5	2.81	3	4	2.25	2	3	1.68	2
42	73	57.53	42	73	57.53	5	2.88	3	4	2.30	2	3	1.73	2
43	73	58.90	43	73	58.90	5	2.95	3	4	2.36	2	3	1.77	2
44	73	60.27	44	73	60.27	5	3.01	3	4	2.41	2	3	1.81	2

Political Group Ready Reckoner - Committees of 3 - 15															
No of Members of Group	No of Members on Council	% of Council	No of Members of Group	No of Members on Council	% of Council	Committee of 5	Proportion of seats on Cttee 5	Act no of seats on Cttee 5	Committee of 4	Proportion on Cttee 4	Act no of seats on Cttee 4	committee of 3	Proportion on cttee 3	Act no on cttee 3	
45	73	61.64	45	73	61.64	5	3.08	3	4	2.47	2	3	1.85	2	
46	73	63.01	46	73	63.01	5	3.15	3	4	2.52	3	3	1.89	2	
47	73	64.38	47	73	64.38	5	3.22	3	4	2.58	3	3	1.93	2	
48	73	65.75	48	73	65.75	5	3.29	3	4	2.63	3	3	1.97	2	
49	73	67.12	49	73	67.12	5	3.36	3	4	2.68	3	3	2.01	2	
50	73	68.49	50	73	68.49	5	3.42	3	4	2.74	3	3	2.05	2	
51	73	69.86	51	73	69.86	5	3.49	3	4	2.79	3	3	2.10	2	
52	73	71.23	52	73	71.23	5	3.56	4	4	2.85	3	3	2.14	2	
53	73	72.60	53	73	72.60	5	3.63	4	4	2.90	3	3	2.18	2	
54	73	73.97	54	73	73.97	5	3.70	4	4	2.96	3	3	2.22	2	
55	73	75.34	55	73	75.34	5	3.77	4	4	3.01	3	3	2.26	2	
56	73	76.71	56	73	76.71	5	3.84	4	4	3.07	3	3	2.30	2	
57	73	78.08	57	73	78.08	5	3.90	4	4	3.12	3	3	2.34	2	
58	73	79.45	58	73	79.45	5	3.97	4	4	3.18	3	3	2.38	2	
59	73	80.82	59	73	80.82	5	4.04	4	4	3.23	3	3	2.42	2	
60	73	82.19	60	73	82.19	5	4.11	4	4	3.29	3	3	2.47	2	
61	73	83.56	61	73	83.56	5	4.18	4	4	3.34	3	3	2.51	3	
62	73	84.93	62	73	84.93	5	4.25	4	4	3.40	3	3	2.55	3	
63	73	86.30	63	73	86.30	5	4.32	4	4	3.45	3	3	2.59	3	
64	73	87.67	64	73	87.67	5	4.38	4	4	3.51	4	3	2.63	3	
65	73	89.04	65	73	89.04	5	4.45	4	4	3.56	4	3	2.67	3	
66	73	90.41	66	73	90.41	5	4.52	5	4	3.62	4	3	2.71	3	
67	73	91.78	67	73	91.78	5	4.59	5	4	3.67	4	3	2.75	3	
68	73	93.15	68	73	93.15	5	4.66	5	4	3.73	4	3	2.79	3	
69	73	94.52	69	73	94.52	5	4.73	5	4	3.78	4	3	2.84	3	
70	73	95.89	70	73	95.89	5	4.79	5	4	3.84	4	3	2.88	3	
71	73	97.26	71	73	97.26	5	4.86	5	4	3.89	4	3	2.92	3	
72	73	98.63	72	73	98.63	5	4.93	5	4	3.95	4	3	2.96	3	
73	73	100.00	73	73	100.00	5	5.00	5	4	4.00	4	3	3.00	3	



**Political Group Ready Reckoner Committees of 16 - 25**

No of Members of Group	No of Members on Council	% of Council	Committee of 16	Proportion on Cttee of 16	Act no of seats on cttee 16	Committee of 17	Proportion on Cttee of 17	Act no on cttee 17	Committee of 18	Proportion on cttee 18	Act no of cttee 18	Committee 19	Proportion on Cttee 19	Act no of seats on Cttee 19	Committee 20	Proportion on Committee 20	Act no of seats on Cttee 20	Committee of 21	Proportion on Cttee 21	Act no of seats on Cttee 21
1	73	1.37	16	0.22	0	17	0.23	0	18	0.25	0	19	0.26	0	20	0.27	0	21	0.29	0
2	73	2.74	16	0.44	0	17	0.47	0	18	0.49	0	19	0.52	1	20	0.55	1	21	0.58	1
3	73	4.11	16	0.66	1	17	0.70	1	18	0.74	1	19	0.78	1	20	0.82	1	21	0.86	1
4	73	5.48	16	0.88	1	17	0.93	1	18	0.99	1	19	1.04	1	20	1.10	1	21	1.15	1
5	73	6.85	16	1.10	1	17	1.16	1	18	1.23	1	19	1.30	1	20	1.37	1	21	1.44	1
6	73	8.22	16	1.32	1	17	1.40	1	18	1.48	1	19	1.56	2	20	1.64	2	21	1.73	2
7	73	9.59	16	1.53	2	17	1.63	2	18	1.73	2	19	1.82	2	20	1.92	2	21	2.01	2
8	73	10.96	16	1.75	2	17	1.86	2	18	1.97	2	19	2.08	2	20	2.19	2	21	2.30	2
9	73	12.33	16	1.97	2	17	2.10	2	18	2.22	2	19	2.34	2	20	2.47	2	21	2.59	3
10	73	13.70	16	2.19	2	17	2.33	2	18	2.47	2	19	2.60	3	20	2.74	3	21	2.88	3
11	73	15.07	16	2.41	2	17	2.56	3	18	2.71	3	19	2.86	3	20	3.01	3	21	3.16	3
12	73	16.44	16	2.63	3	17	2.79	3	18	2.96	3	19	3.12	3	20	3.29	3	21	3.45	3
13	73	17.81	16	2.85	3	17	3.03	3	18	3.21	3	19	3.38	3	20	3.56	4	21	3.74	4
14	73	19.18	16	3.07	3	17	3.26	3	18	3.45	3	19	3.64	4	20	3.84	4	21	4.03	4
15	73	20.55	16	3.29	3	17	3.49	3	18	3.70	4	19	3.90	4	20	4.11	4	21	4.32	4
16	73	21.92	16	3.51	4	17	3.73	4	18	3.95	4	19	4.16	4	20	4.38	4	21	4.60	5
17	73	23.29	16	3.73	4	17	3.96	4	18	4.19	4	19	4.42	4	20	4.66	5	21	4.89	5
18	73	24.66	16	3.95	4	17	4.19	4	18	4.44	4	19	4.68	5	20	4.93	5	21	5.18	5
19	73	26.03	16	4.16	4	17	4.42	4	18	4.68	5	19	4.95	5	20	5.21	5	21	5.47	5
20	73	27.40	16	4.38	4	17	4.66	5	18	4.93	5	19	5.21	5	20	5.48	5	21	5.75	6
21	73	28.77	16	4.60	5	17	4.89	5	18	5.18	5	19	5.47	5	20	5.75	6	21	6.04	6
22	73	30.14	16	4.82	5	17	5.12	5	18	5.42	5	19	5.73	6	20	6.03	6	21	6.33	6
23	73	31.51	16	5.04	5	17	5.36	5	18	5.67	6	19	5.99	6	20	6.30	6	21	6.62	7
24	73	32.88	16	5.26	5	17	5.59	6	18	5.92	6	19	6.25	6	20	6.58	7	21	6.90	7
25	73	34.25	16	5.48	5	17	5.82	6	18	6.16	6	19	6.51	7	20	6.85	7	21	7.19	7
26	73	35.62	16	5.70	6	17	6.05	6	18	6.41	6	19	6.77	7	20	7.12	7	21	7.48	7
27	73	36.99	16	5.92	6	17	6.29	6	18	6.66	7	19	7.03	7	20	7.40	7	21	7.77	8
28	73	38.36	16	6.14	6	17	6.52	7	18	6.90	7	19	7.29	7	20	7.67	8	21	8.05	8
29	73	39.73	16	6.36	6	17	6.75	7	18	7.15	7	19	7.55	8	20	7.95	8	21	8.34	8
30	73	41.10	16	6.58	7	17	6.99	7	18	7.40	7	19	7.81	8	20	8.22	8	21	8.63	9
31	73	42.47	16	6.79	7	17	7.22	7	18	7.64	8	19	8.07	8	20	8.49	8	21	8.92	9
32	73	43.84	16	7.01	7	17	7.45	7	18	7.89	8	19	8.33	8	20	8.77	9	21	9.21	9
33	73	45.21	16	7.23	7	17	7.68	8	18	8.14	8	19	8.59	9	20	9.04	9	21	9.49	9
34	73	46.58	16	7.45	7	17	7.92	8	18	8.38	8	19	8.85	9	20	9.32	9	21	9.78	10
35	73	47.95	16	7.67	8	17	8.15	8	18	8.63	9	19	9.11	9	20	9.59	10	21	10.07	10
36	73	49.32	16	7.89	8	17	8.38	8	18	8.88	9	19	9.37	9	20	9.86	10	21	10.36	10
37	73	50.68	16	8.11	8	17	8.62	9	18	9.12	9	19	9.63	10	20	10.14	10	21	10.64	11
38	73	52.05	16	8.33	8	17	8.85	9	18	9.37	9	19	9.89	10	20	10.41	10	21	10.93	11
39	73	53.42	16	8.55	9	17	9.08	9	18	9.62	10	19	10.15	10	20	10.68	11	21	11.22	11
40	73	54.79	16	8.77	9	17	9.32	9	18	9.86	10	19	10.41	10	20	10.96	11	21	11.51	12

41	73	56.16	16	8.99	9	17	9.55	10	18	10.11	10	19	10.67	11	20	11.23	11	21	11.79	12
42	73	57.53	16	9.21	9	17	9.78	10	18	10.36	10	19	10.93	11	20	11.51	12	21	12.08	12
43	73	58.90	16	9.42	9	17	10.01	10	18	10.60	11	19	11.19	11	20	11.78	12	21	12.37	12
44	73	60.27	16	9.64	10	17	10.25	10	18	10.85	11	19	11.45	11	20	12.05	12	21	12.66	13
45	73	61.64	16	9.86	10	17	10.48	10	18	11.10	11	19	11.71	12	20	12.33	12	21	12.95	13
46	73	63.01	16	10.08	10	17	10.71	11	18	11.34	11	19	11.97	12	20	12.60	13	21	13.23	13
47	73	64.38	16	10.30	10	17	10.95	11	18	11.59	12	19	12.23	12	20	12.88	13	21	13.52	14
48	73	65.75	16	10.52	11	17	11.18	11	18	11.84	12	19	12.49	12	20	13.15	13	21	13.81	14
49	73	67.12	16	10.74	11	17	11.41	11	18	12.08	12	19	12.75	13	20	13.42	13	21	14.10	14
50	73	68.49	16	10.96	11	17	11.64	12	18	12.33	12	19	13.01	13	20	13.70	14	21	14.38	14
51	73	69.86	16	11.18	11	17	11.88	12	18	12.58	13	19	13.27	13	20	13.97	14	21	14.67	15
52	73	71.23	16	11.40	11	17	12.11	12	18	12.82	13	19	13.53	14	20	14.25	14	21	14.96	15
53	73	72.60	16	11.62	12	17	12.34	12	18	13.07	13	19	13.79	14	20	14.52	15	21	15.25	15
54	73	73.97	16	11.84	12	17	12.58	13	18	13.32	13	19	14.05	14	20	14.79	15	21	15.53	16
55	73	75.34	16	12.05	12	17	12.81	13	18	13.56	14	19	14.32	14	20	15.07	15	21	15.82	16
56	73	76.71	16	12.27	12	17	13.04	13	18	13.81	14	19	14.58	15	20	15.34	15	21	16.11	16
57	73	78.08	16	12.49	12	17	13.27	13	18	14.05	14	19	14.84	15	20	15.62	16	21	16.40	16
58	73	79.45	16	12.71	13	17	13.51	14	18	14.30	14	19	15.10	15	20	15.89	16	21	16.68	17
59	73	80.82	16	12.93	13	17	13.74	14	18	14.55	15	19	15.36	15	20	16.16	16	21	16.97	17
60	73	82.19	16	13.15	13	17	13.97	14	18	14.79	15	19	15.62	16	20	16.44	16	21	17.26	17
61	73	83.56	16	13.37	13	17	14.21	14	18	15.04	15	19	15.88	16	20	16.71	17	21	17.55	18
62	73	84.93	16	13.59	14	17	14.44	14	18	15.29	15	19	16.14	16	20	16.99	17	21	17.84	18
63	73	86.30	16	13.81	14	17	14.67	15	18	15.53	16	19	16.40	16	20	17.26	17	21	18.12	18
64	73	87.67	16	14.03	14	17	14.90	15	18	15.78	16	19	16.66	17	20	17.53	18	21	18.41	18
65	73	89.04	16	14.25	14	17	15.14	15	18	16.03	16	19	16.92	17	20	17.81	18	21	18.70	19
66	73	90.41	16	14.47	14	17	15.37	15	18	16.27	16	19	17.18	17	20	18.08	18	21	18.99	19
67	73	91.78	16	14.68	15	17	15.60	16	18	16.52	17	19	17.44	17	20	18.36	18	21	19.27	19
68	73	93.15	16	14.90	15	17	15.84	16	18	16.77	17	19	17.70	18	20	18.63	19	21	19.56	20
69	73	94.52	16	15.12	15	17	16.07	16	18	17.01	17	19	17.96	18	20	18.90	19	21	19.85	20
70	73	95.89	16	15.34	15	17	16.30	16	18	17.26	17	19	18.22	18	20	19.18	19	21	20.14	20
71	73	97.26	16	15.56	16	17	16.53	17	18	17.51	18	19	18.48	18	20	19.45	19	21	20.42	20
72	73	98.63	16	15.78	16	17	16.77	17	18	17.75	18	19	18.74	19	20	19.73	20	21	20.71	21
73	73	100.00	16	16.00	16	17	17.00	17	18	18.00	18	19	19.00	19	20	20.00	20	21	21.00	21

Committee of 22	Proportion on Cttee 22	Act no of seats on Cttee 22	Committee of 23	Proportion on Cttee 23	Act no of seats on Cttee 23	Committee of 24	Proportion on Cttee 24	Act no of seats on Cttee 24	Committee of 25	Proportion on Cttee 25	Act no on Cttee 25
22	0.30	0	23	0.32	0	24	0.33	0	25	0.34	0
22	0.60	1	23	0.63	1	24	0.66	1	25	0.68	1
22	0.90	1	23	0.95	1	24	0.99	1	25	1.03	1
22	1.21	1	23	1.26	1	24	1.32	1	25	1.37	1
22	1.51	2	23	1.58	2	24	1.64	2	25	1.71	2
22	1.81	2	23	1.89	2	24	1.97	2	25	2.05	2
22	2.11	2	23	2.21	2	24	2.30	2	25	2.40	2
22	2.41	2	23	2.52	3	24	2.63	3	25	2.74	3
22	2.71	3	23	2.84	3	24	2.96	3	25	3.08	3
22	3.01	3	23	3.15	3	24	3.29	3	25	3.42	3
22	3.32	3	23	3.47	3	24	3.62	4	25	3.77	4
22	3.62	4	23	3.78	4	24	3.95	4	25	4.11	4
22	3.92	4	23	4.10	4	24	4.27	4	25	4.45	4
22	4.22	4	23	4.41	4	24	4.60	5	25	4.79	5
22	4.52	5	23	4.73	5	24	4.93	5	25	5.14	5
22	4.82	5	23	5.04	5	24	5.26	5	25	5.48	5
22	5.12	5	23	5.36	5	24	5.59	6	25	5.82	6
22	5.42	5	23	5.67	6	24	5.92	6	25	6.16	6
22	5.73	6	23	5.99	6	24	6.25	6	25	6.51	7
22	6.03	6	23	6.30	6	24	6.58	7	25	6.85	7
22	6.33	6	23	6.62	7	24	6.90	7	25	7.19	7
22	6.63	7	23	6.93	7	24	7.23	7	25	7.53	8
22	6.93	7	23	7.25	7	24	7.56	8	25	7.88	8
22	7.23	7	23	7.56	8	24	7.89	8	25	8.22	8
22	7.53	8	23	7.88	8	24	8.22	8	25	8.56	9
22	7.84	8	23	8.19	8	24	8.55	9	25	8.90	9
22	8.14	8	23	8.51	9	24	8.88	9	25	9.25	9
22	8.44	8	23	8.82	9	24	9.21	9	25	9.59	10
22	8.74	9	23	9.14	9	24	9.53	10	25	9.93	10
22	9.04	9	23	9.45	9	24	9.86	10	25	10.27	10
22	9.34	9	23	9.77	10	24	10.19	10	25	10.62	11
22	9.64	10	23	10.08	10	24	10.52	11	25	10.96	11
22	9.95	10	23	10.40	10	24	10.85	11	25	11.30	11
22	10.25	10	23	10.71	11	24	11.18	11	25	11.64	12
22	10.55	11	23	11.03	11	24	11.51	12	25	11.99	12
22	10.85	11	23	11.34	11	24	11.84	12	25	12.33	12
22	11.15	11	23	11.66	12	24	12.16	12	25	12.67	13
22	11.45	11	23	11.97	12	24	12.49	12	25	13.01	13
22	11.75	12	23	12.29	12	24	12.82	13	25	13.36	13
22	12.05	12	23	12.60	13	24	13.15	13	25	13.70	14

22	12.36	12	23	12.92	13	24	13.48	13	25	14.04	14
22	12.66	13	23	13.23	13	24	13.81	14	25	14.38	14
22	12.96	13	23	13.55	14	24	14.14	14	25	14.73	15
22	13.26	13	23	13.86	14	24	14.47	14	25	15.07	15
22	13.56	14	23	14.18	14	24	14.79	15	25	15.41	15
22	13.86	14	23	14.49	14	24	15.12	15	25	15.75	16
22	14.16	14	23	14.81	15	24	15.45	15	25	16.10	16
22	14.47	14	23	15.12	15	24	15.78	16	25	16.44	16
22	14.77	15	23	15.44	15	24	16.11	16	25	16.78	17
22	15.07	15	23	15.75	16	24	16.44	16	25	17.12	17
22	15.37	15	23	16.07	16	24	16.77	17	25	17.47	17
22	15.67	16	23	16.38	16	24	17.10	17	25	17.81	18
22	15.97	16	23	16.70	17	24	17.42	17	25	18.15	18
22	16.27	16	23	17.01	17	24	17.75	18	25	18.49	18
22	16.58	17	23	17.33	17	24	18.08	18	25	18.84	19
22	16.88	17	23	17.64	18	24	18.41	18	25	19.18	19
22	17.18	17	23	17.96	18	24	18.74	19	25	19.52	20
22	17.48	17	23	18.27	18	24	19.07	19	25	19.86	20
22	17.78	18	23	18.59	19	24	19.40	19	25	20.21	20
22	18.08	18	23	18.90	19	24	19.73	20	25	20.55	21
22	18.38	18	23	19.22	19	24	20.05	20	25	20.89	21
22	18.68	19	23	19.53	20	24	20.38	20	25	21.23	21
22	18.99	19	23	19.85	20	24	20.71	21	25	21.58	22
22	19.29	19	23	20.16	20	24	21.04	21	25	21.92	22
22	19.59	20	23	20.48	20	24	21.37	21	25	22.26	22
22	19.89	20	23	20.79	21	24	21.70	22	25	22.60	23
22	20.19	20	23	21.11	21	24	22.03	22	25	22.95	23
22	20.49	20	23	21.42	21	24	22.36	22	25	23.29	23
22	20.79	21	23	21.74	22	24	22.68	23	25	23.63	24
22	21.10	21	23	22.05	22	24	23.01	23	25	23.97	24
22	21.40	21	23	22.37	22	24	23.34	23	25	24.32	24
22	21.70	22	23	22.68	23	24	23.67	24	25	24.66	25
22	22.00	22	23	23.00	23	24	24.00	24	25	25.00	25

Ready Reckoner - Allocation of Seats									10/05/2018			
Committee	Committee Seats	Independent Group	Welsh Conservatives	Welsh Liberal Democrats	Welsh Labour	Plaid Cymru - Green	Other Group	Non-Aligned 1	Non-Aligned 2	Non-Aligned 3	Total Allocation of Seats	+ / -
		(30)	(20)	(13)	(7)	(3)	(0)	(0)	(0)	(0)	(73)	
Scrutiny Committee A	14	6	4	2	1	1	0	0	0	0	14	0
Scrutiny Committee B	14	6	4	2	1	1	0	0	0	0	14	0
Planning, Taxi Licensing and Rights of Way	21	8	6	4	2	1	0	0	0	0	21	0
Employment and Appeals	14	6	4	2	1	1	0	0	0	0	14	0
Audit	14	6	4	2	1	1	0	0	0	0	14	0
Licensing Act 2003	14	6	4	2	1	1	0	0	0	0	14	0
Democratic Services	14	6	4	2	1	1	0	0	0	0	14	0
Pensions and Investment	5	2	1	1	0	0	0	0	0	0	4	-1
<b>Total Seats on Committees</b>	<b>110</b>	<b>46</b>	<b>31</b>	<b>17</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	
<b>Overall Aggregate Entitlement</b>		<b>45</b>	<b>30</b>	<b>20</b>	<b>11</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111</b>	
<b>+ / -</b>		<b>1</b>	<b>1</b>	<b>-3</b>	<b>-3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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Ready Reckoner - Allocation of Seats									10/05/2018			
Committee	Committee Seats	Independent Group	Welsh Conservatives	Welsh Liberal Democrats	Welsh Labour	Plaid Cymru - Green	Other Group	Non-Aligned 1	Non-Aligned 2	Non-Aligned 3	Total Allocation of Seats	+ / -
		(30)	(20)	(13)	(7)	(3)	(0)	(0)	(0)	(0)	(73)	
Economy, Residents and Community Scrutiny Committee	9	4	2	2	1	0	0	0	0	0	9	0
Health and Care Scrutiny Committee	9	4	2	2	1	0	0	0	0	0	9	0
Learning and Skills Scrutiny Committee	9	4	2	2	1	0	0	0	0	0	9	
Audit	9	4	2	2	1	0	0	0	0	0	9	0
Planning, Taxi Licensing and Rights of Way	21	8	6	4	2	1	0	0	0	0	21	0
Employment and Appeals	14	6	4	2	1	1	0	0	0	0	14	0
Licensing Act 2003	14	6	4	2	1	1	0	0	0	0	14	0
Democratic Services	14	6	4	2	1	1	0	0	0	0	14	0
Pensions and Investment	5	2	1	1	0	0	0	0	0	0	4	-1
<b>Total Seats on Committees</b>	<b>104</b>	<b>44</b>	<b>27</b>	<b>19</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>	
<b>Overall Aggregate Entitlement</b>		<b>43</b>	<b>28</b>	<b>19</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	
<b>+ / -</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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**Allocation of Scrutiny Committee Chairs – Measure Provisions.****Step 1.**

Percentage size of “Executive” Group(s) as a proportion of the Whole Council (73 Members):

<b>Group Name</b>	<b>No in Group</b>	<b>Percentage of Whole Council</b>
The Independent Group	30	41.10%
Welsh Conservatives	20	27.40%
<b>Total</b>	<b>50</b>	<b>68.50%</b>

**Step 2.**

Entitlement of “Executive” Group(s) to proportion of chairs.

68.50% of 2 chairs = 1.37 chairs

If less than whole number then Rounding Down is required.

Entitlement - 2 scrutiny chairs = 1 chair

**Step 3.**

As there is an entitlement of chairs for the “Executive” Group(s) the remaining chairs therefore are to be allocated to “Opposition” Groups based on the proportion size of individual groups to the size of the opposition groups taken as a whole (23 Members):

<b>Group Name</b>	<b>No in Group</b>	<b>Percentage of Opposition Groups</b>
Welsh Liberal Democrats	13	56.5%
Welsh Labour	7	30.43%
Plaid Cymru / Green	3	13.04%

**Step 4.**

Entitlement of “Opposition” Groups to proportion of remaining chairs (number of chairs multiplied by percentage in step 3):

<b>Group Name</b>	<b>Entitlement (1 chair multiplied by percentage in step 3)</b>	<b>Rounding Up.</b>	<b>Ranking</b>
Welsh Liberal Democrats	0.56	1	
Welsh Labour	0.30	0	
Plaid Cymru / Green	0.13	0	

The result of this exercise is as follows:

**Entitlement – 2 scrutiny chairs:**

Executive Group(s) – 1 chair

Welsh Liberal Democrats – 1 chair

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**Allocation of Scrutiny Committee Chairs – Measure Provisions.****Step 1.**

Percentage size of “Executive” Group(s) as a proportion of the Whole Council (73 Members):

<b>Group Name</b>	<b>No in Group</b>	<b>Percentage of Whole Council</b>
The Independent Group	30	41.10%
Welsh Conservatives	20	27.40%
<b>Total</b>	<b>50</b>	<b>68.50%</b>

**Step 2.**

Entitlement of “Executive” Group(s) to proportion of chairs.

68.50% of 3 chairs = 2.06 chairs

If less than whole number then Rounding Down is required.

Entitlement - 3 scrutiny chairs = 2 chairs

**Step 3.**

As there is an entitlement of chairs for the “Executive” Group(s) the remaining chairs therefore are to be allocated to “Opposition” Groups based on the proportion size of individual groups to the size of the opposition groups taken as a whole (23 Members):

<b>Group Name</b>	<b>No in Group</b>	<b>Percentage of Opposition Groups</b>
Welsh Liberal Democrats	13	56.5%
Welsh Labour	7	30.43%
Plaid Cymru / Green	3	13.04%

**Step 4.**

Entitlement of “Opposition” Groups to proportion of remaining chairs (number of chairs multiplied by percentage in step 3):

<b>Group Name</b>	<b>Entitlement (1 chair multiplied by percentage in step 3)</b>	<b>Rounding Up.</b>	<b>Ranking</b>
Welsh Liberal Democrats	0.56	1	
Welsh Labour	0.30	0	
Plaid Cymru / Green	0.13	0	

The result of this exercise is as follows:

**Entitlement – 3 scrutiny chairs:**

Executive Group(s) – 2 chairs

Welsh Liberal Democrats – 1 chair

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**Political Balance Appointments to Brecon Beacons National Park Committee**

1. The Brecon Beacons National Park Authority (BBNP) comprises 24 members; 8 nominees of the Assembly and 16 appointees from constituent Local Authorities.
2. The Local Authorities appointing to the BBNP are as follows:-

<u>Authority</u>	<u>Number of Members Appointed</u>
Powys	8
Blaenau Gwent	1
Carmarthenshire	2
Merthyr Tydfil	1
Monmouthshire	2
Rhondda Cynon Taff	1
Torfaen	1
	<b>16</b>

3. The BBNP itself is not required under the Local Government and Housing Act 1989 to be politically balanced but Local Authorities appointing to it must make appointments which are politically balanced.
4. As a “Body” to which the 1989 Act political balance regime applies the Council is required to undertake the same review, allocation of seats and appointments process as undertaken for its own committees.
5. Whilst the Environment Act 1995 provides that a Council “shall have regard to the desirability of appointing Members of the Council who represent electoral divisions situated wholly or partly within the relevant Park” the Local Government and Housing Act 1989 requires that appointments by Local Authorities must be politically balanced.
6. The Minister has asked Local Authorities to have regard to the attached protocol when making appointments to National Park Authorities.
7. This protocol, however, does acknowledge that meeting the political balance requirements may constrain how far the principles in the protocol can be fully applied.
8. The allocation of the 8 seats on the National Park to the Political Groups in order to satisfy the political balance requirements will be undertaken as though the allocation were in respect of an 8 Member committee.
9. The outcome of that exercise and the identity of the 8 individual Members nominated to sit on the National Park Authority by their respective Groups is set out in the report. The Council is requested to make the allocation of seats and individual appointments in accordance with the report.

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## PROTOCOL ON THE SELECTION OF COUNTY COUNCILLORS AS MEMBERS OF NATIONAL PARK AUTHORITIES

### Introduction

1. This protocol provides a recommended framework for the selection of County Councillors by the Unitary Authorities as members of the National Park Authorities (NPAs).
2. Its contents have been subject to consultation with those 10 County Councils which make appointments to the NPAs, as well as with the Welsh Local Government Association and the three NPAs themselves.
3. The protocol identifies key principles of selection for the appointing authorities to take into account in selecting Councillors to serve as members of the NPAs. With County Council Elections scheduled for 1<sup>st</sup> May 2008, the Welsh Assembly Government hopes that the protocol's contents will be of assistance to the appointing authorities in making their next round of appointments to the NPAs.

### Legal framework

4. Under Schedule 7 (paragraph 1.4 b) of the Environment Act 1995, two thirds of the members of the NPAs are appointed by the unitary authorities to represent local interests. The other third are appointed by the Welsh Assembly Government to represent the national interest in the Parks. Sections 15 and 16 of the Local Government and Housing Act 1989 also require the unitary authorities to appoint County Councillors according to the political balance of the individual unitary authority. In addition, Schedule 7, paragraph 2 (4) requires them to have regard to the desirability of appointing Councillors to NPAs with wards wholly or partly situated within the relevant Park. These legal provisions need to be kept in mind in undertaking the selection process.

### Key principles of selection

4. In considering County Councillors for appointment to the local NPA the following key principles of selection are recommended :
  - a. Merit – all selections should be based on merit with individuals chosen on the basis of their abilities, experience, qualities and commitment in relation to the strategic work of NPAs and with full regard to the NPA member role description at Annex A [as developed within the WLGA's Wales Charter for Member Support and Development];
  - b. Equal opportunities – selection should be fully in line with the principles of equal opportunities, noting that there is currently an imbalance of men compared to women on the NPAs;
  - c. Transparency – the unitary authorities should be prepared to share information on the selection process followed with key stakeholders;



- d. Commitment to National Park purposes – in addition to being committed to the overall values and principles of conduct in public service in performing their duties, Councillors being considered for selection should be committed to the two statutory purposes of the NPAs and aim to perform their duties in the interests of the National Park as a whole;
- e. Electoral wards – in accordance with the legislation the aim should be to give priority in selection to those Councillors who have wards wholly or partly within the relevant National Park boundary. Selection of Councillors with electoral wards some distance away from the Park should be avoided where possible, subject to the political balance requirement, and in line with their role in representing overall local county level interests in the National Park.
- f. Main Park communities – in considering candidates for appointment, account should also be taken of the desirability of achieving equitable representation from across the Park area, including seeking to ensure that main communities within the Park are represented on the Park Authority.

#### **Application of the key principles**

5. In selecting Councillors to serve as members of the local National Park Authority, the appointing authorities will need to balance the overall weight to be given to the individual principles. The Welsh Assembly Government recognises that it may not be possible in every case to meet the recommended principles in full – for example a new Councillor may lack experience in National Park Authority business but nonetheless have other experience and qualities that would make that person to represent the County Council on the Park Authority. Equally meeting the political balance requirement may constrain how far the principles can be fully applied.

#### **Review of protocol**

6. The contents of this protocol will be reviewed by the Welsh Assembly Government, the Welsh Local Government Association and the 3 NPAs in 2011 – ie one year before the 2012 County Council Elections. Any proposed changes will be subject to consultation with the relevant Unitary Authorities.

April 2008

Access and National Parks Policy Team  
Welsh Assembly Government



## Annex A

### National Park Authority Member Role Description

#### 1. Accountabilities

- To the full National Park Authority.
- To the public.

#### 2. Role Purpose and Activity

##### (a) Representing the national interest

- To apply the principles and purposes of National Parks to all decision making.
- To bring the national context to bear in decision making.
- To be an advocate for the National Park Authority and its purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area.

##### (b) Representing and supporting communities

- To represent the interests of the population of the whole area of the National Park Authority.
- To liaise with other members, principal authorities, officers and partner organisations to ensure that the needs of the National Park Authority are identified, understood and supported.
- To be a channel of communication to the community on National Park Authority strategies, policies, services and procedures, promoting wide public understanding and enjoyment of the Park and with others to foster the economic and social well being of communities in the Park in the pursuit of its statutory purposes.
- 

##### (c) Making decisions and overseeing National Park Authority performance

- To participate in National Park Authority meetings, reaching and making informed and balanced decisions, and overseeing performance.
- To participate in informed and balanced decision making when appointed to National Park Authority committees and panels.
- To support the principles of democracy and collective responsibility in decision-making.

- To promote and ensure efficiency and effectiveness in the provision of National Park Authority services.

**(d) Representing the National Park Authority (subject to appointment)**

- To represent the National Park Authority on outside bodies.
- To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual gain.
- To represent and be an advocate for the National Park Authority on national bodies and at national events.

**(e) Internal governance, ethical standards and relationships**

- To promote and support good governance of the National Park Authority and its affairs.
- To promote and support open and transparent National Park Authority services.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the National Park Authority.
- To adhere to the Members' Code of Conduct and the highest standards of behaviour in representing the National Park Authority.

**(f) Personal and role development**

- To participate in opportunities for development provided for members by the National Park Authority.

**3. Values**

- To be committed to the values of the National Park Authority and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability.

## Person Specification for Members of National Park Authorities

**To fulfil his or her role as set out in the role description, an effective Member requires:**

### Fulfilling National Park Purposes

- The ability to champion and represent the Authority as an effective mechanism for promoting conservation of the Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and fostering the social and economic wellbeing of local communities.

### Fulfilling the role

- Involvement for typically three or four days per month.
- Attendance and contribution to meetings of the Authority, its committees and the working groups, and raising issues of concern through the established procedures and mechanisms adopted by the Authority.
- Reading and understanding, and the responsibility to seek clarification where necessary from Lead Officers, of briefing material provided for meetings so that you will be properly prepared for any debate on issues across the full range of the Authority's responsibilities.

### Internal governance, ethical standards and relationships

- A commitment to working in the best interests of the National Park and the Authority itself.
- Compliance with Standing Orders and respect for the democratically determined decisions of the Authority.
- Adherence to the Standards of Conduct, Accountability and Openness of the National Park Authority.

### Personal and role development

- Attendance at appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and partner organisations.

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